

Tuesday, June 12, 2018 – 7:30 pm

School Board Office

Location: 811 Ontario Street, New Westminster

AGENDA

**The New Westminster School District recognizes and acknowledges the
Qayqayt First Nations, as well as all Coast Salish peoples on whose traditional and
unceded territories we live, we learn, we play and we do our work.**

Item	Action	Info	Presenter	Attachment
1. Approval of the Agenda	X		J. Janzen	
2. Correspondence				
a. City of New Westminster – Amendment to Construction Noise Bylaw No. 6063, 1992 – Letter Dated May 24, 2018		X	M. Gifford	<i>P. 1</i>
b. City of New Westminster - OCP Amendment Consultation - Queen's Park Heritage Conservation Area – Letter Dated June 4, 2018		X	M. Gifford	<i>P. 3</i>
3. Reports from Senior Management				
a. Financial Update as at April 30, 2018		X	T. Stoneman	<i>P. 34</i>
b. Operations Update - Modulares / Portables		X	K. Hachlaf	<i>P. 36</i>
c. Child Care and Out-of-School Care Facilities District Feasibility Report		X	B. Scott	<i>P. 38</i>
d. Administrative Procedure Update: AP 354 - Physical Restraint & Seclusion		X	K. Hachlaf	<i>P. 55</i>
4. May Day 2018 Report		X	K. Hachlaf	<i>P. 59</i>
5. New Business				
6. Adjournment				

JUN - 5 2018

May 24, 2018

SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER)
811 ONTARIO ST
NEW WESTMINSTER BC V3M 0J7

Dear property owner or contractor:

Re: Amendment to Construction Noise Bylaw No. 6063, 1992

As part of the City of New Westminster's continuing work to mitigate the impacts of construction, amendments to the Construction Noise Bylaw were recently approved by City Council. Our records indicate you have an active Building Permit or have submitted an application for one. This letter is to provide you with a summary of the amendments which come into **effective July 9, 2018**. The full bylaw can found at www.newwestcity.ca/city_hall/bylaws. Attached please also find a one page information sheet that outlines the Construction Noise Bylaw.

1. Allowable Construction Noise Hours - This change aligns New Westminster's permitted hours with surrounding municipalities, while still recognizing the need of industry to have a full day's work.

	Existing Bylaw	Amendment
Monday - Friday	7am – 8pm	No change
Saturday	7am – 8pm	9am – 6pm
Sunday & Holidays	Not permitted, unless a person is working on their residence 9am - 6pm, provided it is not for profit or gain.	No change

2. Definition of 'residence' - In order to provide further clarity to the original intent of "residence" in the Bylaw, the following definition was added:

'Residence' means the place where the person regularly, normally or customarily lives.

Please ensure your contractor or trades completing work on your property or work site are aware of these upcoming changes. If you have questions please contact Integrated Services by calling 604-527-4657.

Sincerely,



Kim Deighton,
Manager, Licensing & Integrated Services,
Development Services



Christy Mereigh
Manager, Building Inspections,
Development Services



Development Services Department

Information Regarding Construction Noise Bylaw No. 6063, 1992

- Construction noise is permitted between 7:00 am and 8:00 pm on weekdays and Saturdays. **EFFECTIVE JULY 9, 2018 Saturday hours will be: between 9:00 am and 6:00 pm.**
- Construction noise is **NOT** permitted:
 - before 7:00 am or after 8:00 pm on weekdays and Saturdays;
 - **EFFECTIVE JULY 9, 2018: before 9:00 am or after 6:00 pm Saturdays;**
 - on Sundays or holidays including New Year's Day, Family Day (Feb. 18, 2019), Good Friday, Victoria Day, Canada Day, BC Day, Labour Day, Thanksgiving Day, Remembrance Day, and Christmas Day.
- All reasonable steps to minimize noise from construction sites must be implemented including but not limited to ensuring mufflers are in good repair, avoiding unnecessary idling, revving, use of airbrakes and banging of tail gates, and turning off equipment when not in use.

Bylaw Exemptions:

- A resident may carry out construction on his or her residence on Sundays or other holiday between 9:00 am and 6:00 pm, provided the construction is not being carried out for profit or gain.
- Construction work that does not create noise is permitted at any time by anyone.
- Council may grant exemptions to the bylaw. For information and assistance in applying for an exemption, call the Manager of Licensing and Integrated Services at 604-527-4645.

Questions and concerns regarding any of the information above should be directed to staff in Integrated Services by calling 604-527-4657.

June 4, 2018

Mr. Mark Gifford
New Westminster Board of Education Chair
Email: boardofeducation@sd40.bc.ca
811 Ontario Street
New Westminster, BC
V3M 0J7

Dear Mr. Gifford,

Re: Queen's Park Heritage Conservation Area, Removal of Protection from 34 Properties

A Heritage Conservation Area was implemented in the Queen's Park neighbourhood of New Westminster in June 2017. The goal of the Heritage Conservation Area is to retain the existing heritage values of the neighbourhood while, at the same time, managing change. Houses in the Queen's Park Heritage Conservation Area are categorized as either Protected or Non-protected. Based on the protection level, owners may be required to apply for a Heritage Alteration Permit for certain renovations, to demolish a home, to build a new home, or to build a laneway or carriage house.

Through the Heritage Conservation Area policy development process, approximately 80 properties were identified for further study, prior to being classified as Protected or Non-protected. The attached map shows those properties in the neighbourhood which are Protected (blue), Non-protected (yellow) and in the study category (pink).

Through the study, these properties will be classified based on detailed analysis of their heritage merit and development options. This study was originally scheduled to start in the fall of 2018. However, Council endorsed a shift in the program to move the study up sooner and expand its scope. The first phase of the study is now complete. Phase two will run from November 2018 to spring 2019. For more information on the study, please visit the City's webpage at www.newwestcity.ca/heritage/qphca. The summary report to Council has also been attached to this letter.

Phase one of the study was an assessment of the heritage value of each of the properties in the study. The City hired a team of heritage consultants to conduct these assessments. The consultants' report and all the heritage value assessments are available on the City's website. The assessments used a Heritage Merit Checklist to calculate a score for heritage value based on aesthetic, historic, and cultural criteria. Houses that scored at least 60% require further study to determine the appropriate final classification of the property. These properties will form part of the second phase of the study. Those properties which scored less than 60% are recommended to be in the Non-protected category. As a Heritage Conservation Area forms

part of the City's Official Community Plan (OCP), to classify a property as Non-protected the OCP must be amended.

Based on the results of the assessments and the completion of the first round of the study, an OCP amendment has been presented to Council that would remove Heritage Conservation Area protection from the following 34 properties:

228 Fifth Avenue (1895)	223 Manitoba Street (1910)	220 Second Street (1899)	116 St. Patrick Street (1895)
408 Fifth Street (1907)	425 Oak Street (1912)	402/404 Second Street (1925)	207 St. Patrick Street (1927)
506 First Street (1929)	321 Oliver Street (1938)	436 Second Street (1895)	232 Third Avenue (1894)
226 Fourth Avenue (1911)	112 Regina Street (1921)	523 Second Street (1911)	310 Third Avenue (1904)
229 Fourth Avenue (1911)	114 Regina Street (1912)	525 Second Street (1911)	230 Third Street (1903)
312 Fourth Street (1907)	210 Regina Street (1907)	122 Sixth Avenue (1910)	233 Third Street (1937)
326 Fourth Street (1908)	323 Regina Street (1928)	124 Sixth Avenue (1910)	312 Third Street (1892)
413 Fourth Street (1895)	212 Second Street (1907)	202 Sixth Avenue (1925)	
116 Granville Street (1939)	215 Second Street (1890)	216 Sixth Avenue (1923)	

A Public Hearing is being held for the OCP amendment on **Tuesday June 19 at 6:00pm** at City Hall, 511 Royal Avenue, New Westminster. More information about the Public Hearing and all supporting materials can be found at this web page: www.newwestcity.ca/publicnotices.

Section 475 and 476 of the *Local Government Act* requires the City to notify relevant stakeholders when an OCP amendment is proposed. We hope that you will take an opportunity to review the relevant background materials, reports, and documentation regarding the Queen's Park Heritage Conservation Area on our website: <https://www.newwestcity.ca/heritage/qphca>.



If you have any comments, questions, or would like to set up a meeting, please contact Britney Quail, Heritage Planner at bquail@newwestcity.ca or 604-527-4621. If you would like to submit feedback directly to Mayor and Council, you may do so at clerks@newwestcity.ca or by post to New Westminster City Hall, 511 Royal Ave, New Westminster. The deadline for discussion and receiving feedback is the end of the Public Hearing on June 19.

Thank you for your time and consideration,

Jackie Teed
Acting Director of Development Services

Queen's Park Heritage Conservation Area

All Properties by Category

April 2018



-  Excluded Properties
(Those zoned for commercial, institutional or multi-family residential)
-  Protected (Advanced) Category Properties
-  Special Limited Study Category Properties
-  Non-Protected (Limited) Category Properties

This map is provided for convenience only. It does not replace official documents and the City disclaims any liability from its use.



REPORT

Development Services

To: Mayor Côté and Members of Council **Date:** 5/28/2018

From: Jackie Teed **File:** 13.2605.40
Acting Director of Development
Services

Item #: 226/2018

Subject: **Queen's Park Heritage Conservation Area: Special Limited Category-
Official Community Plan Amendment Bylaw for First and Second
Readings**

RECOMMENDATION

***THAT** Council, with regard to the proposed Official Community Plan Amendment to remove Heritage Conservation Area related protections from Phase One Special Limited Category Study properties:*

- i. give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;*
- ii. direct staff to advise and consult with:*
 - a. the Heritage Branch of the Ministry of Forest, Lands, Natural Resource Operations and Rural Development of the Provincial Government; and*
 - b. the Board of Education of School District No. 40; and*
- iii. not require consultation with:*
 - a. the board of the Regional District in which the area covered by the plan is located (Metro Vancouver);*
 - b. the councils of immediately adjacent municipalities;*
 - c. any First Nation;*
 - d. any greater boards or improvement districts; and*
 - e. any provincial or federal agency, other than those named above, as none are considered to be affected by this application.*

THAT Council consider Official Community Plan Amendment Bylaw No.8025, 2018 to remove Heritage Conservation Area related protection from Phase One Special Limited Category Study properties for First Reading; and

THAT Council consider Official Community Plan Amendment Bylaw No. 8025, 2018 in conjunction with the City's Capital Expenditure Program as contained in the Five Year Financial Plan and the Region's Solid Waste Management Plan and Liquid Waste Management Plan, which are hereby deemed to be consistent with said program and plan in accordance with Section 477(3)(a) of the Local Government Act; and

THAT Council consider Official Community Plan Amendment Bylaw No.8025, 2018 to remove Heritage Conservation Area related protection from Phase One Special Limited Category Study properties for Second Readings and set a Special Public Hearing on June 19, 2018 for this Bylaw.

EXECUTIVE SUMMARY

Through the Queen's Park Heritage Conservation Area policy development process, 85 properties were identified for further study. These properties formed a temporary category called "Special Limited". Through the study process, these properties will be reclassified as either protected (Advanced) or non-protected (Limited), based on individual analysis of the property's heritage merit and development options. Phase One of the Special Limited study is complete: properties have been identified as either having low, common, or high heritage value (see Attachment 2).

Based on these results, staff is bringing forward an Official Community Plan (OCP) amendment to remove the Heritage Conservation Area related protection from 32 properties found to have low or common value, and two properties which are non-conforming commercial buildings. The amendment bylaw is included in this report as Attachment 1. Should the bylaw be adopted, these properties would be in the non-protected (Limited) category of the policy.

The remaining properties in the Special Limited Category Study, those which were found to have high heritage value, will proceed to Phase Two of the Study, which will assess each property's development potential and building condition. A second OCP amendment would be brought forward for Council's consideration at the end of Phase Two, which is scheduled for the spring of 2019.

PURPOSE

The purpose of this report is to request Council consideration of Official Community Plan Amendment Bylaw No.8025, 2018 (Attachment 1) for First and Second Readings, which would remove the Heritage Conservation Area related protections from 34 Special Limited Category Study properties per Phase One of the Study, and to call a Special Public Hearing on June 19, 2018 for this bylaw.

This report additionally identifies those parties that may be affected by the proposed Official Community Plan amendment, and as required by Sections 475 and 476 of the *Local Government Act*. Per the Act's requirements, the report requests Council direction to proceed with consultation of identified regional and provincial stakeholders.

POLICY AND REGULATIONS

Queen's Park Heritage Conservation Area

A Heritage Conservation Area is a distinct neighbourhood, characterized by its historic value, which is identified in a City's Official Community Plan (OCP) for heritage conservation purposes. The Queen's Park Heritage Conservation Area is an area management tool, which includes both heritage protection of the exterior of pre-1941 existing buildings, and design control for new construction. During the creation of the Heritage Conservation Area policy, it was known that the approach of including all homes built before 1940 would mean that some homes without heritage value would be protected (Advanced category). For this reason, a process was developed for removing protection from a property. Since the Heritage Conservation Area is part of the OCP, an OCP amendment is required as part of this process.

Official Community Plan

A Heritage Conservation Area forms part of the City's Official Community Plan (OCP), much like a Development Permit Area. The Queen's Park Heritage Conservation Area is Schedule A of the City's OCP. That policy indicates that all houses built in 1940 or earlier are protected, unless an exemption is granted by Council. Those properties which are exempted by Council are listed as a form of appendix in the Heritage Conservation Area policy. As such, to add a property address to the exemption list, the OCP Schedule must be amended.

