

**BOARD OF EDUCATION  
SD NO. 40 (NEW WESTMINSTER)  
REGULAR OPEN MEETING  
OF THE BOARD**

**Tuesday, April 24, 2018**

**7:30pm – School Board Office**

**811 Ontario Street, New Westminster  
(corner of 8<sup>th</sup> Street and Royal Avenue)**

**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.

**1. ADOPTION OF THE AGENDA**

**2. APPROVAL OF THE MINUTES**

- a. Approval of Minutes from the March 13, 2018 Regular Meeting *Encl. Pg. 1*
- b. Business Arising from the Minutes

**3. NATIONAL DAY OF MOURNING - ONE MINUTE OF SILENCE**

One minute of silence in honour of “Day of Mourning” for workers killed and injured on the job.

**4. COMMENT & QUESTION PERIOD FROM VISITORS**

- a. Presentation – New Westminster & District Labour Council (NWDLC): *Encl. Pg. 5*  
National Day of Mourning – Marcel Marsolais

**5. PROMOTING SOCIAL EMOTIONAL WELL-BEING (M. Naser)**

**6. CORRESPONDENCE**

- a. 41 & 175 Duncan Street – March 7, 2018 *Encl. Pg. 15*
- b. 118 Royal Avenue – March 7, 2018 *Encl. Pg. 17*
- c. 1084 Tanaka Court – March 7, 2018 *Encl. Pg. 19*
- d. 306 Gilley Street – March 8, 2018 *Encl. Pg. 21*
- e. NWDLC: National Day of Mourning Proclamation – March 8, 2018 *Encl. Pg. 23*
- f. Mother Language Lovers of the World Society – March 8, 2018 *Encl. Pg. 25*
- g. WALK 30 Burnaby/New West, March 13, 2018 *Encl. Pg. 39*
- h. Proposed Official Community Plan Amendment for 838 Ewen Ave. – *Encl. Pg. 41*  
April 16, 2018

**7. BOARD COMMITTEE REPORTS**

- a. **Education Policy & Planning Committee, April 10, 2018**
  - i. Comments from the Committee Chair, Trustee Ewen

- ii. Approval of the April 10, 2018 Education Policy and Planning Committee Minutes

Encl. Pg. 68

**Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 10, 2018 Education Policy & Planning Committee meeting.**

**b. May Day Consultation Process**

Encl. Pg. 70

**Recommendation: THAT the Board of Education for School District No. 40 (New Westminster) ask District staff to provide a report at the June 12, 2018 Operations Policy & Planning Committee meeting, on the 2018 May Day process and its associated costs.**

**c. Operations Policy and Planning Committee, April 17, 2018**

- i. Comments from the Committee Chair, Trustee Janzen
- ii. Approval of the April 17, 2018 Operations Policy and Planning Committee Minutes

Encl. Pg. 74

**Recommendation: THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the April 17, 2018 Operations Policy & Planning Committee meeting.**

**d. Operating Budget 2018-2019 (K. Lorenz)**

Encl. Pg. 76

**Recommendation #1: THAT the Board of Education of School District No. 40 (New Westminster) accept three readings, reconsideration and final approval of the 2018/19 Operating Budget at the April 24, 2018 Regular Board Meeting.**

**Recommendation #2: THAT the Board of Education of School District No. 40 (New Westminster) approve first and second reading of the 2018/19 Operating Budget as presented.**

**Recommendation #3: THAT the Board of Education of School District No. 40 (New Westminster) approve the third reading, reconsideration and final adoption of the 2018/19 Operating Budget as presented.**

**e. Audit Committee (M. Ewen)**

Encl. Pg. 94

**Recommendation: THAT the Board of Education for School District No. 40 (New Westminster) establish an Audit Committee based on the BCSTA document "Audit Committee Sample Terms of Reference".**

**f. Public Engagement in the School District**

Encl. Pg. 105

**Recommendation: THAT the Board of Education for School District No. 40 (New Westminster) directs staff to develop a strategy to identify opportunities and make recommendations as to how to improve our engagement with the public and our stakeholders.**

