



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

OPERATIONS COMMITTEE AGENDA

Thursday, May 16, 2019, 12:30 p.m.
School Board Office, Gibsons, B.C.

	Pages
1. Annual Facilities Grant (AFG) Plan	1
2. Five-Year Capital Plan	
3. 2019/20 Budget Summary	2
4. Regulations for Review:	
a. 4050 - Earthquakes	14
b. 4120 - Rental of School Facilities	16
c. 3190 – Scent Considerate Environment	21
5. Local Government OCP and Zoning Referrals (standing item)	22

AFG 2019/20

Remaining AFG 2018	\$160,000
AFG 2019	\$950,000
Committed	\$1,110,000
Contingency	\$0

<u>Projects</u>	<u>Budget</u>	<u>Comments</u>
Roofing	\$210,000	SLC gym
HVAC	\$10,000	Server room GES
Flooring	\$40,000	HBES Kindergarten, Esprit
SLC Furnace	\$120,000	Cracked heat exchanger
SLC Envelope	\$95,000	Water ingress - asbestos abatement/cladding
SEP top up	\$250,000	Dust collectors
ISO 50001	\$37,500	Certification
Gym floors	\$50,000	CSS, ESS, RCES
Interior reno	\$200,000	Sunshine bldg, HBES (staffing included)
Exterior reno	\$10,000	SLC library
Portable move/refurbish	\$30,000	GES
Grounds upgrades	\$20,000	Fields
Consultant reports	\$30,000	KES Gym, SLC HVAC
DBES Power Factor Correction	\$7,500	



Budget 2019-20

Presented to the Operations Committee

May 16, 2019

REVENUE

	2018/19 Preliminary Budget				2018/19 Amended Budget				2019/20 Preliminary Budget			
	Enrolment	Per Pupil	Funding	Change	Enrolment	Per Pupil	Funding	Change	Enrolment	Per Pupil	Funding	Change
School Age	3,000.0000	7,423	22,269,000	552,632	3,059.7500	7,423	22,712,524	443,524	3,095.0000	7,468	23,113,460	400,936
Alternative Continuing Ed	115.0000	7,423	853,645	(29,776)	122.0000	7,423	905,606	51,961	110.0000	7,468	821,480	(84,126)
DL	60.0000	6,100	366,000	(9,150)	74.3125	6,100	453,306	87,306	75.0000	6,100	457,500	4,194
Home School	2.0000	250	500	-	-	250	-	(500)	-	250	-	-
Course Challenges	-	228	-	-	-	228	-	-	-	233	-	-
Level 1 Spec Needs	6	38,800	232,800	(34,180)	8	38,800	310,400	77,600	7	42,400	296,800	(13,600)
Level 2 Spec Needs	187	19,400	3,627,800	(128,990)	213	19,400	4,132,200	504,400	200	20,200	4,040,000	(92,200)
Level 3 Spec Needs	190	9,800	1,862,000	16,880	219	9,800	2,146,200	284,200	210	10,250	2,152,500	6,300
English Language Learning	135	1,420	191,700	(3,600)	159	1,420	225,780	34,080	160	1,495	239,200	13,420
Indigenous Ed	590	1,230	725,700	11,800	663	1,230	815,490	89,790	640	1,450	928,000	112,510
Adult Education	0	4,696	-	(9,813)	1.75	4,696	8,218	8,218	1.5	4,773	7,160	(1,059)
Salary Differential			514,692	2,583			553,093	38,401			557,284	4,191
Unique Features			5,401,495	(49,028)			5,401,495	-			5,873,475	471,980
Enrolment Decline	(18.06)	31.57	-	-	(99.13)	31.57	-	-	(124.06)	31.57	-	-
Transportation												
Feb Recount			73,684	(2,371)			73,684	-			111,919	38,235
May Recount			77,879	(1,789)			77,879	-			32,533	(45,346)
Education Plan			63,139	341			63,139	-			65,121	1,982
Administrative Savings				182,072				-				-
Funding Protection				-				-				-
MOE Operating Grants			36,260,034	497,611			37,879,015	1,618,981			38,703,900	824,885



REVENUE (cont'd)