Stakeholder Consultation Requirements

Council is required by Section 475 and 476 of the *Local Government Act* to consider who could be affected by the proposed Official Community Plan (OCP) amendment and whether consultation with those stakeholders should be early and ongoing.

BACKGROUND

Special Limited Category Study

Through the Heritage Conservation Area policy development process, 85 properties which would otherwise be classified as protected, based on their age of construction, were identified for further study. These properties formed a temporary protection category called “Special Limited”. To qualify as Special Limited, a property would have one or more of the following three criteria:

1. The existing building does not have a full second storey; where the total building floor space divided by the total site coverage is less than 2.0.
2. The existing building has a floor space ratio that is less than 75% of the maximum permitted floor space ratio in the property’s zone, with site coverage that is greater than 75% of the maximum permitted site coverage in that zone.
3. The existing building is located on a lot with a frontage that is less than 9.14 m (30 feet).

These criteria were developed in consultation with Coriolis Consulting, and were determined to be factors that would most impact the property’s ability to both retain the existing heritage house while also achieving the property’s zoning entitlement (i.e. maximum floor space provided in the Zoning Bylaw for that site).

Through the Study process, these properties will be reclassified as either protected (Advanced) or non-protected (Limited), based on individual analysis of their heritage merit and development options. The Study began in March 2018 and is scheduled to be complete by spring of 2019, at which point the Special Limited Category would no longer exist in the Heritage Conservation Area policy.

Any property owner in the Queen’s Park Heritage Conservation Area wishing to proceed with this process on their own, in advance of this Study’s timeline, continues to have the option of making an individual application, subject to the City’s fees and procedures. Additionally, protected property owners would continue to have the opportunity to apply to remove the protection from their property in the future, after this City led process has been completed.

Phase One of the Study: complete

Heritage value assessments were conducted during March and April 2018 by a team of heritage professionals, who used archival research and site visits to evaluate the heritage value of each house in the Special Limited Category. All assessments completed as part of Phase One are included as Attachment 2. Based on the results of this work, a City-led OCP

Amendment application is being presented to Council that would propose moving the houses found to have no or little heritage value from the Special Limited Category to the non-protected (Limited) category.

Phase Two of the Study: fall 2018-spring 2019

Houses found to have heritage value in Phase One are proceeding to Phase Two of the Study. Phase Two would review those properties against the Heritage Conservation Area's Evaluation Checklist (Attachment 3) to evaluate the property's condition and development potential in addition to its heritage value. Based on the results of this work, staff would bring forward a second OCP amendment to address these properties' protection level in the spring of 2019. At the end of this process, all properties in the Queen's Park neighbourhood would either be protected, or non-protected. Following this work, the Special Limited category would no longer exist in the Heritage Conservation Area and only two permanent categories would remain: protected and non-protected.

Expanded Study: May 1 – October 31, 2018

In response to feedback received from delegations to Council and during the Incentives Program, the City identified a range of approaches to mitigating potential impacts of the Queen's Park Heritage Conservation Area on property owners. Four approaches were endorsed by Council on March 5, 2018, including the following motion:

THAT Council direct staff to expand the Special Limited Category Study to include houses currently in the Advanced (protected) Category for those property owners that choose to opt into the Study.

Expanding the scope of the Special Limited Category Study allows owners to identify properties which may be impacted by the requirement to retain the existing building, and apply to move them to the non-protected category. These properties would then become part of Phase Two of the existing Study, adding to the 39 properties already for further study. Being included in the Study means the owner would not have to submit an OCP amendment application individually. Instead, the related processes and costs are borne by the City, and the property's application would become part of one large application led by the City for all Study properties. The expanded Study is open for applications from May 1 to 5:00 pm on October 31, 2018. The cost to join the Study is \$250/property.

DISCUSSION

Phase One Results

85 properties made up Phase One of the Special Limited Category Study. This included:

- Two properties which are non-conforming commercial properties (the butcher on Second Street and an automotive shop on Sixth Avenue). Though they are currently commercial buildings, the properties are zoned RS-1 for single detached dwellings. *Staff is recommending these properties have their protection removed as the building types are not the target of the Heritage Conservation Area's regulations, which seek to protect residential buildings in the neighbourhood. Future redevelopment on these sites could be addressed on a case-specific basis (for example through a rezoning) or per the existing zoning would be a new single detached house, which would be in the non-protected (Limited) category and require design approval.*
- Four properties which qualified for the Study, based on the characteristics of the lots, were already subject to heritage protection through a Heritage Designation or Heritage Revitalization Agreement (HRA). *These properties have been removed from the Study, as the heritage protection on those lots is already greater than the Heritage Conservation Area's regulations.*
- Four owners, to date, have opted out of the Study in favour of remaining protected under the Heritage Conservation Area. *These properties are not continuing for further study and will be reclassified as protected at the end of Phase Two of the Study.*
- Three properties in the Special Limited Category were already on the Heritage Register (300 block of Arbutus Street). *These properties were not assessed for heritage value as part of Phase One, as their value has already been identified. However, these properties would move forward for further study in Phase Two.*
- The remaining 74 properties were evaluated for heritage merit as part of Phase One.

The heritage value assessments for all 74 properties, and an overview of the assessment team's methodology, are included as Attachment 2. The assessments used a Heritage Merit Checklist to calculate a score out of nine for heritage value based on aesthetic, historic and cultural criteria. This Heritage Merit Checklist is the same as the first section of the City's Evaluation Checklist (Attachment 3), which is used to process applications for demolition or removal of protection in the Heritage Conservation Area.

A summary of the findings of the heritage value assessments is below:

Table 1: Special Limited Value Assessment Summary

Heritage Merit Score	Process Next Step	# Properties
Low (scores 0-4 out of 9)	Properties recommended for an OCP Amendment to remove protection	24
Common (score 5 out of 9)	Properties recommended for an OCP Amendment to remove protection	11
High (scores 6-9 out of 9)	Properties continue to Phase Two of the Special Limited Study	39

Official Community Plan Amendment to Remove Protection

Houses that scored at least 60% (a value of six or higher out of nine) on heritage value require further study to determine the appropriate final classification of the property. These properties will form part of Phase Two of the Study, described above. Those properties which scored less than 60% are recommended for removal of protection. As a Heritage Conservation Area forms part of the City's Official Community Plan (OCP), to remove a property's protection, the OCP must be amended.

An OCP Amendment Bylaw (Attachment 1) is required to reclassify the 32 properties as non-protected. Those properties which chose to be protected would be reclassified at the end of Phase Two, in the spring of 2019. The two non-conforming commercial properties have also been added to the OCP Amendment Bylaw, which would remove the protection from those buildings.

One other property address has been added to the bylaw, in addition to those identified through Phase One of the Study. 215 Second Street had progressed through an independent OCP amendment application to remove the protection from that property. The application was endorsed by the Land Use and Planning Committee on February 19, 2018. However, on March 5, 2018 Council endorsed the Special Limited Study and Expanded Study scope. Following this, the owner cancelled their independent application and instead applied to the Expanded Study. As the full evaluation (based on the Evaluation Checklist, Attachment 3) had already been completed (see Attachment 4) the address has been included in the bylaw (Attachment 1).

The overall results of Phase One of the Study are summarized in the table below:

Table 2: Special Limited Category Study Phase One Results

Property Characteristics	Process next steps	Number of Properties
Property Protected through Designation or Heritage Revitalization Agreement	Reclassification to a higher protection category in spring 2019 (in conjunction with Phase Two)	4
Properties whose owners chose to remain protected under the Heritage Conservation Area	Reclassification to a higher protection category in spring 2019 (in conjunction with Phase Two)	4
Properties with high heritage merit or already on the Heritage Register; further study required	Proceed to Phase Two of the Study	42
Properties with low or common heritage merit; no further study required	OCP amendment bylaw before Council for consideration	32
Property has Legally Non-conforming Commercial Use	OCP amendment bylaw before Council for consideration	2
Properties with a previous OCP application for removal of protection	OCP amendment bylaw before Council for consideration	1
<i>Total Properties in Special Limited Category Study</i>		85

CONSULTATION

Notification of Owners

On March 8, 2018, the City mailed letters to all owners of property in the Special Limited category. The letter introduced the Study, the evaluation criteria, the projected timelines, and a contact in the Planning Division. In the following weeks, one owner opted out of the Study, in favour of remaining protected.

From May 3-May 7, 2018, the City mailed a second round of letters. These letters included the heritage value assessment, the “score”, and information on how the Study would be proceeding for that property. For those owners of properties identified as having low or common heritage value, the OCP amendment process was detailed in the letter as well. Per Council direction, on May 8, 2018, the City followed up with the same letter, sent by Registered Mail, to owners of properties which were being recommended for removal of protection. In the following weeks, three owners opted out of the Study, in favour of remaining protected.

Regional and Provincial Stakeholder Consultation Requirements

Council is required by Section 475 and 476 of the *Local Government Act* to consider who could be affected by the proposed Official Community Plan (OCP) amendment and whether consultation with those stakeholders should be early and ongoing. Per that requirement, a list of regional and provincial stakeholders with whom Council should consider consultation on this application is provided below:

a) The board of any regional district:

Consultation with Metro Vancouver and other neighbouring regional districts is not recommended for this application as the OCP amendment is not considered to affect any Regional District.

b) The council of any municipality:

Consultation with the municipalities of Burnaby, Coquitlam, Surrey, Delta and Richmond is not recommended for this application as the OCP amendment is not considered to affect adjacent municipalities.

c) First Nations:

Consultation with First Nations is not recommended for this application as the OCP amendment is not considered to affect any First Nation.

d) Greater boards and improvement district boards:

Consultation is not recommended for this application as the OCP amendment is not considered to affect any greater boards or improvement boards.

e) The Provincial and Federal governments and their agencies:

Consultation for this application is only recommended to be with the Heritage Branch of the Ministry of Forest, Lands, Natural Resource Operations and Rural Development of the Provincial Government. The role of the Heritage Branch is to manage the provincial list of heritage resources, and sets standards related to the protection of those resources. A letter to the Heritage Branch would provide information related to the proposed OCP amendment, would request comments or feedback, and would provide the Public Hearing date.

f) Board of Education and School District:

Consultation with the Board of Education of School District No. 40 (New Westminster) is required in relation to this application. A letter to the School District would be sent to provide information related to the proposed OCP amendment, would request comments or feedback, and would provide the Public Hearing date.

Staff recommendations on the required consultation are reflected in the recommendations of this report.

City Consultation Requirements

Council is required by Section 477 of the *Local Government Act* to consider two important City documents when evaluating an application for an Official Community Plan amendment: the City's Capital Expenditure Program as contained in the Five Year Financial Plan, and the Region's Solid Waste and Liquid Waste Management Plans.

Memorandum from the Engineering Department and the Chief Financial Officer related to these considerations are included in this report as Attachment 5 and Attachment 6, respectively.

NEXT STEPS

Should Council give First and Second Readings to the Official Community Plan (OCP) Amendment Bylaw (Attachment 1), a Public Hearing would be called for June 19, 2018. A single public hearing would be held for all the properties being reclassified to the non-protected (Limited) category. Per the City's standard practice, notices of the Public Hearing would be sent to Queen's Park residents approximately three weeks beforehand. Council could chose to give Third Reading to the bylaw following the Public Hearing. The bylaw could then be adopted at the next available Council meeting.

Phase Two of the Special Limited Category Study is ongoing and expected to be concluded in the spring of 2019. Any owner of a protected property can apply to be part of Phase Two of the Study until October 31, 2018.

OPTIONS

The following options are presented for Council's consideration:

1. That Council, with regard to the proposed Official Community Plan Amendment to remove Heritage Conservation Area related protections from Phase One Special Limited Category Study properties:
 - i. give consideration to the requirements of Section 475 and 476 as well as other relevant sections of the Local Government Act;
 - ii. direct staff to advise and consult with:
 - a. the Heritage Branch of the Ministry of Forest, Lands, Natural Resource Operations and Rural Development of the Provincial Government; and
 - b. the Board of Education of School District No. 40; and

- iii. not require consultation with:
 - a. the board of the Regional District in which the area covered by the plan is located (Metro Vancouver);
 - b. the councils of immediately adjacent municipalities;
 - c. any First Nation;
 - d. any greater boards or improvement districts; and
 - e. any provincial or federal agency, other than those named above, as none are considered to be affected by this application.
- 2. That Council consider Official Community Plan Amendment Bylaw No.8025, 2018 to remove Heritage Conservation Area related protection from Phase One Special Limited Category Study properties for First Reading;
- 3. That Council consider Official Community Plan Amendment Bylaw No. 8025, 2018 in conjunction with the City's Capital Expenditure Program as contained in the Five Year Financial Plan and the Region's Solid Waste Management Plan and Liquid Waste Management Plan, which are hereby deemed to be consistent with said program and plan in accordance with Section 477(3)(a) of the Local Government Act;
- 4. That Council consider Official Community Plan Amendment Bylaw No.8025, 2018 to remove Heritage Conservation Area related protection from Phase One Special Limited Category Study properties for Second Readings and set a Special Public Hearing on June 19, 2018 for this Bylaw.
- 5. That Council provide staff with alternative direction.