8. **REPORTS FROM SENIOR MANAGEMENT**

a. 2018-2019 School Fees

*Encl. Pg. 107*

b. 2018-19 Five-Year Capital Plan Bylaw (K. Lorenz)

*Encl. Pg. 110*

***Recommendation #1: THAT the Board of Education of School District No.40 (New Westminster) accept three readings of Capital Plan Bylaw No. 18/19-CP-SD40-01 at the April 24, 2018 Regular Board Meeting.***

***Recommendation #2: THAT the Board of Education of School District No.40 (New Westminster) approve Capital Plan Bylaw No. 18/19-CP-SD40-01 the Bylaw as read a first and second time.***

***Recommendation #3: THAT the Board of Education of School District No.40 (New Westminster) approve Capital Plan Bylaw No. 18/19-CP-SD40-01 as read a third time, reconsidered, and finally adopted.***

9. **TRUSTEE REPORTS**

a. Business Company (J. Janzen)

*Encl. Pg. 111*

10. **QUESTION PERIOD** (15 minutes)

*Questions to the Chair on matters that arose during the meeting.*

11. **NOTICE OF MEETINGS**

May 1, 2018: Education Policy & Planning Committee, 7:30pm – F.W. Howay Elementary  
May 8, 2018: Operations Policy & Planning Committee, 7:30pm – School Board Office  
May 29, 2018: School Board Meeting, 7:30pm – School Board Office

12. **REPORTING OUT FROM IN-CAMERA MEETING**

13. **ADJOURNMENT**

**MINUTES OF THE REGULAR OPEN MEETING  
OF THE NEW WESTMINSTER BOARD OF EDUCATION  
HELD TUESDAY, MARCH 13, 2018 AT 7:30 PM  
SCHOOL BOARD OFFICE  
811 ONTARIO STREET, NEW WESTMINSTER**

<b>PRESENT</b>	Jonina Campbell, Trustee	Bev Rundell, Interim Superintendent
	Casey Cook, Trustee	Karim Hachlaf, Associate Superintendent
	Michael Ewen, Trustee	Kevin Lorenz, Secretary-Treasurer
	Mark Gifford, Chair	Belinda Scott, Director Programs & Planning
	James Janzen, Trustee	Robert Weston, Director of Human Resources
	Mary Lalji, Trustee	Caroline Manders, Recording Secretary
	Kelly Slade-Kerr, Vice Chair	

***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.***

**1. ADOPTION OF THE AGENDA**

Moved and Seconded

**2018-035**

***THAT the Board of Education of School District No. 40 (New Westminster) adopt the agenda for the March 13, 2018 Regular School Board meeting.***

**Carried Unanimously**

**2. APPROVAL OF THE MINUTES**

a. Approval of Minutes from the February 27, 2018 Regular Meeting

Moved and Seconded

**2018-036**

***THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the February 27, 2018 Regular School Board meeting.***

**Carried Unanimously**

b. Business Arising from the Minutes

None.

**3. COMMENT & QUESTION PERIOD FROM VISITORS**

Members of the audience were invited to address the Board.

**4. CORRESPONDENCE**

Correspondence was reviewed.

**5. BOARD COMMITTEE REPORTS**

a. **Combined Education and Operations Policy & Planning Committee, March 6, 2018**

i. Comments from the Committee Chairs, Trustees Ewen and Janzen

Trustee Janzen provided a brief overview of the March 6, 2018 combined meeting.

ii. Approval of the March 6, 2018 Combined Education and Operations Policy and Planning Committee Minutes



Moved and Seconded

2018-037

**THAT the Board of Education of School District No. 40 (New Westminster) approve the minutes from the March 6, 2018 Combined Education and Operations Policy & Planning Committee meeting.**

Carried Unanimously

**b. Board and Committee Meeting Calendar – September 2018 to June 2019 (K. Lorenz)**

Moved and Seconded

2018-038

**THAT the Board of Education of School District No. 40 (New Westminster) approve the Board and Committee Meeting Calendar 2018-2019 as presented.**