	2018/19 Preliminary Budget				2018/19 Amended Budget				2019/20 Preliminary Budget			
	Enrolment	Per Pupil	Funding	Change	Enrolment	Per Pupil	Funding	Change	Enrolment	Per Pupil	Funding	Change
MOE Operating Grants			36,260,034	497,611			37,879,015	1,618,981			38,703,900	824,885
MOE-Pay Equity			510,381	-			510,381	-			510,381	-
MOE-Transportation Supp			380,465	-			380,465	-			380,465	-
MOE- Employer Health Tax											310,235	310,235
Admin Savings Subsidy				(182,072)				-				-
MOE-Misc.			8,696	-			8,696	-			8,696	-
MOE-Grad Adult	1.75	4,696	8,218	137	1.125	4,696	5,283	(2,935)	1.125	4,773	5,370	87
MOE-ITA			35,000	-			35,000	-			35,000	-
Carbon Tax Rebate			20,000	-			20,000	-			15,000	(5,000)
Offshore Tuition			98,175	19,767			106,208	8,033			88,358	(17,850)
SD#93-CSF			575,000	-			583,000	8,000			550,873	(32,127)
Miscellaneous Revenue			202,876	(2,824)			202,876	-			165,572	(37,304)
Rentals and Leases			60,000	30,000			60,000	-			60,000	-
Investment Income			80,000	-			140,000	60,000			140,000	-
Total Operating Funding			38,238,845	362,618			39,930,923	1,692,078			40,973,849	1,042,926
Special Purpose Grants Included in Operating Departments												
Strong Start			192,000	-			192,000	-			192,000	-
Ready Set Learn			22,050	22,050			22,050	-			22,050	-
Community LINK (Part)			249,000	-			249,000	-			252,210	3,210
Classroom Enhancement Fund			3,081,976	(46,691)			3,139,711	57,735			2,792,096	(347,615)
AFG - Staffing Costs			161,022	2,982			161,022	-			163,586	2,565
Special Purpose - Included			3,706,048	(21,659)			3,763,783	57,735			3,421,942	(341,841)



REVENUE (cont'd)

	2018/19 Preliminary Budget				2018/19 Amended Budget				2019/20 Preliminary Budget			
	Enrolment	Per Pupil	Funding	Change	Enrolment	Per Pupil	Funding	Change	Enrolment	Per Pupil	Funding	Change
Special Purpose Grants NOT Included in Operating Departments												
French OLEP			5	-			5	-			10,000	9,995
Comm LINK (Comm Schools)			244,656	-			247,707	3,051			247,707	-
Education Fund (EA LIF)			142,174	-			140,534	(1,640)			140,534	-
AFG - Balance			38,548	-			38,548	-			33,002	(5,546)
SPF-Other (Uway-SSAP)			90,000	-			90,000	-			90,000	-
School Generated Funds			900,000	-			900,000	-			900,000	-
Scholarships			77,000	-			77,000	-			77,000	-
Special Purpose - NOT Included			1,492,383	(22,050)			1,493,794	1,411			1,498,243	4,449
Surplus			1,015,704	(562,487)			2,093,304	1,077,600			1,806,026	(287,278)
Capital Revenue Recognized			1,693,043	57,602			1,710,105	17,062			1,751,936	41,831
TOTAL FUNDING			46,146,023	(185,976)			48,991,909	2,845,886			49,451,996	460,086



SCHOOLS

	Base Funding	Grades					Special Needs			
		K	1-3	4-7	8-10	11-12	SCAS	Level 1	Level 2	Level 3
Proposed Per Pupil Amounts	220,000	6,279	5,256	4,604	4,919	5,379	5,068	42,400	17,000	10,250
Prior Year Amounts	208,000	6,135	5,146	4,501	4,727	5,170	4,922	41,000	15,500	9,800
Net Change	12,000	145	110	103	192	209	146	1,400	1,500	450
Percent Change	5.5%	2.4%	2.1%	2.3%	4.1%	4.0%	3.0%	3.4%	9.7%	4.6%