Staff recommends Options 1, 2, 3, and 4.

ATTACHMENTS

Attachment 1: Official Community Plan Amendment Bylaw No 8025, 2018

Attachment 2: Heritage Value Assessments for Phase One Special Limited Category Study Properties

Attachment 3: Evaluation Checklist

Attachment 4: Completed Evaluation Checklist for 215 Second Street

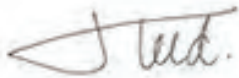
Attachment 5: OCP Amendment Memorandum from Engineering Department

Attachment 6: OCP Amendment Memorandum from Chief Financial Officer

This report has been prepared by:
Britney Quail, Heritage Planner

This report was reviewed by:
John Stark, Acting Manager of Planning

Approved for Presentation to Council



Jackie Teed
Acting Director of Development
Services



Lisa Spitale
Chief Administrative Officer



Attachment 1

Official Community Plan Amendment

Bylaw No. 8025, 2018

THE CITY OF NEW WESTMINSTER

BYLAW NO. 8025, 2018

A Bylaw to Amend Official Community Plan Bylaw No. 7925, 2017

WHEREAS the *Local Government Act* empowers a local government to adopt an Official Community Plan;

AND WHEREAS the City of New Westminster has adopted the Official Community Plan Bylaw No. 7925, 2017;

AND WHEREAS the City of New Westminster wishes to amend the Official Community Plan designated in Bylaw No. 7925, 2017 to exempt certain properties from some Heritage Alteration Permit requirements under the Queen's Park Heritage Conservation Area;

AND WHEREAS the Council has specifically considered whether consultation regarding the amendment is required, and whether such consultation, if required, should be early or ongoing;

NOW THEREFORE the Council of the City of New Westminster in open meeting assembled hereby enacts as follows:

1. This Bylaw may be cited as "Official Community Plan Amendment (To remove Heritage Conservation Area Related Protection from Phase 1 Special Limited Category Study Properties) Bylaw No. 8025, 2018."
2. The Official Community Plan, Bylaw No. 7925, 2017 is amended by adding the following to Appendix 4 - List of Exempted Properties, which is attached to Schedule A - Queen's Park Heritage Conservation Area:
 - (a) The building and lands with the civic address of 215 Second Street, New Westminster, BC, and legally described as LOT 6 OF LOT 4 SUBURBAN BLOCK 5 PLAN 2620, (PID: 013-332-384).
 - (b) The building and lands with the civic address of 228 Fifth Avenue, New Westminster, BC, and legally described as LOT 34 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620, (PID: 004-874-668).
 - (c) The building and lands with the civic address of 408 Fifth Street, New Westminster, BC, and legally described as LOT 22 OF LOT 6 SUBURBAN BLOCK 7 PLAN 15162, (PID: 010-065-741).

- (d) The building and lands with the civic address of 506 First Street, New Westminster, BC, and legally described as LOT 2 EXCEPT: THE SOUTH EASTERLY 21 FEET; LOTS 9 AND 10 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2750, (PID: 010-728-228).
- (e) The building and lands with the civic address of 226 Fourth Avenue, New Westminster, BC, and legally described as PARCEL A (EXPLANATORY PLAN 7795) OF LOT 5 OF LOT 43 SUBURBAN BLOCK 6 PLAN 2620, (PID: 000-808-521).
- (f) The building and lands with the civic address of 229 Fourth Avenue, New Westminster, BC, and legally described as LOT 2 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620, (PID: 013-452-053).
- (g) The building and lands with the civic address of 312 Fourth Street, New Westminster, BC, and legally described as LOT 23 OF LOTS 7, 39 AND 40 SUBURBAN BLOCK 6 PLAN 2620, (PID: 008-451-532).
- (h) The building and lands with the civic address of 326 Fourth Street, New Westminster, BC, and legally described as LOT 18 OF LOTS 7, 39 AND 40 SUBURBAN BLOCK 6 PLAN 2620, (PID: 013-396-544).
- (i) The building and lands with the civic address of 413 Fourth Street, New Westminster, BC, and legally described as LOT 22 OF LOTS 4 AND 29 SUBURBAN BLOCK 7 PLAN 2620, (PID: 003-163-903).
- (j) The building and lands with the civic address of 116 Granville Street, New Westminster, BC, and legally described as LOT 19 BLOCK "F" CLINTON PLACE RESERVE PLAN 2620, (PID: 012-987-191).
- (k) The building and lands with the civic address of 223 Manitoba Street, New Westminster, BC, and legally described as LOT 6 OF LOTS 7 AND 8 BLOCK 34 PLAN 2620, (PID: 014-260-956).
- (l) The building and lands with the civic address of 425 Oak Street, New Westminster, BC, and legally described as SOUTHERLY HALF LOT 15 OF LOTS 4 AND 29 SUBURBAN BLOCK 7 PLAN 2620 HAVING A FRONTAGE OF 30 FEET ON OAK STREET BY UNIFORM FULL DEPTH OF LOT AND ADJOINING LOT 16, (PID: 006-713-611).
- (m) The building and lands with the civic address of 321 Oliver Street, New Westminster, BC, and legally described as PARCEL "A" (EXPLANATORY PLAN 7905) OF THE SOUTHERLY 110 FEET OF LOT 44 SUBURBAN BLOCK 6 PLAN 2620 EXCEPT: PART SUBDIVIDED BY PLAN 6857, (PID: 013-420-836).

- (n) The building and lands with the civic address of 112 Regina Street, New Westminster, BC, and legally described as LOT 13 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2620, (PID: 002-402-467).
- (o) The building and lands with the civic address of 114 Regina Street, New Westminster, BC, and legally described as LOT 14 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2620, (PID: 013-569-546).
- (p) The building and lands with the civic address of 210 Regina Street, New Westminster, BC, and legally described as LOT "G" SUBURBAN BLOCK 10 PLAN 12677, (PID: 009-725-253).
- (q) The building and lands with the civic address of 323 Regina Street, New Westminster, BC, and legally described as LOT 12 OF LOT 4 SUBURBAN BLOCK 10 PLAN 2620, (PID: 013-593-285).
- (r) The building and lands with the civic address of 212 Second Street, New Westminster, BC, and legally described as PARCEL "A" (EXPLANATORY PLAN 2309) LOT 5 SUBURBAN BLOCK 5 PLAN 2620, (PID: 013-332-520).
- (s) The building and lands with the civic address of 220 Second Street, New Westminster, BC, and legally described as NORTHERLY 53 FEET BY 132 FEET OF LOT 5 SUBURBAN BLOCK 5 PLAN 2620 HAVING A FRONTAGE OF 53 FEET ON SECOND STREET BY FULL DEPTH OF LOT AND ADJOINING LOT 1 OF LOT 67 SUBURBAN BLOCK 5, (PID: 013-332-457).
- (t) The building and lands with the civic address of 436 Second Street, New Westminster, BC, and legally described as PARCEL "A" (J3844E) LOT 28 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620, (PID: 012-708-861).
- (u) The building and lands with the civic address of 523 Second Street, New Westminster, BC, and legally described as LOT "B" OF LOTS 39 AND 40 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2620, (PID: 013-569-767).
- (v) The building and lands with the civic address of 525 Second Street, New Westminster, BC, and legally described as LOT "A" OF LOTS 39 AND 40 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2620, (PID: 007-691-017).
- (w) The building and lands with the civic address of 122 Sixth Avenue, New Westminster, BC, and legally described as LOT 37 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2620, (PID: 013-569-716).
- (x) The building and lands with the civic address of 124 Sixth Avenue, New Westminster, BC, and legally described as LOT 38 OF LOT 1 SUBURBAN BLOCK 10 PLAN 2620, (PID: 013-569-732).

- (y) The building and lands with the civic address of 216 Sixth Avenue, New Westminster, BC, and legally described as LOT 32 EXCEPT: WESTERLY 16.5 FEET HAVING A FRONTAGE OF 16.5 FEET ON SIXTH AVENUE BY FULL DEPTH OF LOT AND ADJOINING LOT 31, OF LOTS 2 AND 3 SUBURBAN BLOCK 10 PLAN 2620, (PID: 013-592-521).
- (z) The building and lands with the civic address of 504 St. George Street, New Westminster, BC, and legally described as PARCEL A ST. GEORGE'S SQUARE PLAN LMP29242, (PID:023-487-496).
- (aa) The building and lands with the civic address of 116 St. Patrick Street, New Westminster, BC, and legally described as NORTHERLY HALF LOT 13 OF LOT 1 SUBURBAN BLOCK 7 PLAN 2620 HAVING A FRONTAGE OF 66 FEET ON ST. PATRICK STREET BY UNIFORM DEPTH OF 66 FEET, (PID: 001-059-688).
- (bb) The building and lands with the civic address of 209/207 St. Patrick Street, New Westminster, BC, and legally described as PARCEL "B" (N19986E) LOT 26 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620, (PID: 013-452-347).
- (cc) The building and lands with the civic address of 232 Third Avenue, New Westminster, BC, and legally described as PARCEL "B" (REFERENCE PLAN 1383) OF LOT 63 SUBURBAN BLOCK 5 PLAN 2620, (PID: 000-675-903).
- (dd) The building and lands with the civic address of 310 Third Avenue, New Westminster, BC, and legally described as LOT 2 OF LOT 6 OF LOTS 61 AND 62 SUBURBAN BLOCK 5 PLAN 2620, (PID: 013-369-270).
- (ee) The building and lands with the civic address of 230 Third Street, New Westminster, BC, and legally described as LOT 3 OF LOTS 7 TO 10 OF LOTS 61 AND 62 SUBURBAN BLOCK 5 PLAN 2620, (PID: 013-369-342).
- (ff) The building and lands with the civic address of 233 Third Street, New Westminster, BC, and legally described as PARCEL "E" (L71030E) OF LOT 63 SUBURBAN BLOCK 5 PLAN 2620, (PID: 002-627-566).
- (gg) The building and lands with the civic address of 312 Third Street, New Westminster, BC, and legally described as PARCEL "A" (H43360E) OF LOT 8 OF LOTS 6, 41 AND 42 SUBURBAN BLOCK 6 PLAN 2620, (PID: 013-395-343).

Bylaw No. 8025, 2018

- (hh) The building and lands with the civic address of 402/404 Second Street, New Westminster, BC, and legally described as LOT 9 EXCEPT: FIRSTLY: WESTERLY 16 FEET HAVING A FRONTAGE OF 16 FEET ON OAKLAND STREET AND A FRONTAGE OF 16 FEET ON FOURTH AVENUE AND ADJOINING LOT 8 SECONDLY: PARCEL "A" (EXPLANATORY PLAN 8050), OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620, (PID: 013-452-126).
- (ii) The building and lands with the civic address of 202 Sixth Avenue, New Westminster, BC, and legally described as LOT 6 SUBURBAN BLOCK 10 PLAN 3746, (PID: 007-882-076).

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this _____ day of _____, 2018.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this _____ day of _____, 2018.

PUBLIC HEARING held this _____ day of _____, 2018.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this _____ day of _____, 2018.

ADOPTED on an affirmative vote of a majority of all members of Council this _____ day of _____, 2018.

Mayor

Jacque Killawee, City Clerk



Attachment 2

Heritage Value Assessments for Phase One of the Special Limited Category Study

The Heritage Value Assessments can be found in hard copy at the Legislative Services Department or online at:

https://www.newwestcity.ca/database/files/library/QP_HCA_SL_Values_Assessments_WEB__May_22_2018.pdf



Attachment 3

Evaluation Checklist

Queen's Park Heritage Conservation Area: Evaluation of HAP for Demolition

CRITERIA	SCORE	STAFF COMMENTS
Heritage Merit		
The building a good example of its architectural style.	/3	
The building contributes to either a cohesive streetscape or provides a historic counterpoint in its architectural style and/or massing.	/3	
The building one of few examples of this style/era/year in the neighbourhood.	/1	
The building is associated with a significant person, event, construction technique, unusual material use or similar distinguishing feature.	/1	
There mature or historic landscaping (including trees, walls, fences etc...) associated with the property.	/1	
Total Score for Heritage Merit	/9	
Development Potential		
The building close to its maximum development entitlement under the Zoning Bylaw.	/3	
The building could be adapted for contemporary uses and density without compromising the heritage merit.	/2	
The lot size, shape and slope allows for additional development.	/2	
The position/location of the house on the lot allows for additional development.	/1	
Mature or historic landscaping would be retained if additional development was added.	/1	
Total Score for Development Potential	/9	
Condition		
The building retained a high level of original heritage elements. (For example: windows, doors, siding, trim, brackets, soffits, casing and other design features).	/3	
The building has retained the original form and massing associated with its architectural style.	/2	
The renovations (if any) on the building been compatible with the existing heritage elements or if not, removal and restoration is feasible.	/1	
The building's exterior appears to be in good overall condition or easily repairable.	/1	
Total Score for Condition	/7	
Total Score	/25	A Heritage Assessment on the building is required for staff's scoring purposes. If a criteria statement is true, points are allocated to that category as indicated in the score column. Should the criteria not be met, the score is zero for that category.
Retention of the building is required when a score is 15/25 (60%) or above.		