Carried Unanimously

**c. Student Engagement Report (K. Hachlaf)**

The motions were reviewed and amended as follows:

Moved and Seconded

2018-039

**THAT the Board of Education of School District No. 40 (New Westminster) ask staff to prepare:**

- **An inclusive and transparent process for the selection of student representatives for our own New Westminster School District student leadership group needs to be developed in partnership with our students.**
- **Staffing support to work with our District student leadership group on a regular basis.**
- **A new Administrative Procedure that reflects the process and selection of student representatives for Board participation.**
- **Update our current Board Policy #3 to reflect formal support for our new Administrative Procedure on student leadership.**

Carried Unanimously

Amendment #1:

**THAT the Board of Education of School District No. 40 (New Westminster) approve:**

- **A process within the student leadership group to represent a student voice at Board and Committee meetings to include a voice for aboriginal students to sit on the Board of Education.**

MOTION FAILED

Amendment #2:

Moved and Seconded

2018-040

**THAT the Board of Education of School District No. 40 (New Westminster) ask staff to prepare:**

- **A process within the student leadership group to represent a student voice at Board and Committee meetings to include a role for a student trustee, no less than two student trustees, one of whom shall represent a voice for aboriginal students, to sit with the Board of Education.**

Carried  
2 Opposed

**d. Childcare Facilities – District Feasibility Plan (M. Gifford)**

Moved and Seconded

**2018-041**

***THAT the Board of Education of School District No. 40 (New Westminster) request staff develop a preliminary feasibility report to assess site and cost consideration for the district to expand licensed childcare 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 childcare and/or licensed afterschool care across the District.***
- ***What land availability could be made available for new licensed childcare facilities to be built or installed as portables.***
- ***What would the approximate unit 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.***

**Carried Unanimously**

**6. REPORTS FROM SENIOR MANAGEMENT**

**a. Budget Update 2018-2019 (K. Lorenz)**

The proposed 2018-2019 budget feedback was reviewed.

**b. Nutrition Report (B. Scott)**

Director of Programs & Planning, Belinda Scott provided an update.

Moved

***THAT the Board of Education of School District No. 40 (New Westminster) request District staff to create a report of the Next Steps (6 months) as proposed in the Nutrition Report and report back at the April 17 Operations Policy & Planning Committee meeting.***

**MOTION WITHDRAWN**

Moved and Seconded

**2018-042**

**THAT the Board of Education of School District No. 40 (New Westminster) move forward with Model 3 as presented in the Food Nourishment Program Report and, ask staff to:**

- **Develop a tentative phased-in rollout with timeline**
- **Form a Food and Nutrition Steering Committee**
- **Develop a food services coordinator position role profile entitled “Food Services and Food Literacy Dietician”**

**AND provide the Board with an update on these initiatives at the April 17, 2018 Operations meeting.**

**Carried Unanimously**

**c. District Calendar 2018-2019 (K. Hachlaf)**

Moved and Seconded

**2018-043**

**THAT the Board of Education of School District No. 40 (New Westminster) approve the District Calendar 2018-2019 as presented.**

**Carried Unanimously**

**7. TRUSTEE REPORTS**

Trustees shared their reports of the various meetings and events they attended over the past month.

**8. QUESTION PERIOD (15 minutes)**

The public were given the opportunity to ask questions on matters that arose during the meeting.

**9. NOTICE OF MEETINGS**

April 10, 2018: Education Policy & Planning Committee, 7:30 pm – Hume Park Home Learners  
April 17, 2018: Operations Policy & Planning Committee, 7:30 pm – School Board Office  
April 24, 2018: School Board Meeting, 7:30 pm – School Board Office

**10. REPORTING OUT FROM IN-CAMERA MEETING**

None to report.

**11. ADJOURNMENT**

The meeting adjourned at 9:25 pm.

