



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

**OPERATIONS COMMITTEE NOTES**

Held on October 20<sup>th</sup>, 2016 from 12:30-2:00 pm  
At the School Board Office, Gibsons, B.C.

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PRESENT: TRUSTEES: Betty Baxter (Chair), Lori Pratt, Greg Russell

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Rob Collison, Manager of Facilities and Transportation; Carolyn Smith, CUPE Local 801; Marnie Baba, CUPE Local 801; Ruth Emerson; Fran Heppell, Gibsons and Elphinstone Community School; Stacia Leech, Roberts Creek Community School; Ted Chisholm, Sechelt Community School; Erica Reimer, Executive Assistant (Recording Secretary)

REGRETS: Dave Mewhort, Trustee; Allyson Fawcus, DPAC

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Chair Baxter announced that Trustee Mewhort was on medical leave until December.

The meeting was called to order at 12:31 p.m.

1. Strategic Plan: 2.j. Sustainable Practices

*Goal 2.j.: Our staff will employ sustainable practices through efficient human resource, financial, facility and environmental strategies.*

Secretary-Treasurer Weswick spoke to a presentation that featured recent sustainable upgrades to facilities and highlighted energy savings since 2011/12. Superintendent Bocking shared that the Environmental Sustainability Committee is developing an online atlas that will highlight local areas and provide suggestions for activities that support the new curriculum. Director Bishop reported that administrative assistants and administrators are now able to access a newly created dashboard that streamlines a number of daily tasks.

Looking to the future, the district is considering several projects to improve sustainability including matching grants for solar projects at schools, investigating the feasibility of geothermal heating at Pender Harbour and developing an education and awareness program to improve wasteful behaviours.

2. Joint Use Agreement

The committee reviewed the draft Joint Use Agreement included in the meeting package and discussed:

- How community school programs would fit in under the joint-use agreement priorities for use. Secretary-Treasurer Weswick replied that the type of usage

would probably dictate the priority for booking, with student programs having the same priority as school programs. Further discussion between staff of SCRD and SD46 would attempt to gain additional clarity and processes.

- If the additional consumption of resources and supplies had been considered. Secretary-Treasurer Weswick reported that the district expects that savings through the agreement will offset any increased costs in supplies and resources.
- Community use at Roberts Creek Elementary. Superintendent Bocking reported that staff at Roberts Creek Elementary work with community bookings to accommodate to their best efforts.
- Implementation of the agreement and district booking practices. Secretary-Treasurer Weswick indicated that the district would review their booking procedures, including how to handle priority bookings. It was suggested that community schools be involved in the discussion regarding booking practices.

**Recommendation:**

“That the Joint-Use Agreement be approved as presented.”

3. Preliminary Budget Timelines

Secretary-Treasurer Weswick shared the budget consultation schedule for the development of the 2017-18 district budget. The Public Budget Consultation was announced and will take place on November 16 at 6:30 pm Chatelech Secondary. The format for the consultation session will be framed by the strategic plan, in particular resourcing required for initiatives that are supported by the plan. Superintendent Bocking and Secretary-Treasurer Weswick announced plans to schedule individual consultations with all school PACs regarding the 2017-18 budget. In addition, they will be seeking feedback on student transportation to determine best use of the additional transportation funding being provided by the ministry.

4. Regulation 4450 - Purchasing

Secretary-Treasurer Weswick indicated that the regulation had been amended in order to align with the government’s procurement policies, which do not allow for the discrimination of vendors based on location. Additional changes were made to the structure of the regulation and information that was included in the recently repealed “Furnishings” regulations has been included in the revisions to the purchasing regulation based on feedback from staff.

The meeting adjourned at 1:55 p.m.

**NEXT MEETING:** Thursday, November 17 from 12:30 to 2:00 pm at the School Board Office.