Attachment 4

*Completed Application for 215 Second Street
for OCP Amendment to Remove Protection*

QPHCA: Evaluation of Protection Removal

215 Second St

CRITERIA	SCORE	STAFF COMMENTS
Heritage Merit		
The building a good example of its architectural style.	0/3	Not a good example. Little original detailing.
The building contributes to either a cohesive streetscape or provides a historic counterpoint in its architectural style and/or massing.	0/3	Varied streetscape
The building one of few examples of this style/era/year in the neighbourhood.	0/1	Two other houses of a similar time period on the block.
The building is associated with a significant person, event, construction technique, unusual material use or similar distinguishing feature.	1/1	Eickhoff pioneer family
There mature or historic landscaping (including trees, walls, fences etc...) associated with the property.	0/1	None present
<i>Total Score for Heritage Merit</i>	<i>1/9</i>	<i>11%</i>
Development Potential		
The building close to its maximum development entitlement under the Zoning Bylaw.	2/3	0.3 FSR currently, permitted up to 0.5 FSR. 60% of density used. However, lot sufficient size to take on extra FSR.
The building could be adapted for contemporary uses and density without compromising the heritage merit.	2/2	LWH potential, secondary suite potential at main floor or potentially basement (access from side).
The lot size, shape and slope allows for additional development.	2/2	Low site coverage, no site slope, regular shape, sufficient (66') frontage.
The position/location of the house on the lot allows for additional development.	1/1	House sitting forward on the lot with room at rear and side
Mature or historic landscaping would be retained if additional development was added.	0/1	None
<i>Total Score for Development Potential</i>	<i>7/9</i>	<i>78%</i>
Condition		
The building retained a high level of original heritage elements. (For example: windows, doors, siding, trim, brackets, soffits, casing and other design features).	1/3	Only some windows, potentially some original siding. No detailing.
The building has retained the original form and massing associated with its architectural style.	1/2	Retained massing and primary roofline.
The renovations (if any) on the building been compatible with the existing heritage elements or if not, removal and restoration is feasible.	0/1	Many renovations, not compatible or sensitively designed.
The building's exterior appears to be in good overall condition or easily repairable.	1/1	Overall, in good, livable condition.
<i>Total Score for Condition</i>	<i>3/7</i>	<i>43%</i>
Total Score	11/25	44%
Retention of the building is required when a score is 15/25 (60%) or above.		Staff recommendation that protection is removed from the building.



Attachment 5

OCP Amendment Engineering Memo

Memorandum

To: Jacque Killawee
City Clerk

Date: May 17, 2018

From: Jim Lowrie
Director of Engineering Services

File: 13.2605.40

Subject: Official Community Plan Amendment Bylaw No. 8025, 2018

Please be advised that I have examined the proposed Official Community Plan Amendment Bylaw No. 8025, 2018 in conjunction with the GVRD Regional Solid Waste Management Plan and the Regional Liquid Waste Management Plan (both of which were adopted by the Greater Vancouver Regional District after liaison with the City).

In my examination, I have found there to be no inconsistency between the proposed OCP Amendment Bylaw No. 8025, 2018 and the aforementioned Waste Management Plans. Accordingly, I am satisfied that the proposed OCP Amendment Bylaw may proceed to Council for consideration.



Jim Lowrie, Eng. L, MBA
Director of Engineering Services



Attachment 6

OCP Amendment Finance Memo

Memorandum

To: Jacque Killawee,
City Clerk

Date: May 17, 2018

From: Colleen Ponzini,
Acting Chief Financial Officer

File: 13.2605.40

Subject: **Official Community Plan Amendment Bylaw No. 8025, 2018**

Please be advised that I have examined the proposed Official Community Plan Amendment Bylaw No.8025, 2018 in conjunction with the City's Capital Expenditure Program (as contained in the Five Year Financial Plan (2018-2022) Bylaw No.7992, 2018).

In my examination, I have found there to be no inconsistency between the proposed OCP Amendment Bylaw No.8025, 2018 and the aforementioned Capital Expenditure Program. Accordingly I am satisfied that the proposed OCP Amendment Bylaw may proceed to Council for consideration.



Colleen Ponzini, CPA, CGA
Acting Chief Financial Officer

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Selection: 201810 End Date: APRIL 30, 2018

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %
621	OPERATING GRANT MINISTRY OF EDUCAT	-48,518,995	-60,746,601	-60,471,507	-11,952,512	20
629	OTHER MINISTRY OF EDUCATION GRANTS	-625,232	-911,673	-960,567	-335,335	35
641	PROVINCIAL GRANTS OTHER	-109,500	0	-100,000	9,500	-10
643	SUMMER SCHOOL FEES	-140,561	-120,000	-140,562	-1	0
644	CONTINUING EDUCATION	-161,144	-240,000	-240,000	-78,856	33
645	INSTRUCTIONAL CAFETERIA REVENUE	-99,139	-130,000	-130,000	-30,861	24
647	OFFSHORE TUITION FEES	-4,887,314	-4,800,000	-4,880,000	7,314	-0
649	MISCELLANEOUS REVENUE	-107,310	-230,000	-230,000	-122,690	53
651	COMMUNITY USE OF FACILITIES	-218,092	-170,000	-250,000	-31,908	13
661	INTEREST ON SHORT TERM INVESTMENT	-248,985	-100,000	-200,000	48,985	-24
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	Grand Total	-55,116,272	-67,448,274	-67,602,636	-12,486,364	18

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Selection: 201810 End Date: APRIL 30, 2018

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %
105	PRINCIPALS & VP SALARIES	2,989,771	0	2,989,771	3,477,995	488,224	14
110	TEACHERS SALARIES	22,706,454	0	22,706,454	30,799,642	8,093,188	26
120	SUPPORT STAFF SALARIES	4,559,460	0	4,559,460	5,561,961	1,002,501	18
123	EDUCATIONAL ASSISTANTS SALARIES	3,652,088	0	3,652,088	4,636,047	983,959	21
130	OTHER PROFESSIONAL SALARIES	1,848,181	0	1,848,181	2,344,201	496,020	21
140	SUBSTITUTE SALARIES	1,371,455	0	1,371,455	1,372,706	1,251	0
200	EMPLOYEE BENEFITS	8,951,657	0	8,951,657	12,079,069	3,127,412	26
310	SERVICES	1,611,938	199,589	1,811,527	1,660,930	-150,597	-9
312	LEGAL COSTS	5,611	0	5,611	30,000	24,389	81
330	STUDENT TRANSPORTATION	69,619	27,176	96,795	157,800	61,005	39
340	PROFESSIONAL DEVELOPMENT & TRAVEL	476,256	4,344	480,600	498,300	17,700	4
360	RENTALS & LEASES	239,453	16,537	255,990	260,000	4,010	2
370	DUES & FEES	100,922	13	100,935	130,800	29,865	23
390	INSURANCE	83,783	0	83,783	131,000	47,217	36
510	SUPPLIES	1,727,103	370,582	2,097,685	2,549,135	451,450	18
540	UTILITIES	411,626	1,044	412,670	443,800	31,130	7
551	GAS - HEAT	225,533	0	225,533	278,500	52,967	19
555	CARBON TAX EXP	0	0	0	50,000	50,000	100
560	WATER & SEWAGE	159,328	0	159,328	270,900	111,572	41
570	GARBAGE & RECYCLE	50,970	6,431	57,401	73,000	15,599	21
580	FURNITURE & EQUIPMENT REPLACEMENT	82,178	4,199	86,377	286,150	199,773	70
590	COMPUTER & EQUIPMENT REPLACEMENT	768,733	181,191	949,924	1,005,550	55,626	6
591	TANGIBLE CAPITAL ASSETS PURCHASED	51,496	24,167	75,663	0	-75,663	0
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	Grand Total	52,143,615	835,273	52,978,888	68,097,486	15,118,598	22

Capital Projects, Operations and Planning

Connaught Heights Elementary School will have work done on its Air Handlers and receive all new piping and controls; new flooring in classrooms

Fraser River Middle School has received Gold (LEED) status as at May 15, 2018 and the project has been closed.

F.W. Howay Elementary - Seismic work has been completed and final inspection from the City of New Westminster was performed. Project is now closed.

Lord Tweedsmuir Elementary School project has been awarded to Unitech. Drawings have been submitted to the City of New Westminster for permitting by the end of June 2018. Portables have been ordered and three have arrived and been set up the last three will be delivered in June 2018. The project will start fully June 25, 2018. We are also doing part two of the mechanical installation of new piping air handlers to each classroom as well as replacing the gym flooring.

New Westminster Secondary School Project has progressed into the construction phase with a ground breaking ceremony held on May 25. The work will begin with upgrades to the civil services and the decommissioning of the skate park. In parallel, the Design of the facility is being finalized by the design team. A communications plan has been set up to provide the stakeholders, as well as, the general public - a three (3) week look ahead regarding the construction activities they can anticipate on the site.

Portables/Modular Units

In way of an overview, we currently have 9 modular units, which include washrooms, at our schools (Howay, Spencer, Kelvin, Tweedsmuir, Queen Elizabeth). These modular units are all used for classroom instruction. Additionally, the school district has 49 portables at various locations for K-12 classroom instructional use and District office space (Maintenance, Information Technology, Learning Services, Board Office). Our total number of portables includes two additional portables at Queen Elizabeth Elementary, one portable for Lord Kelvin Elementary, five portables at Lord Tweedsmuir (seismic project) and two portables for École Glenbrook Middle School. All of the work setting up the additional portables will be completed over the summer.

Currently, the current criteria used to ensure that school facilities are utilized to their maximum potential and space is used in the most effective manner to minimize the number of portables and/or modular units includes:

- School capacity
- Current space utilization
- Demographics of schools
- District programs
- Class Size
- Change in FTE
- Program changes

Portables/Modular Units (Continued)

Placement of portables and/or modular units will normally take place over the summer months of July and August. The placement of the portable and/or modular unit on the school site will be determined by our Facilities department. The following factors will be reviewed and agreed upon, prior to installation:

- WorkSafeBC requirements (i.e. access to washrooms and main buildings)
- Site conditions
- City of New Westminster Bylaws
- Future capital expansion
- Access to voice, data and security services
- Access to water, sewer, electrical and other related services
- Safety conditions (i.e. fire hydrant, access road)

Related to the above criteria, we have two school sites, which will require additional temporary washroom facilities. Lord Tweedsmuir Elementary, as part of our 20-month seismic project, will receive a washcart (exterior bathroom facility) which contains four sinks and five toilets. Queen Elizabeth Elementary will receive an additional washcart making a total of eight sinks and ten toilets.

Acquisition of Portable Classrooms

The goal of the school district is to provide well-designed, high quality and fully functional permanent school buildings. Due to our increasing enrolment and the time required for the capital approval and planning process, our goal will take several years to achieve. In the interim, the use of portable classrooms becomes a necessary interim measure. As such, the school district through its operating budget, purchases, installs and maintains all portables and modular units. Further, the 2017 Memorandum of Agreement (MoA) reached by the government of BC, BCPSEA and BCTF restored language impacting class size limits. The restoration of this language has created significant complexities for our school district including space utilization.

Long-Range Facilities Plan

The Board of Education is currently engaged in a long-range facilities planning process to form the basis for our capital investment decisions and aligns with our mission, values and goals. The Long-Range Facilities Plan (LRFP) for the New Westminster School District takes into consideration education program requirements and trends, capacity utilization and current condition of existing facilities. In addition, a LRFP takes into account current land use and anticipated changes, future housing developments, student yield rates, community demographics, local community and economic development strategies and other long-term planning considerations. The LRFP supports our Five-Year Capital Plan to be submitted to the Ministry by providing a comprehensive rationale for specific capital projects.

Summer Projects

- Glenbrook Middle setup of two portables, boiler upgrade
- Kelvin Elementary setup of one portable, roll shutters changed from manual to electric
- Connaught Elementary new flooring in classrooms, new air handlers, piping and controls
- Queen Elizabeth Elementary setup of two portables, washcart, painting of 7 portables and new fencing and paved walkways
- Tweedsmuir Elementary setup five portables and washcart and starting of the seismic project and
- phase two of our mechanical upgrade including new piping and air handlers
- Pressure washing schools throughout the district, summer cleaning of all schools, GYM floor refinishing throughout the district and lastly, we are initiating a thorough clean out of NWSS in advance of move to new school.

Supplement to: **OPERATIONS POLICY & PLANNING COMMITTEE**

Date: June 12, 2018

Submitted by: Belinda Scott, Director, Programs and Planning

Item: **Requiring Action** **Yes** ☐ **No** ☒ **For Information** ☒

Subject: **Child Care and Out-of-School Care Facilities District Feasibility Report**

This report has been created at the request of the Board in response to the following recommendation:

THAT the Board of Education for School District No. 40 (New Westminster) request staff develop a preliminary feasibility report to:

- Assess site and cost considerations for the district to expand licensed child care and out-of-school care on District Elementary and/or Middle School sites;

AND THAT the report findings will be provided to the board on or before the Operations Committee meeting of **June 12, 2018**; AND THAT the report will address the following:

- What are current state of space made available for licensed child care and/or licensed afterschool care across the District?
- What land availability could be made available for new licensed child care facilities to be built or installed as portables?
- What would the approximate cost be to acquire suitable portables?
- By Fraser Health standards, what would be potential number of licensed spaces created, by infant-toddler, 3- 5 year-old or 5 – 12 year-old age groups?
- What parallel planning, if any, is underway or anticipated by City of New Westminster, Kids New West or other potential partners?

Background:

New Westminster Schools does not directly provide licensed child care; however, we do support non-profit societies and/or associations in delivering quality, accessible and affordable child care within our facilities, and on our grounds.