NON-ENROLLING TEACHING STAFF

REQUIREMENTS

	Enrolment *	Elementary Counselors	Secondary Counselors	Librarians	Needs-based SpEd/LA/ELL	TOTAL
		693	300	354	446/237/36.9	
Cedar Grove	247	0.36		0.7	1.4	2.1
Davis Bay	191	0.28		0.5	1.8	2.3
Gibsons	351	0.51		1.0	2.2	3.2
Halfmoon Bay	204	0.29		0.6	1.3	1.9
Kinnikinnick	246	0.35		0.7	2.7	3.4
Langdale	114	0.16		0.3	0.7	1.0
Madeira Park	81	0.12		0.2	0.6	0.8
Roberts Creek	253	0.37		0.7	1.3	2.0
West Sechelt	264	0.38		0.7	1.8	2.5
Spider DL - Elem	53	0.08		0.1	0.1	0.2
Pender Harbour	88.5		0.500	0.3	0.5	1.3
Chatelech Sec.	457.75		1.800	1.0	2.7	5.5
Elphinstone Sec.	562.5		1.900	1.0	2.5	5.4
Spider DL - Sec	23.6875			0.1	0.1	0.2
SCAS	122.5			0.3	1.9	2.2
Balancing School	24.9375					
Total	3,283.9		4.2	8.2	21.6	34.0
District Staff		4.0			4.0	8.0
Total Staffing Levels		4.0	4.2	8.2	25.6	42.0
Total Required		2.90	4.2	8.2	25.6	40.9
Net Staffing Required		(1.1)	0.0	0.0	(0.0)	(1.1)

Required Ratios

Minimum Staffing



NON-ENROLLING CEF

Ratio	Elementary Counselors 0%	Secondary Counselors 0%	Librarians 90%	SpEd/LA/ELL 60%	TOTAL
Cedar Grove			0.6	0.8	1.4
Davis Bay			0.5	1.1	1.6
Gibsons			0.9	1.3	2.2
Halfmoon Bay			0.5	0.8	1.3
Kinnikinnick			0.6	1.6	2.2
Langdale			0.3	0.4	0.7
Madeira Park			0.2	0.4	0.6
Roberts Creek			0.6	0.8	1.4
West Sechelt			0.6	1.1	1.7
Spider DL - Elem			0.1	0.1	0.2
Pender Harbour			0.3	0.3	0.6
Chatelech Sec.			0.9	1.6	2.5
Elphinstone Sec.			0.9	1.5	2.4
Spider DL - Sec			0.1	0.1	0.2
SCAS			0.3	1.1	1.4
Balancing School					
Total	0.0	0.0	7.4	13.0	20.4
District Staff	0.0			1.2	1.20
TOTAL	0.00	0.0	7.4	14.2	21.6



UNRESTRICTED SURPLUS

Excerpt from Board Policy:

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 budgets*
- iv. Support for one time programs and purchases*

Line Item	Amount	Approx. Value Per Student
School Allocations - General	749,750	229.42
School Supplies @ 55/student	179,496	54.93
TLC Extension/Expansion	150,000	45.90
Strategic Plan Implementation, Year 1	100,000	30.60
Band Uniforms	15,000	4.59
Allowance for Band Instruments	200,000	61.20
Technology Plan Implementation/Infrastructure	25,000	7.65
Careers program setup	100,000	30.60
Total Allocations	1,519,246	464.89
Total Available	1,519,246	
Remaining Balance	-	



DEPARTMENTS

	2018/19 Amended		2019/20 Preliminary		Net Change
	FTE		FTE		
Salaries	109.39	6,988,703	110.26	7,191,604	202,901
Benefits		1,834,059		1,843,403	9,343
Supplies		4,347,072		4,483,204	136,132
Transfers		-198,439		-181,725	16,713
Utilities		647,500		647,500	0
Replacements		904,263		942,739	38,476
TOTAL	109.39	14,523,159	110.26	14,926,724	403,565
Business Administration Total	10.400	1,475,239	10.400	1,485,812	10,573
District Governance Total	7.000	206,912	7.000	217,764	10,852
Educational Admin Total	9.343	1,588,183	9.343	1,622,038	33,855
Early Learning & Innovation Total	5.609	671,215	5.609	668,159	-3,056
Careers & Ace-It (1.03)		100,000		100,000	0
Aboriginal Education Total	10.671	1,040,312	10.671	1,112,622	72,310
District Special Education	17.403	1,679,131	17.947	1,829,997	150,866
ELL Total	1.800	185,290	2.000	214,833	29,543
ESD (Second Dialect) Total	0.600	90,880	0.600	95,680	4,800
Technology Total	5.600	900,884	5.600	895,126	-5,759
Facilities Total	40.338	3,852,001	40.463	3,902,407	50,406
Total Transportation	0.630	1,181,348	0.630	1,192,048	10,700
Utilities	0.000	647,500	0.000	647,500	0
Replacement costs including benefits	0.000	904,263	0.000	942,739	38,476
TOTAL	109.39	14,523,159	110.26	14,926,724	403,565