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Chair

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Secretary-Treasurer

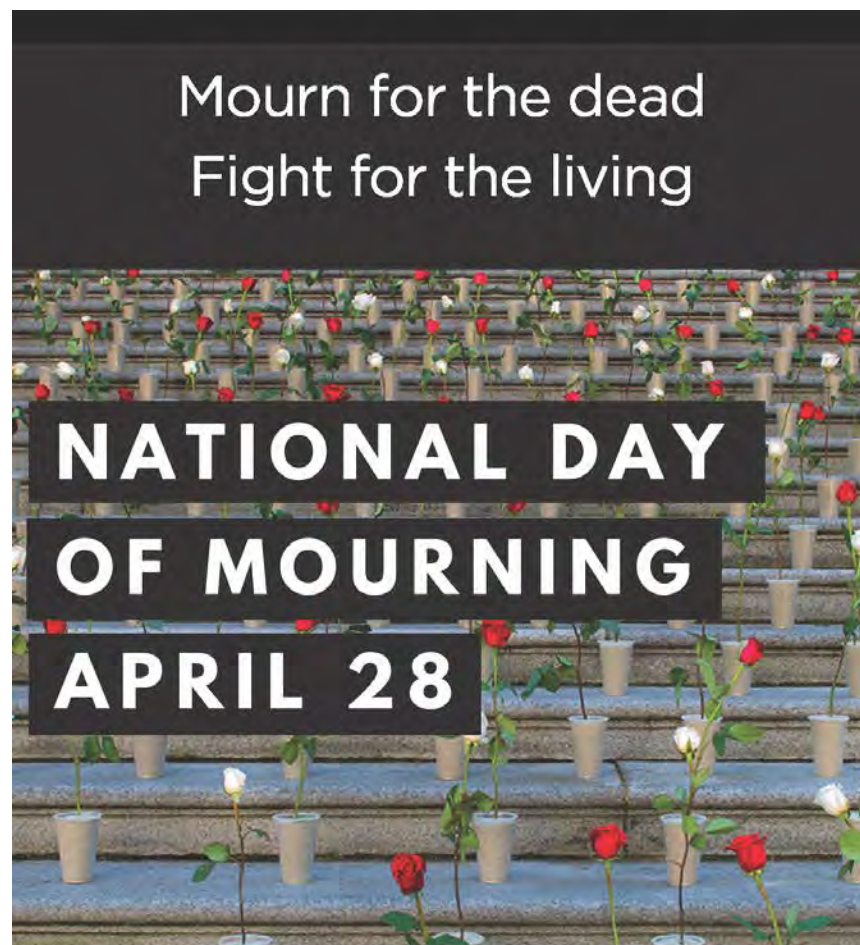
# DAY OF MOURNING

*For Workers Killed or Injured on the Job*



April 2018

# *NWDLC 2018 Day of Mourning*



# *NWDLC 2018 Day of Mourning*





# *NWDLC 2018 Day of Mourning*



Labour Leaders and Local Government Speakers

# *NWDLC 2018 Day of Mourning*



Gathering of Workers on Day of Mourning



# *NWDLC 2018 Day of Mourning*



# *NWDLC 2018 Day of Mourning*



Day of Mourning wreaths and roses of remembrance

# *NWDLC 2018 Day of Mourning*



Example of Day of Mourning poster

# *NWDLC 2018 Day of Mourning*



Saturday April 28 at 11:00am  
Westminster Pier Park, New Westminster

Please join the New Westminster & District Labour Council, New Westminster City Council Members, and Labour Leaders as we remember those killed or injured on the job and re-dedicate ourselves to making workplaces safer



New Westminster and District Labour Council

# DAY OF MOURNING

*For Workers Killed or Injured on the Job*



ILWU members observe the Day of Mourning on the Fraser River.

Photo Courtesy John Hooker

**Saturday April 28, 2018**

**11:00 AM**

**Westminster Pier Park**

**New Westminster**

Please Join the New Westminster & District Labour Council, Council of the City of New Westminster and Local Labour Leaders as we remember those in our communities killed or injured on the job and dedicate ourselves to making

workplaces safer



March 7, 2018

File: OCP00020 & REZ00136

The Board of Education of School District 40 (New Westminister)  
811 Ontario Street,  
New Westminister, BC V3M 0J7

To the Board:

**Re: 41 and 175 Duncan Street, New Westminister, BC**

Anthem Properties has initiated an Official Community Plan (OCP) Amendment and Rezoning application to develop a townhouse project on the properties at 41 and 175 Duncan Street (shown on the attached map). The project will include a child care facility at the northeast portion of 41 Duncan Street.