For over 20 years, the New Westminster Schools has provided space for child care services (infant to age 5 and school-age care) in our facilities. A Child Care Task Force was formed which consisted of District staff, parents, trustees, and child care providers. They were tasked with developing a comprehensive strategy around school-based child care services. As a result of the work of the task force, the Board endorsed the first child care strategy for New Westminster (February 2009); requested that District staff sit on the City Child Care Strategy Implementation Group, and continue to represent the School District at the New Westminster Early Childhood Development Committee's Child Care Action Team; and, work with City staff to develop a Child Care Protocol between the School District and the City. District staff also prepared a

board policy: Child Care Services in District Facilities (now AP 225: Child Care Services in District Facilities).
Most recently, purpose built child care facilities were included in the Neighbourhood Learning Centre (NLC) developments at Qayqayt Elementary and Fraser River Middle School.

Current Child Care and School-Age Care Services in School District Facilities

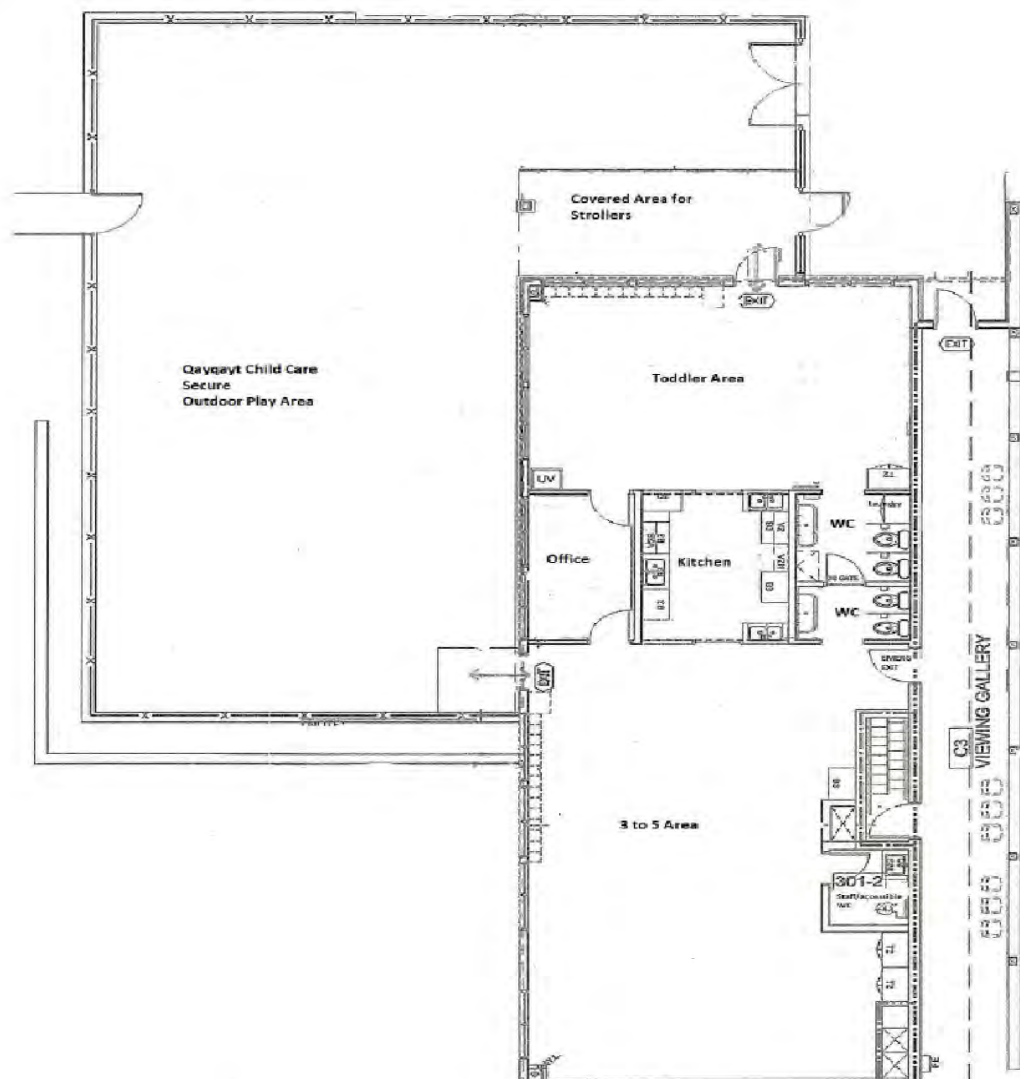
School-Age Care Services Provided by Westminster Children's After School Society (WCASS)

Site	Space	Time
Queensborough Middle: QE Clubhouse 1 Maximum capacity: 20 QE Clubhouse 2 Maximum capacity: 20	Dedicated space with limited access to storage. - Located in two portables - Shared use washrooms with StrongStart. This Centre was previously located at QE. The City provided funding to support the second portable.	7:00 am to 9:00 am 2:00 pm to 6:00 pm
Lord Kelvin: Klub Kelvin Maximum capacity: 20	Joint use space with limited storage - Portable with small quiet room and washroom in the LK Community HUB. - Access to washrooms adjacent to the gym to meet licensing requirements	7:00 am to 9:00 am 2:00 pm to 6:00 pm
Hume Park: Park Place Maximum capacity: 40	Joint use of space and limited access to storage - Portable max. cap.: 20 - Classroom adjacent to kitchen max cap: 20.	7:00 am to 9:00 am 2:00 pm to 6:00 pm
Connaught Heights: Dragon's Grove Maximum capacity: 20 (15 portable/ 20 gym)	Joint use of space and limited access to storage. - Music portable - *Office behind gym available to staff for prep - Grandfathered gym access to meet licensing requirements.	7:00 am to 9:00 am 2:50 pm to 6:00 pm *2:00 pm to 2:50 pm
Glenbrook Middle: Griffin's Alley Maximum capacity: 40	Joint use of space and limited access to storage - Multi-purpose room adjacent to gym. - Access to the PAC kitchen.	7:00 am to 9:00 am 2:00 pm to 6:00 pm
Qayqayt NLC: Kids Korner Maximum capacity: 25	Joint use of space and dedicated small storage area - Divided room with adjacent office for staff and storage - Access to small kitchen but not the larger kitchen used for programming.	7:00 am to 9:00 am 2:00 pm to 6:00 pm

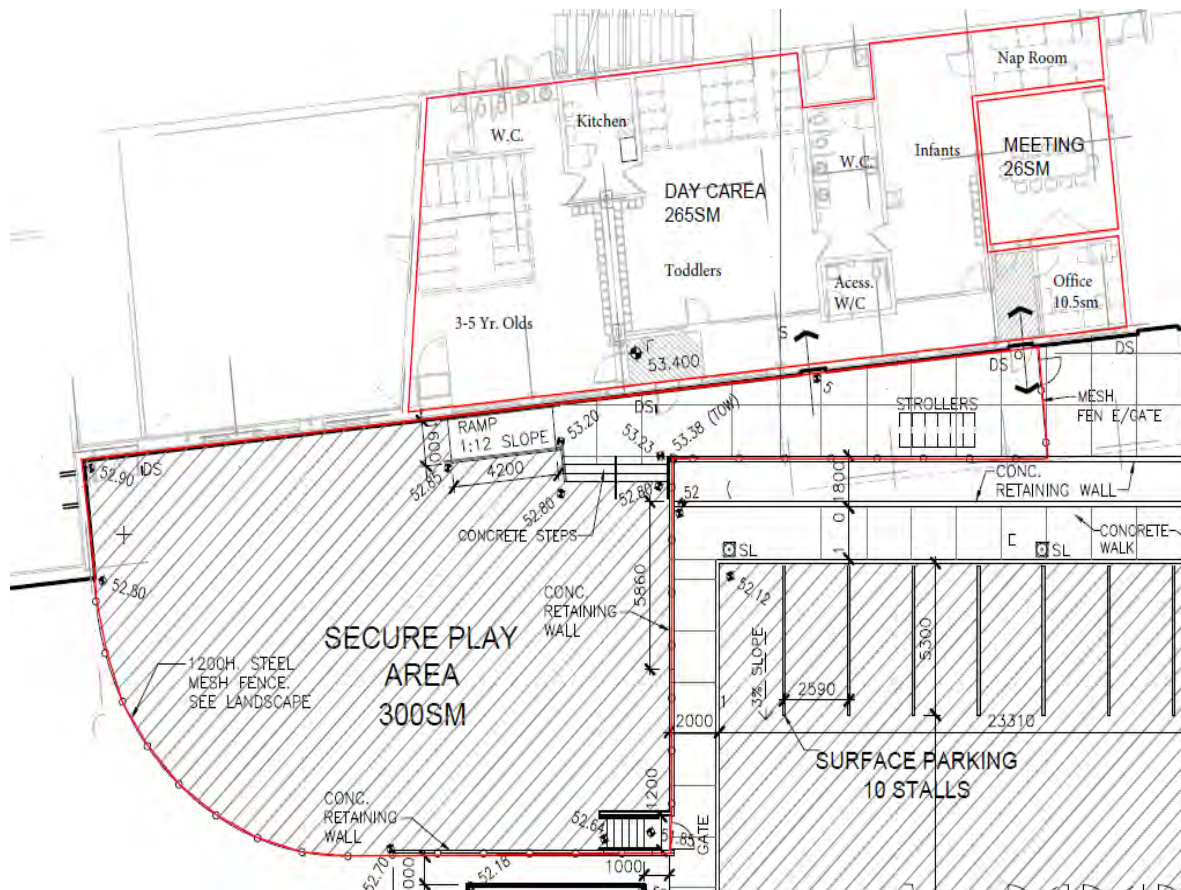
Site	Space	Time
Richard McBride: Hilltop Hideaway Maximum capacity: 20	Dedicated space and limited access to storage under the portable - Portable, and school access (girls and boys washrooms, access to gym and stage)	7:00 am to 9:00 am 2:00 pm to 6:00 pm
Lord Tweedsmuir: Play West Maximum capacity: 60 2017-2018 2018-2019 - TBD	Dedicated space and access to storage - 2 rooms underneath the gym <u>Note:</u> the current space will be impacted by the seismic upgrade and a temporary location is being made available to the program. Once the seismic upgrades are completed their maximum capacity will decrease as the new space will need to meet current child care licensing requirements.	7:00 am to 9:00 am 2:00 pm to 6:00 pm
F.W. Howay: Misty Meadows Maximum capacity: 20	Dedicated space with limited storage. - Multi-purpose room in purpose built space on new lower level and access to adjacent room to accommodate child care licensing requirements. - Access to the school gym in the event the adjacent room is being used for school purposes	7:00 am to 9:00 am 2:00 pm to 6:00 pm *2:50 pm to 6:00 pm
Note: With the exception of the Qayqayt Neighbourhood Learning Centre (NLC) where the organization is charged a non-profit rental rate, all sites are charged rental at the reduced Child and Youth Development rate based on space used. All centres are at capacity with wait lists.		

Child Care Services Provided by Lower Mainland Purpose Society

Qayqayt NLC: Qayqayt Children's Centre	Max. Capacity	Facility Access
Dedicated purpose built space. - One room for toddlers (48 m ²) with curtain for naps and one room for ages 3 to 5 (90.5 m ²). Each room has storage cupboards and cubbies. - 1 kitchen; 2 washrooms - an office/meeting space also used as a lunch room by staff - Outdoor secure play area (226 m ²) with covered area	Toddler: 12 3 to 5: 24 At capacity with waitlists	6 am - 6 pm (M to F) Limited weekend access coordinated through facilities for staff training, stocking supplies, etc.



Fraser River Middle School NLC: Ready Set Grow Children's Centre	Max. Capacity	Facility Access
Dedicated purpose built space. 265sm Three separate rooms for each age group: Infant (41.5 m ² includes nap room), toddlers (60.1 m ²), 3 to 5's (59.6 m ²) - Each room outfitted with cupboards and cubbies. - Separate nap room for infants (10.85 m²) - Office (10.5 m²) - Kitchen (11.25 m²) - 3 washrooms (2 for children and one accessible/staff) - Divided outdoor playground (300 m²)	Infant: 8 Toddler: 12 3 to 5: 16 At capacity with waitlists	6 am to 6 pm (M to F) Limited weekend access coordinated through facilities for staff training, stocking supplies, etc.



Cost to Acquire Suitable Portables for Child care or Out-of-School Care

Portable	Size	Estimated Usable Floor Space	Estimated Cost
Modular with two washrooms, mudroom, kitchen and quiet room	24' x 60' (134 m²)	74 m²	\$158,000
Services and Permits			\$35,000
Moving, crane costs, and installation			\$25,500
Contingency: to cover tax, additional staffing, additional modification costs, etc.			\$50,000
Total Cost			\$285,500
Notes: • Current child care licensing requires one toilet and washbasin for every 10 children or fewer, which will create limitations for the number of children in the space. • Current Community Care and Assisted Living Act and Child Care Licensing Regulations do not address the need for sprinklers (a \$50,000 cost). This falls under the building code. • Two style of portables have been sourced by Operations; one is more appropriate for Out-of-School Care while the other is a better configuration for a child care. Both should be able to accommodate 20 children, however the Fraser Health Licensing Officer should be consulted prior to considering either. • Based on a recent discussion with John Stark at the City, this estimate may be low as the City is now being quoted over \$400,000 for similar type portables. This is due to high demand for portables and vender price increases of up to 40% in the last 8 months.			