DEPARTMENTS

	FTE	Sub-Total	Restricted Surplus	Unrestricted Surplus	School Transfers	Adjusted Allocations	Prior Year	Difference	Notes
Business Administration		1,485,812				1,485,812	1,766,869	(281,057)	Restricted Surplus items, tech
District Governance		217,764				217,764	236,912	(19,148)	Elections, laptops
Educational Admin		1,622,038		465,000	(40,750)	2,046,288	1,585,711	460,577	Unrestricted Surplus additions
Early Learning & Innovation		668,159				668,159	671,215	(3,056)	
Careers & Ace-It (1.03)		100,000		100,000		200,000	100,000	100,000	New program setup costs
Aboriginal Education	640	1,112,622				1,112,622	1,149,405	(36,783)	
District Special Education		1,829,997			181,725	2,011,722	1,877,570	134,153	Added Therapist (OT, PT, SLP) Time, Counselling
ELL	96	214,833				214,833	219,754	(4,922)	
ESD (Second Dialect)	64	95,680				95,680	144,354	(48,674)	Reduced by Restricted Surplus
Technology		895,126		25,000		920,126	930,884	(10,759)	Reduced surplus, added licensing costs for Macbooks
Facilities		3,902,407				3,902,407	3,852,001	50,406	Wage Rate Increases, GES custodial addition
Transportation		1,192,048				1,192,048	1,181,348	10,700	Rate increase, additional day, increased reserve
Utilities		647,500				647,500	647,500	-	
Replacement costs including benefits		942,739	220,000			1,162,739	904,263	258,476	EHT Transition
TOTAL		14,926,724	220,000	590,000	140,975	15,877,699	15,267,787	609,913	