The OCP Amendment is to change the land use designation of a portion of the property (175 Duncan Street) from Mixed Employment (ME) to Residential – Medium Density (RM) to facilitate a residential development and to adjust the development permit area boundary in accordance with the land use designation change.

The Rezoning application for 41 and 175 Duncan Street proposes to change the existing Heavy Industrial Districts (M-2), Duncan Street Townhouse District (CD-42), and Duncan Street Apartment District (CD-43) to a revised version of CD-42 based on the Queensborough Townhouse Districts (RT-3) and to Parks Districts (P-10). This is to facilitate a 170 unit townhouse project on the proposed CD-42 portion and a child care facility with 25 to 37 spaces on the proposed P-10 portion located at the northeast portion of 41 Duncan Street.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

**How to submit your views:**

**In Person:** At the Advisory Planning Commission meeting on Tuesday, March 20, 2018 at 6:30 p.m., in City Hall Council Chambers.

**In Writing:** To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

Email: [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)

Or



# NEW WESTMINSTER

March 7, 2018

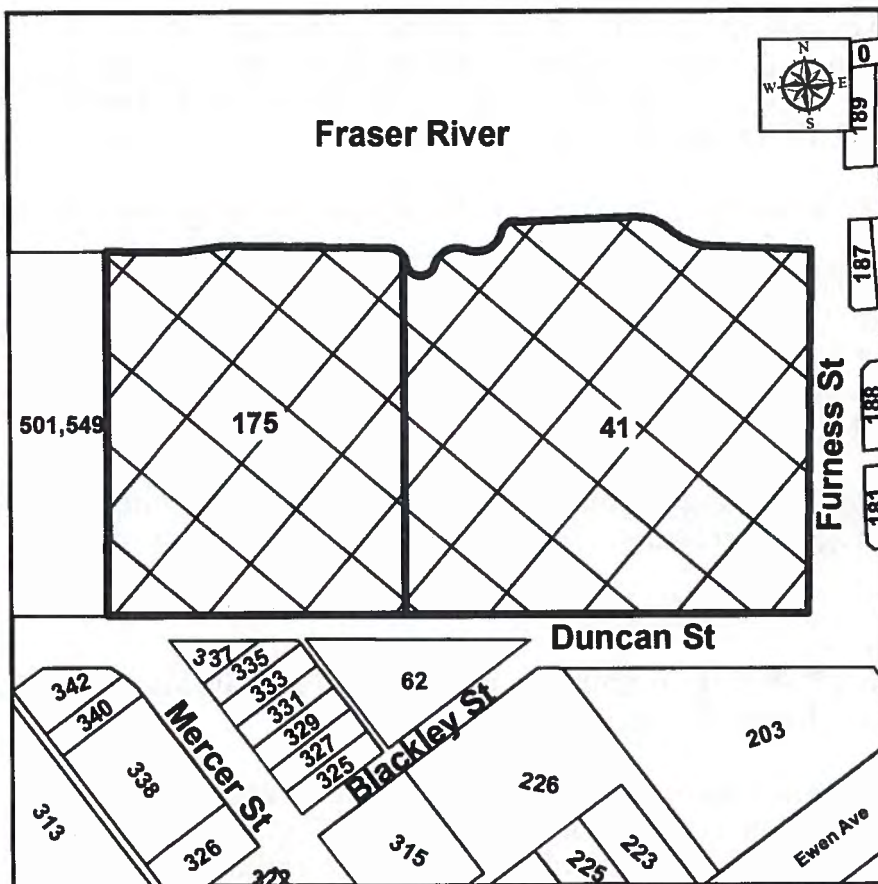
File: OCP00020 & REZ00136

Mail: Advisory Planning Commission  
c/o Development Services – Planning Division  
511 Royal Avenue, New Westminster BC, V3L 1H9

### Questions:

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division ([plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca) or 604-527-4532) or Hardev Gill ([hgill@newwestcity.ca](mailto:hgill@newwestcity.ca) or 604-636-4315).