Potential Number of Fraser Health Licensed Child care or School-Age spaces

Current Fraser Health Requirements: Group Sizes, Employee to Children ratios and Site Requirements

Care program	Max group size	Children per group	Ratio of employees to children in each group	Facility Space Required	Bathrooms and other related required	Outdoor Space Required
All				A min of 3.7 m ² of usable floor area per child*	One toilet & wash basin/10 children or fewer on the same floor as the child care facility.	A min of 6 m ² of outdoor play area for each child**



Current Fraser Health Requirements: Group Sizes, Employee to Children ratios and Site Requirements

Care program	Max group size	Children per group	Ratio of employees to children in each group	Facility Space Required	Bathrooms and other related required	Outdoor Space Required
Group child care (Under 36 Months)	12, with a separate area designated for each group	≤ 4	One infant and toddler educator	A child care program with children < 36 mths. of age must provide a separate sleeping area located away from any activity area.	< 30 months a sturdy surface for changing diapers, located outside the food preparation area, next to both a covered container for soiled clothing, and a washbasin.	
		5 — 8	One infant and toddler educator and one other educator			
		9 — 12	One infant and toddler educator, one other educator and one assistant			
Group child care (30 Months to School Age)	25, with not more than 2 children younger than 36 mths. old in a single group	≤ 8	One educator			
		9 — 16	One educator and one assistant			
		17 — 25	One educator and 2 assistants			



Current Fraser Health Requirements: Group Sizes, Employee to Children ratios and Site Requirements

Care program	Max group size	Children per group	Ratio of employees to children in each group	Facility Space Required	Bathrooms and other related required	Outdoor Space Required
Preschool (30 Months to School Age)	20	≤ 10	One educator			
		11 — 20	One educator and one assistant			
Group child care (school age), if any preschool or child in grade 1 is present	24	≤ 12	One responsible adult			
		13 — 24	2 responsible adults			
Group child care (school age), if no preschool or child in grade 1 is present	30	≤ 15	One responsible adult			
		16 — 30	2 responsible adults			
		9 — 16	2 responsible adults			
		17 — 20	3 responsible adults			

*A min of 3.7 m² of usable floor area per child in the child care facility, excluding hallways, door swings, built in storage areas, bathrooms, and fixed appliances, or, if not fixed, large appliances that are not normally moved from one area to another.

**The entire outdoor play area has to be enclosed in a manner that is suitable for the age and development of children, and will ensure that children are free of harm, and constructed in a manner, and using materials, that are suitable for the age and development of the children intended to use it. All indoor and outdoor play materials and equipment accessible to children are suitable for the age and development of the children, and safely constructed, free from hazards and in good repair.

Source: BC Child Care Licensing Regulations, 2016

New Child Care Licensing Regulations will come into effect on September 1, 2018. No information is currently available as to what changes will involve.

School-Age Care

With the above requirements in mind, for school-age care to be financially feasible for a provider, a facility space should be able to accommodate a minimum of 20 children. This will support the need for additional staffing required by licensing for >10 children. A smaller centre would not be cost effective, or be able to safely operate with less than two staff. Additionally, if the space was in a Neighbourhood Learning Centre, more children would need to be accommodated for a non-profit to be able to afford the higher rental rate paid in an NLC space.

With respect to space, this equates to a minimum of 74 m² of usable floor space (not including hallways, kitchen, office, or washrooms) with additional space factored in (approx. 15 m².) to accommodate door swings, furniture, cupboards, etc.; for a total of 89 m² minimum. This could be one space or two connected spaces. A kitchen that can house a fridge and dishwasher, access to an office space to hold confidential information, cubbies for each child, and access to a minimum of two toilets and sinks on the same floor would also be required.

The physical activity requirement of licensing also requires access to 120 m² of outdoor space; school gym space can also be used to meet this requirement. Having an arrangement with the school principal to access gym space during inclement weather should be considered. However, it is not recommended that the gym be listed as the licensed space as this would prevent the school from having gym access before and after school; the time currently reserved for school use in our Facility Use and Fees and Charges administrative procedure.

Child Care

With the above requirements in mind (FH Licensing chart is above this), ideally a child care facility should be able to accommodate a variety of age groups (infant, toddler, and 3 to 5) as the differing costs associated with each group can be cost prohibitive for the provider. This is particularly the case when the provider offers infant care, which is much more expensive to provide. The child staff ratio also needs to be considered when planning what a centre can accommodate.

For a provider to offer infant, toddler and 3 to 5 care in one facility, ideally the facility should be able to accommodate 4 or 8 infants, 8 or 12 toddlers and 16 or 24 - 3 to 5's. The exact numbers in each category would be dictated by the space, and if the combination would be financially feasible for the provider.

For example:

- A child care facility with 24 spaces (for 3 to 5's) would require 104 m² (includes a 15 m² buffer).
- A child care facility with 36 spaces (for 20 infants and toddlers combined and 16 - 3 to 5's) would require 148 m² (includes a 15 m² buffer).
- A child care with 44 spaces (for 20 infants and toddlers combined and 24 - 3 to 5's) would require 178 m² (includes a 15 m² buffer).

Indoor space requirements would range from 104 m² to 178 m² of usable program space. Additionally, there would need to be an entry foyer, space for cubbies, an infant nap room (if infant care was provided), washrooms with space for change tables, a kitchen, an office and a small meeting space/staff room.

Outdoor space requirements would range from 216 m² (for 24 children) to 308 m² (for 44 children). There is also a requirement to have outside storage available and for there to be an ability to divide the space to accommodate different aged children at the same time.

Planning for Child care and School-Age Care spaces in the City

Provincial and Federal funding to Support Growth in Child Care Spaces

The 2018 provincial budget made available \$237 million over three years to increase access to licensed child care. This includes the creation of over 22,000 new licensed child care spaces. Additional investments from the Government of Canada through the Early Learning and Child care (ELCC) Agreement will bring the total number of new licensed child care spaces to more than 24,000 over three years. Additionally, the Child Care Major Capital Program has been expanded and redesigned to support a continuous application process and partnerships in the non-profit sector, with local governments and public sector agencies. More information will be available in May/June 2018.

City of New Westminister

The City believes that quality, accessible and affordable child care is necessary to create a complete and healthy community, and a prosperous economy (Child care Strategy, October 2016). Starting in 2008, the City chose to be a child care leader by undertaking the first, of now three, Child care Needs Assessment studies. The study created a better understanding of community child care needs, from both a parent and service provider prospective. It also provided the information necessary for the City to strategize with a wide variety of partners to support the development of new child care spaces. District staff participated in this review and the development of the first Child Care Strategy for New Westminister (February 2009). The Child are Strategy included several recommendations for the City and School District to work together to ensure quality, accessible and affordable child care was available in our community. These included the development of a child care protocol between the City and School District; the development of child development HUBS with child care as a central component; and, a child care strategy implementation group that was informed by the Early Child Development table, now KIDS New West.

Since this time, the City, in partnership with a wide variety of stakeholders, has made significant progress in addressing the child care needs of parents and children (i.e., over 600 new spaces with another 180 spaces in the planning and development process). In the most recent Child care Strategy (October 2016), the City presented an overall vision, policy framework and three-year action plan to address these, and other needs.

The recommended actions are based on a review of the 2009 Child Care Strategy and the findings of the 2015 child care needs assessment. The assessment was based on the input and feedback of 396 parents. The recommended actions were also informed by the KIDS New West Child care Action Team, and the City of New Westminister Community and Social Issues Committee. The actions, with the exception of those related to collaboration, partnership and advocacy, are being implemented by the City over a three-year period that started in November 2016. The City has also acknowledged that improving the child care situation in the City, particularly as it relates to availability and affordability, will rely on stakeholders working together to influence higher levels of government.

The following proposed Child Care Strategy actions have relevancy for future planning:

Proposed Actions	2016-17	2017-18	2018 -19	Ongoing
Policy and Planning				
That the City develop a new child care needs assessment every 5-7 years.				X
That the City continue to implement the Child and Youth Friendly Community Strategy (2016), which is informing the development of neighbourhoods which meet the needs of children, youth and families. This strategy, which is a corporate strategic policy priority, includes a domain on caring.	X	X	X	
That the City designate child care as a standard community need similar to park land and that it be considered in municipal policy, planning and land use decisions, including the review of larger developments and master planned communities.				X
That the City establish targets for the number and type of child care spaces by sub-area and for larger developments and master planned communities.				X
That the City consider building or incorporating space for child care facilities as part of the development of new municipal facilities or major renovations to existing ones.				X
That the City expand the use of development variance permits to vary the required off-street parking requirements to facilitate the provision of child care outdoor space. Currently, the policy is limited to Downtown New Westminister.		X		
Direct Support				
The City continue to fund the child care grant program and that it consult successful and unsuccessful applicants to identify possible program enhancements.	X			X
That the City explore all mechanisms, including developing civic child care facilities, using community amenity contributions, accessing senior government grants and working with developers to realize group infant/toddler and school-age care spaces in Queensborough.	X	X		
That the City examine different mechanisms to grow the Child care Reserve Fund. Currently, this funding is dependent on density-bonusing revenues, which have only yielded limited funding to date (i.e., less than \$100,000). This funding was used to support the expansion of the WCASS site at QMS.		X		
That the City support child care facilities in applying for senior government funding, accessing statistical information, exploring new locations, facilitating partnerships, etc.				X

Information Dissemination				
That the City update its Step-by-Step Guide to Setting up a Licensed Group Child care Facility (2010), which provides information on the different types of child care, the zoning and building code requirements, the municipal approvals process and relevant contact information.		X		
Collaboration and Partnership				
That the City, through its representation on the Public Partners Child Development Committee, continue to identify development, funding and partnership opportunities in support of the creation of East and West End child development HUBS. SD40 has sat on this committee since its inception.				X
That the City and the School District review the Child Care Protocol (2009) (attached), which was endorsed by both parties, and that they identify additional opportunities for collaboration within their collective control.		X		
Advocacy				
The City continue work with the Ministry of Health to explore strategies with regard to meeting outdoor play space requirements.	X	X		

The complete Child Care Strategy can be viewed at:

https://www.newwestcity.ca/database/files/library/Child_Care_Strategy_October_2016.pdf

At a recent KNW Child Care Action Team meeting, City Social Planner John Stark advised that he will be bringing a report to Council in September 2018 that will provide an update on the child care situation in New Westminster. MLA Selena Robinson, the Minister responsible for Municipal Affairs and Housing, will also be invited to the City to discuss child care. The details of this meeting have not yet been finalized.

Kids New West Child Development Committee (Kids New West)

The mission of KIDS New West is “to build community capacity that supports and promotes the health and well-being of children and their families and to collaboratively provide opportunities that support social-emotional competence and connectedness to family members, peers, and the community.” The work of the committee is guided by research like the EDI, MDI, Heart Mind Index (HMI), and local census data. For over ten years, the committee has been committed to the development of neighbourhood HUBS with child care as a key component.

In their most recent Strategic Plan for 2015 – 2019, KIDS New West’s commitment to developing neighbourhood HUBS continues. Their Child Care Action Team has been instrumental in supporting the City around the rollout of multiple child care needs assessments, and the development of the Child care Strategy. The announcement of the Child Care Major Capital Program will present opportunities for partnerships and collaborations around the development of more child care spaces. However, the action team views their industry as one in crisis that will need a significant amount of support to realize these new child care spaces. They have identified the attraction and retention of qualified staff; the need for a living wage; and, more support to meet the staffing needs required for families requiring longer hours of care as issues that need to be addressed.

Westminster Children's After School Society

WCASS currently has a two to three year waitlist at all of their centres, and receives calls on a regular basis from parents looking for space. The families they work with advocate for more school spaces as they like the convenience and safety associated with having their child in a program in a school facility. The Director is open to exploring a potential fundraising component for their current strategic plan to support the purchase of a portable if space on School District grounds became available.

WCASS is an active participant at the KIDS New West Child Care Action Team, which has informed the city's Child Care Strategy. They are actively working with the City to support the development of new school-age care spaces. Through the Child Care Reserve Fund they have already been supported in expanding the QE Clubhouse from 20 to 40 spaces, and they continue to look for other funding and space opportunities.

Lower Mainland Purpose Society

The Lower Mainland Purpose Society has been providing child care services to local families for over 25 years. Initially these services started as a partnership with the New Westminister School District to provide child care for young moms studying at New Westminister Secondary School and the youth alternate programs. Currently, they operate three child care centres (Cameron, Madison, and Yukon Children's Centres), two Out-of-School Care centres (Kitchener and Yukon School-age Care) and one preschool (Rosser Preschool) in Burnaby, and two child care centres (Qayqayt and Ready Set Grow Children's Centres) in New Westminister. Their centres have all been developed in partnership with either the City of Burnaby, the Burnaby School District or the New Westminister School District.

At this point in time, Purpose is not planning on opening any additional centres. Their experience in operating centres, and desire to provide quality programming, has made them realize that there is a need to proactively address the lack of qualified care staff available. For the last year, Purpose has concentrated on the development of an Early Childhood Education private post-secondary school. The other issue that is of concern is the attraction and retention of staff because they are not provided a living wage. This year Purpose increased fees by 15% to address this concern; however, the increase does not fully enable Purpose to offer a living wage.