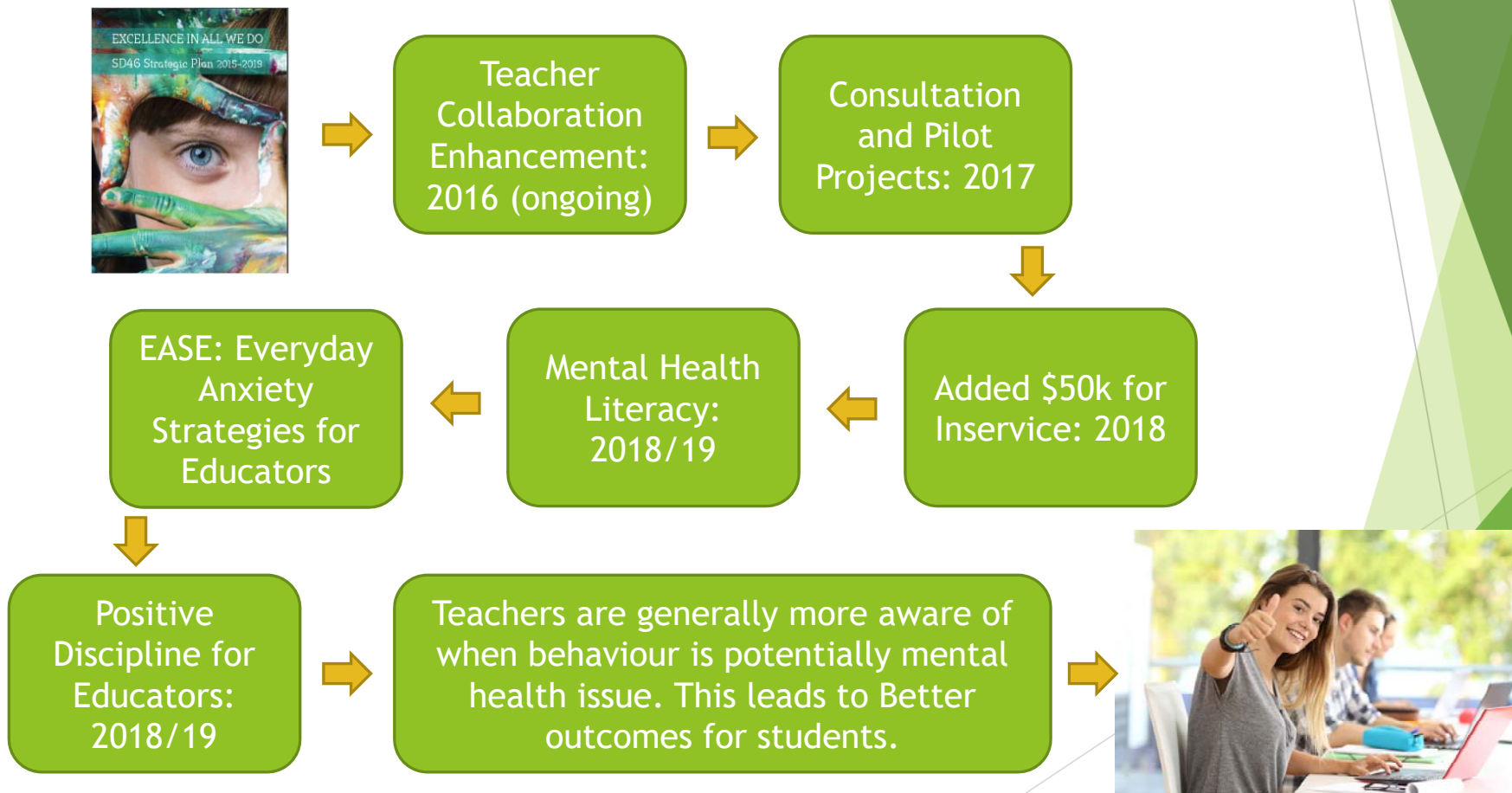


TOTAL BUDGET BYLAW

	2018/19 Preliminary	2018/19 Amended	2019/20 Preliminary	Change vs. PY Amended
Operating Fund Revenue	38,238,845	39,930,923	40,973,849	1,042,926
Surplus Utilization				-
Utilization of Restricted - District Depts	29,704	556,913	220,000	(336,913)
Utilization of Restricted - School Surplus	236,000	786,391	67,000	(719,391)
Utilization of PY Unrestricted Surplus	750,000	750,000	1,519,026	769,026
Special Purpose Fund Revenue (INCL)	3,706,048	3,763,783	3,421,942	(341,841)
Special Purpose Fund Revenue (OTHER)	1,492,383	1,493,794	1,498,243	4,449
Total Revenue (excl. Capital)	44,452,980	47,281,804	47,700,060	418,255
Expenditures & Allocations				
School Allocations	28,144,476	30,218,063	30,324,118	114,612
District Departments	14,816,121	15,267,787	15,877,699	601,356
Mid-Year Funding Distribution to Schools		302,161		(302,161)
Special Purpose Fund Spending	1,492,383	1,493,794	1,498,243	4,449
Total Expenditures & Allocations	44,452,980	47,281,805	47,700,060	418,255
Net Contribution To Surplus	0	(0)	(0)	0
Total Expenditures & Allocations (Above)		44,452,980	47,281,805	47,700,060
Capital Fund Expense (Amortization)	2,118,225	2,160,228	2,121,891	
TOTAL BUDGET BYLAW	46,571,205	49,442,033	49,821,951	



Eg: Strategic Plan to Operational Action



ADMINISTRATIVE REGULATIONS

Title: **Earthquakes**
Category: **Facilities**
Number: **4050**

I. **Rationale:**

The Sunshine Coast School District is situated in an earthquake-prone region. Thoughtful preparation and planning is required in order to ensure the safety of students and staff.

II. **Procedures:**

A. The “Earthquake Handbook” shall be the primary source of information on earthquakes.

B. The Management representative responsible for District Health and Safety shall ensure that the “Earthquake Handbook” is kept current and that all supervisors are apprised of any amendments.

C. Principals and other site supervisors shall ensure that all members of staff and all students are kept current with procedures enunciated in the “Earthquake Handbook”.

D. Earthquake drills shall be practised on at least three occasions at reasonable intervals throughout the school year.

E. Each school will develop and maintain an Earthquake/Disaster Response Plan and update it annually. Copies of the plan shall be sent to the school district office and changes shall be sent in October of each year.

Received:

References: Board Policy 1.2



ADMINISTRATIVE REGULATIONS

Title: **Earthquakes**
 Category: **Facilities**
 Number: **4050**

I. Rationale:

I. The Sunshine Coast School District is situated in an earthquake-prone region. Thoughtful preparation and planning is required in order to ensure the safety of students and staff.

II. Procedures:

II.A. The “Earthquake Handbook” shall be the primary source of information on earthquakes.