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.





## NEW WESTMINSTER

March 7, 2018

File: RÉZ00151

The Board of Education of School District 40 (New Westminister)  
811 Ontario Street,  
New Westminister, BC V3M 0J7

To the Board:

**Re: 118 Royal Avenue, New Westminister, BC**

An application has been received regarding the property at 118 Royal Avenue (*shown outlined in yellow on the attached image*) to rezone from Single Detached Residential Districts (RS-2) to a Comprehensive Development District (Royal Avenue) (CD-77) in order to facilitate a four unit ground-oriented fee-simple rowhouse development.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

### How to submit your views:

**In Person:** At the Advisory Planning Commission meeting on Tuesday, March 20, 2018 at 6:30 p.m., in City Hall Council Chambers.

**In Writing:** To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

Email: [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)

Or

Mail: Advisory Planning Commission  
c/o Development Services – Planning Division  
511 Royal Avenue, New Westminister BC V3L 1H9

### Questions:

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division ([plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca) or 604-527-4532).

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.





NEW WESTMINSTER

March 7, 2018

File: REZ00151





# NEW WESTMINSTER

March 7, 2018

File: REZ00153

The Board of Education of School District 40 (New Westminister)  
811 Ontario Street,  
New Westminister, BC V3M 0J7

To the Board:

**Re: 1084 Tanaka Court, New Westminister, BC**

A Rezoning and Development Permit application has been received regarding the properties at 1084 and 1130 Tanaka Court and a portion of the existing road right of way. The proposal is to rezone 1084 and 1130 Tanaka Court from Heavy Industrial Districts (M-2) and an unzoned portion of an existing road right of way (*shown hatched on the sketch plan attached*) to a Comprehensive Development District (Tanaka Court) (CD-82) in order to facilitate a three storey commercial building which would include retail uses on the ground level, a public assembly use (Banquet Hall) on the second level, an office use on the third level and an attached above grade four storey parkade structure.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

**How to submit your views:**

**In Person:** At the Advisory Planning Commission meeting on Tuesday, March 20, 2018 at 6:30 p.m., in City Hall Council Chambers.

**In Writing:** To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

Email: [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)

Or

Mail: Advisory Planning Commission  
c/o Development Services – Planning Division  
511 Royal Avenue, New Westminister BC, V3L 1H9

**Questions:**

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division ([plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca) or 604-527-4532).