ADMIN PROCEDURES MANUAL**Administrative Procedure 225**

CHILD CARE SERVICES IN DISTRICT FACILITIES**Background**

Quality accessible and affordable child care provides significant social and economic benefit for the community. Research shows that quality child care has a direct relationship to school readiness, literacy development, poverty reduction, and community engagement.

While the funding and regulation of licensed child care is primarily a provincial government responsibility, the District along with the community stakeholders can play an important role in planning, developing and coordinating child care for children in New Westminster.

Although the District does not directly provide licensed child care, it does support non-profit societies and/or associations to deliver quality, accessible and affordable child care within District facilities and grounds.

The District is supportive of non-profit Child Care Services in District schools and Neighbourhood Learning Centres. Therefore, schools shall release and/or share available space for that purpose, and where possible Neighbourhood Learning Centres will incorporate designated and/or shared space for Child Care Services.

Procedures

1. The District will provide space for non-profit child care services for an agreed upon fee based on the fee schedule outlined in Administrative Procedure 550 – Access to and Use of District Buildings and Facilities and with the understanding that any extra costs must be borne by the Child Care Service Provider.
2. When space for Child Care Services is available in a District facility, a Request for Proposal (RFP) will be released.
3. Responses to the RFP must be submitted to the Secretary Treasurer and will be reviewed by a panel comprised of the Secretary Treasurer or designate and other District staff as appropriate as per Administrative Procedure 515 – Purchasing and Tendering. Child Care Providers will be interviewed to determine suitability. Successful proponent(s) will then be presented to the Board for approval.
4. Child Care providers must meet Ministry of Health standards and licensing guidelines before final approval is granted and a District License Agreement must be signed.
5. The support of the Principal and school staff must be obtained as to how the child care service provider operates in shared school space, or in a Neighbourhood Learning Centre attached to the school.
6. The following Communication Protocol shall be adhered to:
 - 6.1 Each fall, representatives from the Child Care Services will meet with the Principal to provide an overview of their child care services and answer questions.
 - 6.2 Each spring, District representatives will meet with representatives from the Child Care Services to share information and address any concerns related to school-based child care services. Prior to the meeting, input will be solicited from the Principal
 - 6.3 Child Care Service providers will ensure that Child Care Licenses are posted in a visible location at each school site and that the District Office has a copy. The specific locations and number of children that meet the licensing agreement will also be posted with the license.

- 6.4 To provide families requiring child care with access to information, the District will post on the District website links to:
- The Child Care Referral and Resource (CCRR) website;
 - Fraser Health website;
 - New Westminister Child Care Needs Assessment;
 - New Westminister Child Care Strategy.
- 6.5 As soon as it is known, Child Care Service Providers will advise the Director of Facilities and Operations and the Principal in writing when the service will be offsite during the summer months to allow for summer maintenance.
7. The following Child Care Services in District Facilities procedures will be reviewed with principals annually:
- 7.1 Protocol with respect to the Relocation of a Child Care Service in Schools: In the event that a child care service needs to be relocated as a result of educational needs, the Principal will contact the Superintendent and advise of this need. The Superintendent will notify the Board prior to a decision being made.
- 7.2 Protocol with respect to Maintenance Issues that affect Licensing Regulations: In the event that maintenance issues arise that will affect the Child Care Service Provider's license, work orders are to be submitted by the Principal indicating that this work is required for licensing purposes so it may be expedited by the Maintenance Department. In the event that there is a delay, the Principal and/or Child Care Service Provider may contact the Associate Superintendent, who may follow up on the work order to ensure that the work is done in a timely manner.
- 7.3 Protocol with respect to Resolving Concerns that Arise: In the event that issues arise that cannot be resolved by the Child Care Service Provider and the Principal, the Associate Superintendent will meet with the Child Care Service Provider and the Principal to resolve the issue. In the event that individual parent(s) have concerns regarding wait-lists, they will be referred to the Director of the Child Care Service Provider.
- 7.3.1 A meeting to explore possible solutions with respect to licensing and space requirements may be convened by the Director of Facilities and Operations with the Child Care Service Director, Principal and Associate Superintendent. The Board shall be notified prior to a final decision by the Superintendent.
- 7.4 Protocol with respect to Earthquake, Fire, Inclement Weather and Lockdown Procedures: Each fall, Principals or Vice-Principals will meet with Child Care Service Providers at their sites to review earthquake, fire, inclement weather and lockdown procedures.

Reference: Sections 20, 22, 23, 65, 85 School Act

SD No. 40 (New Westminister)

Adopted: May 30, 2017

Child Care Protocol between the City of New Westminister and School District #40 (Nov 2009)**Purpose:**

The City of New Westminister (the City) and School District No. 40 (SD #40) recognize that licensed child care is an essential community-based service and that it makes a significant contribution to the social and economic development of New Westminister. They also recognize that licensed child care is an investment in the future, as quality care is associated with improved child outcomes, including school readiness and success.

For the above reasons and others, the City and SD #40, as major landowners and operators of facilities, agree to work together under this Child Care Protocol to maintain, stabilize and increase the viability of existing licensed child care spaces within their collective control, and to plan for and develop, if feasible, new child care spaces on their collective lands. They also agree to advocate for increased senior government funding to develop a comprehensive child care system. A comprehensive child care system is one that includes the provision of quality programs that are accessible and affordable.

Objectives:**The City and SD #40 agree to work towards the following objectives:**

- To maintain the existing number of licensed child care spaces (so that there is no loss of licensed child care spaces as a result of issues within their collective control).
- To stabilize existing child care spaces, including ensuring the provision of adequate, quality space and sustainable lease arrangements.
- To plan for and develop new child care spaces on their collective lands, if feasible, and to promote joint use of space for all types of licensed child care.
- To continue to participate on the Early Childhood Development (ECD) Public Partners' Committee to develop four ECD hubs serving six neighbourhoods in New Westminister.
- To explore opportunities for licensed child care and early childhood development arising from the construction of new schools in New Westminister.
- To increase public awareness of the significant social and economic benefits associated with licensed child care and early childhood development.
- To advocate for increased senior government funding to develop a comprehensive child care system in New Westminister.

Rationale:

Quality, accessible and affordable child care provides significant social and economic benefits for the recipient community. Quality child care has a direct relationship to school readiness and success, parental support, literacy development, poverty reduction, and community engagement. Accessible and affordable child care also enables parents to work and contribute to the local economy; alleviates dependence on income assistance; and is a major factor in the location and relocation decisions of both families and businesses. Research suggests that for every dollar spent on high-quality early childhood development and care, there is a two dollar pay off to society (Cleveland and Krashinsky, 1998).

While the funding and regulation of licensed child care is primarily a Provincial government responsibility, the City, SD #40 and other community shareholders can play an important role in the planning, development, monitoring and coordination of child care.

Although the City and SD #40 do not directly provide licensed child care, they do support non-profit societies and/or associations to deliver quality, accessible and affordable child care within their facilities and on their grounds. They can also work together to create a more focused, comprehensive and integrated approach in supporting existing child care spaces and creating new ones.

Background:

The impetus for this Child Care Protocol came from the City of New Westminster's Child care Strategy (February 16, 2009). This strategy provides an overall framework and long-term direction with regard to child care in New Westminster. The report recognizes the importance of school-based, licensed child care facilities to meeting the child care needs of parents and students and it recommends the need for more collaborative planning related to child care between the City and SD40.

The strategy contains the following recommendation:

That a Child care Protocol be developed whereby the City and SD40 jointly work to stabilize and increase the viability of existing child care programs so that there is no loss in spaces within their collective control and that they plan for and develop new child care spaces on City/School District lands and promote joint use of space.

On September 29, 2009, the School Board also endorsed the Child Care Strategy.

Regarding moving forward, much of the groundwork has already been laid, as both the City and SD #40 participate on the ECD Public Partners' Committee, along with Fraser Health, the Ministry of Children and Family Development and the United Way of the Lower Mainland. This committee is working to develop four ECD hubs serving six neighbourhoods in New Westminster.

Guiding Principles:

The City and SD #40, under this Child Care Protocol, will be guided by the following principles:

Quality: Quality child care is child care which supports the child's emotional, intellectual, physical and social development and assists and complements the family in its child-rearing role. Research and experience indicate that the predictors of quality programming include: the existence of and compliance with licensing standards; the provision of specific staff training in child development and early childhood education; the effective administration of the programs; the involvement of parents in the care option of their choice; and the provision of sufficient operating funds and program resources to support care that is developmentally and individually appropriate.

Accessibility: Accessible child care is child care in which there is appropriate and adequate capacity for all families and children who require it. This means an integrated continuum of services for children from birth to 12 years of age in developmentally appropriate programs for infants, toddlers, preschoolers and elementary school-aged children; the planning, coordination and delivery of child care services at the neighbourhood level; the provision of culturally and linguistically appropriate services; and the development of physically accessible facilities that promote the full inclusion of all children.

Affordability: Affordable child care is child care which provides access to quality care for all families regardless of income. It is adequately funded by senior levels of government and offers subsidies to families to make up the difference between their ability to pay and the actual cost of child care.



Supplement to: **OPERATIONS POLICY & PLANNING COMMITTEE**

Date: June 12, 2018

Submitted by: Kathleen Champion, Interim Director of Instruction, Learning Services

Item: **Requiring Action** **Yes** ☐ **No** ☒ **For Information** ☒

Subject: Administrative Procedure 354: Physical Restraint and Seclusion

Background:

Student access to an effective educational program is a basic right of each student. Positive and least restrictive approaches in the provision of student supports are considered best practice. Respect for student rights, maintaining student dignity as well as the safety of all involved is paramount.

The creative use of space to facilitate and support positive student learning experiences has been evolving over the years and has included accommodations for students' sensory and self-regulation needs as well as their intellectual and social-emotional development. As well, schools have been implementing positive, proactive structures and systems to promote pro-social behaviours and reduce problem behaviours.

Despite these efforts to reduce or eliminate the need for reactive approaches such as physical restraint and seclusion, on rare occasions, these procedures may need to be used. In keeping with the commitment to regular review of Administrative Procedure 354, Physical Restraint and Seclusion to ensure alignment with Ministry of Education Guidelines and current research and practice, the attached revisions are proposed.

Respectfully submitted,

Kathleen Champion
Interim Director of Instruction, Learning Services

PHYSICAL RESTRAINT AND SECLUSION

Background

All students and staff are to be provided with a safe learning and working environment. Such safety is compromised when a student's behaviour is dangerous to self or others. Prevention is the best method for maintaining a safe environment. However, in emergency circumstances a supervisory adult may find it necessary to apply physical restraint and/or seclusion. The District is committed to ensuring that the guidelines for physical restraint and/or seclusion in school settings, as set out by the Ministry of Education, are followed.

- Every effort will be made to structure learning environments and provide learning supports that make physical restraint and seclusion unnecessary and school personnel will implement evidenced based effective supports and interventions to prevent and de-escalate potentially unsafe situations.
- ~~Physical restraint and seclusion is defined as per the Ministry of Education;~~
- If required, physical restraint and/or seclusion procedures are will be implemented as emergency, not treatment, procedures;
- School staff members are offered opportunities to be trained in implementing positive behaviour interventions, and -supports, and de-escalation techniques
- ~~and~~ Specialized staff are offered opportunities to participate in training regarding the safe implementation of physical restraint and/or seclusion;
- Parents and, where appropriate, students are provided opportunities to be consulted in the development of positive behaviour supports and interventions, behaviour plans, or safety plans. Review or revision of such plans will occur following if there is repeated use of restraint or seclusion for an individual student.
- Procedures for documenting every instance of the use of physical restraint or seclusion are clearly articulated.

The District is committed to regular review of this Administrative Procedure to ensure alignment with Ministry of Education guidelines and current research/practice. For students with special needs, procedures for the use of physical restraint and seclusion in school settings are comprehensively detailed in the Learning Services Handbook.

Definitions: Ministry of Education

Behaviour: the actions by which an individual adjusts to the environment. It is commonly understood that behavior is communication. It is the impact of the behavior that dictates whether it is negative or positive.

~~Physical Restraint~~ is defined by the Ministry of Education as “a method of restricting another person’s freedom of movement or mobility – in order to secure and maintain the safety of the person or the safety of others”

- The provision of a “physical escort”, i.e., temporary touching or holding of a student’s hand, wrist, arm, shoulder or back for the purpose of accompanying and inducing a student who is acting out to walk to a safe location, does not constitute physical restraint.
- The provision of physical guidance, or prompting of a student when teaching a skill, redirecting attention, or providing comfort also does not constitute physical restraint.

~~Seclusion~~ is defined by the Ministry of Education as “the involuntary confinement of a person, alone in a room, enclosure, or space which the person is physically prevented from leaving.”

- Behaviour strategies, such as “time out,” used for social reinforcement as part of a behaviour plan, are not considered “seclusion.”
- The term seclusion does not apply where a student has personally requested to be in a different/secluded location/space.