II.B. The Director Management representative responsible for District Health and Safety of Facilities shall ensure that the “Earthquake Handbook” is kept current- and that all supervisors are apprised of any amendments.

IV.C. Principals and other site supervisors shall ensure that all members of staff and all students are kept current with procedures enunciated in the “Earthquake Handbook”.

V. All employees shall be furnished with a copy of the “Earthquake Handbook”.

VI.D. Earthquake drills shall be practised on at least three occasions at reasonable intervals throughout the school year.

VII.E. Each school will develop and maintain an Earthquake/Disaster Response Plan and update it annually. Copies of the plan shall be sent to the school district office and changes shall be sent in October of each year.

Received:

References: Board Policy 1.2



ADMINISTRATIVE REGULATIONS

Title: **Rental of School Facilities**
Category: **Facilities**
Number: **4120**

I. **Rationale:**

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

II. **Practices:**

A. Access to Facilities

1. School facilities are reserved for school use and are not available for rent during the following hours:
 - a) Elementary classrooms and gyms: 7 a.m. – 5 p.m.
 - b) Secondary classrooms: 7 a.m. – 6 p.m.
 - c) Pender Harbour Elementary Secondary gym: 7 a.m. – 5 p.m.
 - d) Elphinstone Secondary gym: 7 a.m. – 8 p.m.
 - e) Chatelech Secondary gym: 7 a.m. – 8 p.m.
 - f) Schools must book all facility use outside of school hours through the Central Booking Office (e.g.: student concerts, talent shows and PAC meetings).
2. School facilities are not available for booking during any scheduled school holiday, any non-instructional day, or during exam weeks at secondary schools. Elementary school gymnasiums are not normally available for booking two weeks prior to the winter break.
3. A school district employee must be on duty in the school for the entire rental.
4. Unless there is an emergency, access to the school office shall not be granted.
5. Teacher work areas must be respected. The teacher's desk and materials must not be used. If any whiteboards have 'PLO' written on them, they must not be erased. The user group must bring their own supplies.



Title: **Rental of School Facilities**
 Category: **Facilities**
 Number: **4120**

B. Priority for Use

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

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

C. General Conditions

1. Where a school facility has been designated a joint facility in an agreement between the Board and another local governing body (e.g. SCRD), the use and rental fees for that facility shall be as provided for in the formal Master Joint Use Agreement or its Addendums.

2. The user group shall sign an agreement/contract specifying terms and conditions for the rental.

3. The user group shall undertake responsibility to ensure that:

- 4. smoking is not permitted in the school or on school property,
- 5. fire exits remain clear at all times,
- 6. parking regulations are adhered to, and
- 7. refuse is disposed properly in the appropriate bins.

8. The user group may serve alcohol at an event only if:

9. The user group has informed the Central Booking Clerk of their intention to serve alcohol and permission has been granted by the school principal and the superintendent,

10. The user group has obtained appropriate licensing through the Liquor Control Board,

11. Alcohol is only served within the containment of the building structure,

12. No alcohol is served or within view when minors are in the building, and

13. The user group removes all traces of alcohol, including but not limited to empty cans and bottles, after the event. School garbage cans or dumpsters on school district property shall not be used for disposal.

14. Adult supervision is required at all times where persons under the age of 19 are in attendance.

ADMINISTRATIVE REGULATIONS

Title: **Rental of School Facilities**
 Category: **Facilities**
 Number: **4120**

15. The school district reserves the right to refuse rental of property to any user group that damages property or equipment or behaves in a manner judged to be unacceptable.

16. Damage to facilities or equipment shall be assessed and paid to the district via the Central Booking Office before future rentals are considered.

17. The Board or its representative has the authority to refuse or to terminate any booking.

D. Field Bookings

1. The district reserves the right to cancel any booking if, in the opinion of the principal or Manager of Facilities and Transportation, weather conditions have rendered a field liable to damage by use at the scheduled time.

2. In order to allow for priority booking, applications for the use of fields for minor baseball should be submitted to the Central Booking Office no later than March 15th.

E. Use of Equipment and Furnishings

1. Equipment and furnishings needs shall be clearly specified in all rental applications. Additional charges may be required for set-up and tear down.

2. Non-expendable equipment or furniture shall be supplied at no charge. Equipment shall be returned to storage after the activity.

3. Expendable sports equipment such as, but not limited to, hockey sticks, bats and balls, shall not be loaned to rental groups.