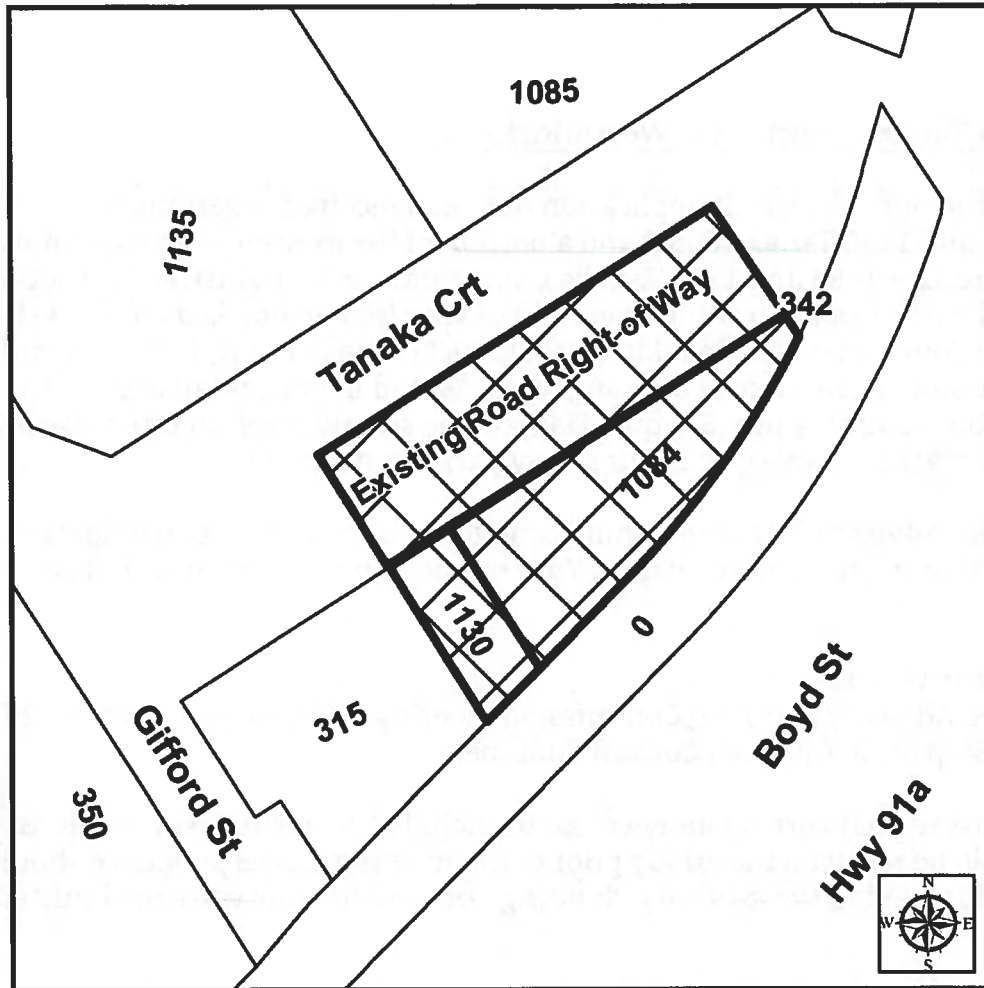


# NEW WESTMINSTER

March 7, 2018

File: REZ00153

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.





## NEW WESTMINSTER

March 8, 2018

File: HER00647

The Board of Education of School District 40 (New Westminister)  
811 Ontario Street,  
New Westminister, BC V3M 0J7

To the Board:

**Re: 306 Gilley Street, New Westminister, BC**

An application has been received for a Heritage Revitalization Agreement regarding the property at 306 Gilley Street (*shown hatched on the sketch plan attached*) in order to allow the construction of two additional principal units, within an infill duplex, in addition to the existing Nellie Mercer cottage, constructed in 1916, currently on site. The applicant is requesting relaxations to Zoning Bylaw requirements for maximum floor space ratio, two additional principal dwelling units, the north side setback and the projection of eaves into the north side setback. In exchange, the applicant would retain and restore the existing Nellie Mercer cottage currently on site and would place it under long term legal heritage protection.

It is the policy of the Advisory Planning Commission to notify relevant stakeholders of a site proposed for Planning regulation change. Your opinion on this matter would be appreciated.

**How to submit your views:**

**In Person:** At the Advisory Planning Commission meeting on Tuesday, March 27, 2018 at 6:30 p.m., in City Hall Council Chambers.

**In Writing:** To ensure your correspondence can be included, all written submissions should be received the Friday prior to the meeting. Correspondence should be addressed to the Advisory Planning Commission and can be submitted to:

Email: [plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca)

Or

Mail: Advisory Planning Commission  
c/o Development Services – Planning Division  
511 Royal Avenue, New Westminister BC, V3L 1H9