Procedures

1. Physical restraint and seclusion may only occur when the behavior of a student poses imminent danger of serious physical harm to self or others, including school personnel, and where less restrictive interventions have been ineffective in ending imminent danger ~~or~~ serious physical harm.
2. Physical restraint and seclusion may never be used as a punishment, discipline, or to force compliance in an educational learning setting.
3. All school staff members involved in implementing physical restraint or seclusion protocols must be trained in Non-Violent Crisis Intervention to ensure that positive behaviour interventions, supports, and de-escalation techniques are used.
4. Physical restraint and seclusion is to be discontinued once imminent danger or serious self-harm or harm to others has dissipated.
5. If a staff member is injured during physical restraint or seclusion, an “Employee Incident Report” (Form 160-1) must be completed and given to the Principal in accordance with Work Safe B.C. regulations
6. Any ~~seclusion~~ space used for seclusion will not jeopardize the secluded student’s health and safety ~~must be designed in such a way to reduce the opportunities for a student to engage in self-injurious behaviours.~~
7. Any student placed in seclusion must be continuously visually observed by an adult who is physically present throughout the period of seclusion, and who is able to communicate in the student’s primary language or mode of communication.
8. A review/revision of prevention/intervention strategies must occur in cases where there is:
 - 8.1 Repeated use of physical restraint or seclusion for an individual student
 - 8.2 Multiple use of physical restraint or seclusion occurring within the same classroom

8.3 Repeated use of physical restraint or seclusion by an individual staff member

9. Communication with District and School Staff:

9.1 Follow-up after each incident involving the use of physical restraint or seclusion:

9.1.1 School staff will notify the Principal as soon as possible after an incident/always prior to the end of the school day on which the incident has occurred.

9.1.2 The Principal will notify the Director of Instruction, Learning Services and the Superintendent or designate as soon as possible after an incident / prior to the end of the school day on which the incident has occurred.

9.2 Documentation by school staff of any use of physical restraint or seclusion is required.

9.2.1 School staffs are required to use the “Physical Restraint and Seclusion Record” (Form 354-1) District template.

9.2.1.1 The use of “time out” outside of the classroom is also to be documented on record form. (Form 354-1)

9.2.2 Completed records are due to the office of the Director of Instruction, Learning Services by June 30 each year.

10. Communication with Parents:

10.1 The Principal will notify parents/guardians as soon as possible/always prior to the end of the school day on which the incident has occurred.

10.2 A debriefing – with involved school personnel; parents or guardians of the student; and where possible, with the student – will examine what happened/what caused the incident, and what could be changed, i.e., preventative and response.

11. Students with Special Needs

11.1 Where the use of physical restraint or seclusion may be a potential part of the educational program of a student with special needs, procedures will be clearly laid out in that student's Individual Education Plan (IEP) and/or Positive Behaviour Support Plan.

11.2 All other procedures as above will be followed.

Reference: Sections 6, 7, 17, 20, 22, 65, 85 School Act

SD No. 40 (New Westminster)

Adopted: ~~May 30, 2017~~ June 12, 2018 ~~May 29, 2018~~

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)

May Day

Principal Karen Catherwood and Vice-Principal Ardyth Moorcroft from Qayqayt Elementary coordinated the May Day activities for the school district this school year. This coordination included liaison with schools, community Royal suite coordinators, city employees, New Westminster Police Department, and District staff. This coordination is done “on the side of their desks” and the volunteer time ranges from 50 – 70 hours. This does not include the time principals and vice principals put into covering classes and/or teaching the dances.

Please see Appendix A for breakdown as to specific duties for the school district, Royal Suite coordinators and the City of New Westminster.

May Day 2018 Background

Schools began to teach the dances to students in Grade 3 and 4 in April. There are several complications to this. We have many classes that are grade 2/3 splits, and grade 4/5 splits. With our return to the restored collective agreement language, the 2017 Memorandum of Agreement (MoA) reached by the BC government, BCPSEA, and BCTF has significantly impacted class size and composition limits. The restoration of this language has created additional complexities for our school district including space utilization. Specifically, it became very difficult to arrange gymnasium time for the dance lessons without compromising our instructional time. In many incidences, principals and vice-principals would take the classes for lessons or provide the coverage of grade 2 and grade 5's when the split class grade 3 and grade 4's were in the gymnasium. As many as 11 classes in a school could be disrupted for these dance lessons on a weekly basis. This practice takes away regularly scheduled gym use for regular instruction. Consequently, Grade 2's and Grade 5's often miss gym time as the gymnasium is used for teaching Grade 3's and 4's their dances.

On the actual May Day community event on May 23rd, schools have to reschedule the whole school in order to have sufficient coverage to be compliant with the collective agreement language and then to schedule for any missed teacher preparation time. Many parent volunteers are needed to help with walking to and from the event and support for supervision. As a whole, the event involved 1890 students with 926 student dancers and the remaining 964 students as audience members. Every elementary administrator is out of their building for this event. At one school site, it involved 29 staff members going to the event and organizing 22 staff member to remain behind with the remaining classes. Upon return to school, administrators coordinate required breaks for teachers and support staff.

Our facilities department takes at least two days to prepare the field for the event and then to take down all the equipment. The city grants \$7,500 in kind to cover the costs for the use of Queen's Park and the sound system. The city also gives a grant to the school district for \$5,000 which is used for bus transportation. Receipts are subsequently submitted to the city for reimbursement. Additionally, there

June 12, 2018

are approximately two New Westminster police officers per school for the five schools that walk to support the safe arrival and departure of students walking to and from this community event. Upon return to school, administrators coordinate EA breaks as well as giving missed breaks to teachers.

Student attendance on May Day is typically lower than regular school day. This year, one school reported 15% of their students absent with a return to 4% of students absent the day after.

This year the Royal Suite was coordinated by Karen Baker-MacGrotty and her committee. Karen Catherwood and Ardyth Moorcroft provide support and liaison to this group and practice for the Royal Suite took place after school. Interestingly, we had a female student who was considering running for the position of Royal Knight at her school but later changed their mind. In accordance with our District SOGI Policy 17, the school district will support a student's decision to run for either position.

May Day 2018 Actual Costs

This year, the school district accounted for the costs for both supplies and human resources associated with the May Day event:

Royal Suite expenses: \$1093.56

Facility Staff: 200 hours = approximately \$8400.00

Administration: 50 – 70 hours outside of school hours = approximately \$6350 to \$8900

Clerical: 30 hours = approximately \$750.00

Bus Transportation: \$ 5638.50

Supplies: (May Poles, benches, chairs, signs, banners, tent, lining the field)

St John's: \$150.00

TTOC: \$400.00

Golf carts: \$1358.70

Total: \$26,690.00

May Day Consultation Process

The May Day Task Force Committee submitted the following recommendations to the Board of Education in 2017:

1. For the 2018 and 2019 May Day, celebrations be school based and further recommend that on the 150th anniversary of May Day in 2020, the School District support the May Day Celebration Ceremony at Queen's Park.
2. The District should discontinue the practice of selecting a Royal Suite. The Board should support the transferring for the Royal Suite to a community organization.

3. The Board should endeavour to transfer responsibility for organizing the May Day celebrations in Queen's Park outside of school hours to a community organization who could then decide how to best continue the tradition. In this way, for example, those community members who are particularly keen to keep alive the institutions of the May Queen and Royal Suite could formulate their own selection methods, costume requirements and ceremonial "duties".

The above recommendations included the data from the May Day Task Force staff survey which included 203 responses from 67% teachers, 20% support staff, 5% principals and vice-principals, 6% exempt staff and 2% other (i.e. facilities and operations staff). Of the total 166 elementary and middle school teachers, 124 participated in the survey – a teacher response rate of 75%. The summary findings included:

- 72% of total respondents stated that May Day was no longer an important annual event for the school district.
- 77% of total respondents believe that the May Day ceremony in Queen's Park should be exclusively run in the community.
- 65% felt the May Day event did not promote critical engagement with the province's history, while another 14% had mixed feelings the event could continue without substantive change.
- 72% of respondents felt the Royal Suite does not align with the school district's values of inclusion and diversity.
- 84% of respondents felt it was not a good use of district staff time and resources to organize and stage the May Day ceremony.
- Respondents were split evenly (40% no, 39% yes) over the idea of replacing May Day in the park ceremony with school-based May Day events.
- 78% of respondents described "low," "minimal," or "poor" student engagement with the event.

Following the staff survey results, the New Westminster Board of Education sought public input in November 2017 concerning the school district's participation in the annual celebration of May Day in New Westminster. In addition, the Board of Education passed a motion:

"That the Board of Education invite the city to partner in a public consultation to determine the future observation of May Day and the recommendation from the School Board May Day Task Force be forwarded to this process."

The public survey generated 789 responses (3.7% students, 27% residents, 14.1% non-residents, 53.9% parents, 1.4% unidentified). The survey asked for feedback on the (3) recommendations from the May Day task force. The data really demonstrated a fairly balanced response:

Recommendation #1: 42% Agree; 51% Disagree; 8% Undecided

Recommendation #2: 46% Agree; 47% Disagree; 8% Undecided

Recommendation #3: 47% Agree; 45% Disagree; 9% Undecided

Respectively Submitted,

Bev Rundell
Acting Superintendent

June 12, 2018

Superintendent Recommendations

Over the past year, I have had the opportunity to listen to and observe the ongoing dialogue surrounding May Day as it relates to the role and involvement of the New Westminster School District. Further, I was able to attend my first May Day event last month and was impressed with the coordinated efforts between school district staff and the community in planning such a large scale event. Overall, I have also observed considerable tension between the community and school district as we consider the evolution of May Day in our schools. It has become abundantly clear, through the feedback collected, that some changes should take place as we move forward. More importantly, any potential changes need to reflect how we as a school district can continue to support an important and historical annual event. In other words, based on the feedback received to date, how can the school district structure supports for May Day that best align with its mission, vision, goals and instructional mandate while still providing support for student involvement in May Day activities. Inherently, any change means moving away from the current status quo. Change, by definition, is difficult but necessary to provide new opportunities.

As we look ahead to the 2018/19 school year, I would like to build on our ongoing partnership with our community. This year is an excellent example with Karen Baker-Macgrotty and her team of committed volunteers able to effectively collaborate and coordinate the Royal Suite outside of school hours. Similarly, I believe the coordination of our Grade 3 and Grade 4 dancers can take place as an extra-curricular activity after school hours. With the ongoing support of our community groups and staff volunteers, we can continue to use gymnasium space after school to teach the required dancing routines. In doing so, we can provide the same learning opportunity without impacting instructional time and spaces and staffing resources. Further, our schools can still run their annual May Day assemblies on site.

As for the actual May Day ceremony at Queen's Park, I believe we need to continue with our collaborative efforts for the 2018/19 school year and consider how the school district, our community groups and the City of New Westminster can continue to work together to sustain the May Day ceremony at Queen's Park.

Respectfully submitted,

Karim Hachlaf
Superintendent of Schools

Appendix A

May Day Responsibilities		
School District	Royal Suite Coordinator	City of NW
- Organizing School District May Day at Queen's Park on May 23rd...7:00-1:30 p.m. - Notice home to students that want to be part of Royal Suite in Grade 5 - Speeches and voting for Royal Suite takes place at each school - Notice sent home with Royal Suite representatives - Provide student information to Royal Suite Coordinator - Teachers-teach dances to Grade 3 and 4's - Hold May Day Assembly at school - Organize buses for schools/students who cannot walk to Queen's Park - Organize safe walking routes to Queen's Park for those schools that walk - Organize layout for Folk Dance circles and May Poles for dance - Set schedule for the day - Organize NWSS Bands-Concert and marching band - Entertainment for May Day at Queen's Park-Marching Band, - Cheer squad, Police Dog	- Set up Parent meeting for Royal Suite students and parents to go over expectations and commitment (time and money) after receiving parent permission sent back to the school - Set up ongoing communication with Royal Suite parents through email - Running May Day Draw at City Hall - Organizing Royal Suite dress for May Queen and Royal Knight representatives (see notice) Coordinating the following- - Rehearsal time for speeches- May Day speeches at Queen's Park will be given to RSC- - Organize speech to be given at Queen's Park by May Queen and Royal Consort - Organize and coordinate speeches by Royal Suite for City Hall Dinner - Dance at City Hall Dinner by incoming and outgoing Royal Suite - Dance with Lancers and May Queen representatives - May Day Tea,	- Contact Royal Suite Coordinator to organize date for May Day Draw - Pay for sound system for Queen's Park May Day - Help with policing - Cut grass/prepare field for May Day at Queen's Park - Put out extra garbage cans at stadium - Open up washrooms for student/community use at stadium - Access to Queen's Park at no cost - Set up platform, chairs and garden for May Day at Queen's Park - Mayor's Dinner

• Organize policing for May Day- walking to the park and traffic at park • Organize seating for schools in stands and on the field • Email invitations to VIP for May Day at Queen's Park • SD Maintenance- line field for circles/folk dances/May Pole • Maintenance puts school banners up in the stands • Maintenance assembles benches/bleachers on field • Maintenance maintains May Poles and takes them to the park and puts the up and then down for May Day • Administrators-organize gym schedule for classes teaching dances • Administrators-organize supervisors, preps, and lunches for Grade 2-5- organizes how students get to the park • Arrange and pay for St. John's Ambulance on site • Pay for Royal Suite Crown • Pay for pins, pendants and necklaces for Royal Suite	Parade, Picnic with Lancers and other community events • Photographer • Gym rental • Coordination with SD for use of boardroom for speech rehearsal • Purchase of pins, pendants and necklaces for Royal Suite • Coordinate presentation of Pen and Pencil presentation at May Day Tea • Organize chaperones and/or supervisors, transportation of Royal Suite to all events Budget: \$250.00/necklaces (do not need to buy pendants or pins this year) \$300.00 May Day Tea Money for May Day Crown	
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