4. Persons using apparatus and equipment do so at their own risk. The district shall not be held responsible for injuries to persons using the facility.

5. Games or equipment that damage the facility shall not be permitted. The use of any footwear or equipment that may leave marks on the gym floor is prohibited. Hockey sticks used in gymnasiums must have plastic blades.

6. User groups may not store equipment or personal possessions at any school facility outside of their facility booking.

7. No connections to electrical panels will be permitted without prior authorization from the Maintenance Department. This permission must be requested when booking facilities.

8. Computer labs and projection machines are not available for booking.



ADMINISTRATIVE REGULATIONS

Title: **Rental of School Facilities**
 Category: **Facilities**
 Number: **4120**

9. The theatre at Chatelech Secondary may be rented by contacting the school directly.

F. Fees and Rental Rates

1. The Board shall, from time to time, establish such charges as it considers appropriate for the use of school facilities. The schedule of fees and rental rates shall be made available on the district's website and through the Central Booking Office.

2. Special requests for access to school board buildings and grounds that are not covered by the normal regulations may be submitted in writing to the Secretary-Treasurer for approval. The Secretary-Treasurer shall set charges for such rental situations on an individual basis.

3. In general, the rental of school facilities will be on a cost-recovery basis. Reduced rates may be available to groups that have a benefit to youth or the community.

G. Categorization of User Groups

1. Fees and rental rates listed in Schedule A are determined according to the following categorization of user groups.

a) Category 1:

- (1) School groups,
- (2) Parent Advisory Councils' organized activities (PAC).

b) Category 2:

- (1) Youth groups largely comprised of school age and preschool children,
- (2) C.U.P.E Local 801 meetings / S.C.T.A. meetings, and groups entirely comprised of district employees (if facility is not required by a renter in Categories 3 or 4).

c) Category 3:

- (1) Cultural, religious, educational, and other non-profit groups including, but not limited to:
 - (a) Service clubs
 - (b) Local governments



ADMINISTRATIVE REGULATIONS

Title: **Rental of School Facilities**
Category: **Facilities**
Number: **4120**

- (c) Community Schools (for programs geared to adults)
- (d) Private non-profit bookings (e.g. birthday parties)
- (2) Entrepreneurial groups offering programs for school age and preschool children
- d) Category 4:
 - (1) Entrepreneurial groups for private profit.

Received:**References:** Board Policy 1, 12.6

ADMINISTRATIVE REGULATIONS

Title: **Scent Considerate Environment**
 Category: **Health and Safety**
 Number: **3190**

I. **Rationale:**

School District No. 46 (Sunshine Coast) recognizes that health concerns may arise from exposure to scented products. To assist with the right of employees and students to work and learn in a safe and healthy environment, a scent considerate environment will be maintained.

II. **Definition:**

Scented products may include those used for personal hygiene such as cosmetics, perfumes, colognes, scented creams, deodorant, shampoos and conditioners, hair spray and soaps. Scented products may also include non-personal items such as scented candles, potpourri, scented household or industrial cleaning products, building materials, air fresheners and some types of flowers.

III. **Practices:**

A. Employees, students, volunteers and visitors shall refrain from using or wearing scented products at school district facilities.

B. Employees, students, volunteers and visitors will be made aware of the effects of scented products on other persons through signs posted in buildings, informational materials and education.

C. Students adversely affected by scented products should inform their teacher, who will inform the person using a scented product of this regulation and ask that he/she cooperate by using an unscented product. Staff will implement measures to reasonably accommodate the student affected.

D. Employees adversely affected by scented products should inform their Principal or building supervisor, who will inform the person using a scented product of this regulation and ask that he/she cooperate by using an unscented product. The School District will implement measures to reasonably accommodate the employee affected.

Received:

References:





March 21, 2019

SCRD File No.: BOV00164

Dear Property Owner / Occupier:

Re: Notice of Consideration of Board of Variance Application BOV00164

Applicant: Jillianne Smith and Kevin Montgomery (Castle Rock Kennels)
Legal Description: LOT B DISTRICT LOT 1506 PLAN 13421
P.I.D.: 008-630-747
Civic Description: 3113 Sunshine Coast Highway, Roberts Creek

A meeting of the Board of Variance will be held Monday, April 08, 2019 at 10:00 am in the Boardroom of the Regional District to consider an application to exempt the applicant from Section 531 (1) of the Local Government Act, which prohibits structural alterations or additions to buildings containing legally non-conforming uses. If the Board of Variance approves the exemption, the applicant would be permitted to enclose an existing building containing a kennel use in order to provide sound mitigation and improve overall kenneling conditions.

The Sunshine Coast Regional District Bylaw No. 380 and the Local Government Act, Section 541 require the Board of Variance to notify all owners and tenants in occupation of the land that is the subject of the application and properties adjacent to the land.

The intent of this Board of Variance application is to:

- 1. Allow for the enclosure of an existing building that contains a dog kennel, which is a legally non-conforming use. The intent of the proposed construction is to provide sound mitigation and improve the overall kenneling conditions.

A location map and site plan are attached to this letter.

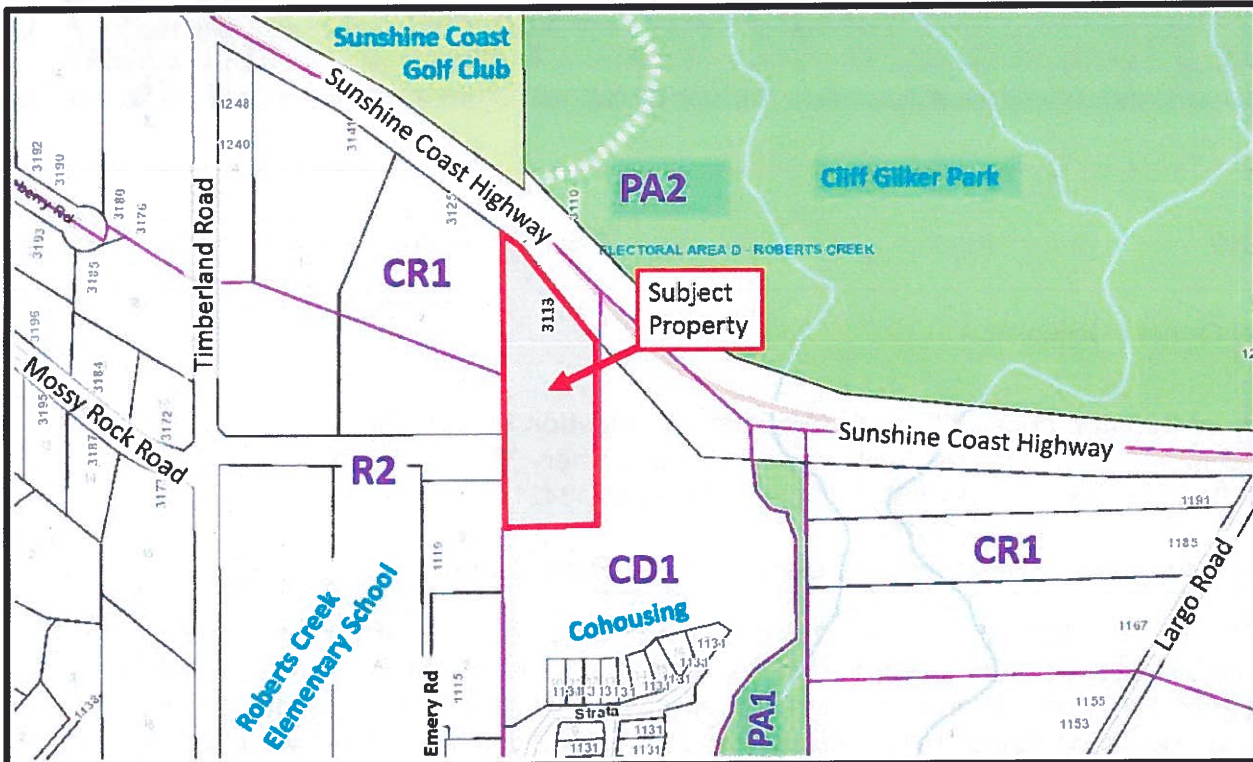
Written comments regarding this application must be received by the Sunshine Coast Regional District, 1975 Field Road, Sechelt, BC, V0N 3A1 by Thursday, April 04, 2019. If you would like to attend the meeting to be heard on matters concerning this application please notify the Planning and Development Division at (604) 885-6804.

Regards,

Jonathan Jackson, Senior Planner
Planning and Development Division

Attachments: Location Maps

ATTACHMENTS:



Location and Adjacent Zoning Map



Location of Existing Kenneling Facility Map