# NEW WESTMINSTER

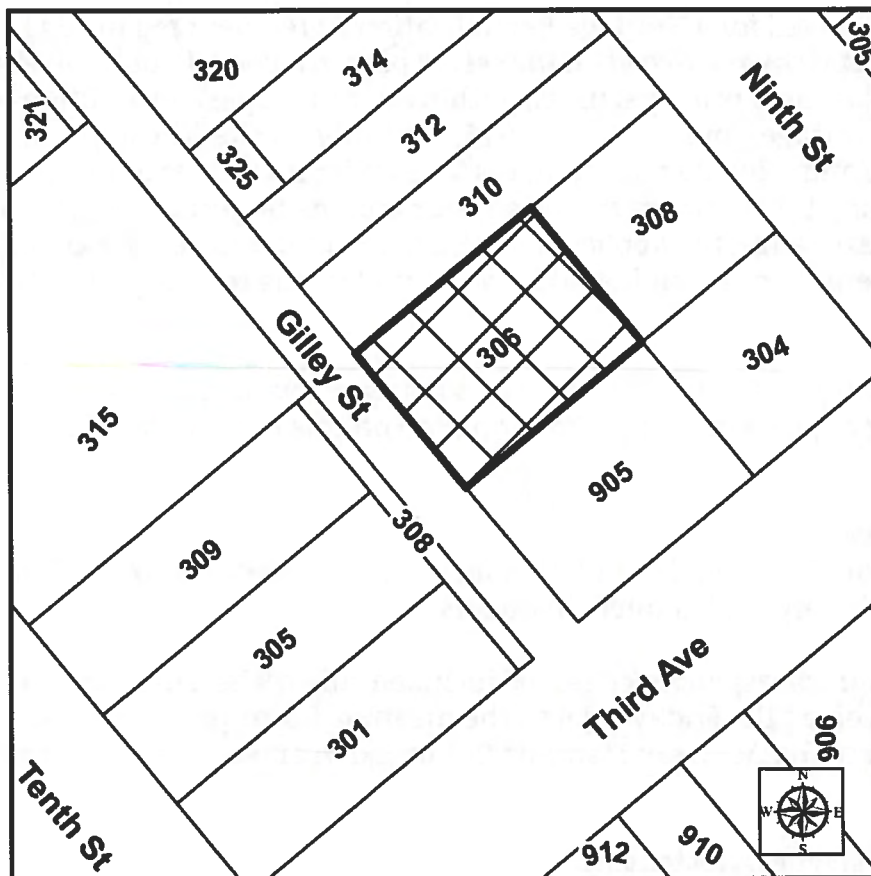
March 8, 2018

File: HER00647

**Questions:**

If you would like further information on this proposal, please consider attending the upcoming meeting or contacting the Planning Division ([plnpost@newwestcity.ca](mailto:plnpost@newwestcity.ca) or 604-527-4532).

To learn more about the Advisory Planning Commission, please visit <https://www.newwestcity.ca/committees/articles/4905.php>.





NEW WESTMINSTER &  
DISTRICT LABOUR COUNCIL

March 8, 2018

Lori Mayhew, President  
Janet Andrews, Secretary-Treasurer  
Chartered By The Canadian Labour Congress

New Westminister School District #40  
811 Ontario Street  
New Westminister, BC V3M 0J7

Dear Chairperson Slade-Kerr & Trustees:

The New Westminister & District Labour Council represents over 60,000 affiliated union members in 14 communities in the Lower Mainland. On behalf of our members and their families living and/or working in your community, we request your School District declare **April 28th** as the official "*Day of Mourning for Workers Killed and Injured on the Job*".

We also request the School District **observe one minute of silence** at a Board meeting and/or in the schools **on or before April 28<sup>th</sup>**.

In 1984 our national organization, the Canadian Labour Congress, introduced the annual day of remembrance for workers killed and injured on the job. April 28th was chosen as the day of remembrance because this was the day that third reading took place for the first comprehensive Workers' Compensation Act (Ontario 1914) in Canada. The "Workers Mourning Day Act" (Bill C223) became law on February 1, 1991, an Act which states "the day of April 28th shall be respected as the day of official recognition". The day of recognition was proclaimed by the government of British Columbia in 1989.

One of our focuses this year is safety for young workers aged 15 -24. In 2016 Worksafe BC reported that 5 young workers were killed and 6,650 seriously injured on the job. Young workers are at higher risk of injury as they are often inexperienced and not as informed about their rights in the workplace. That is why Occupational Health and Safety training is such a key component of keeping workers, especially young workers, safe on the job. Worker death and injury impact not only our families, but also our communities.

There will be remembrances across Canada on April 28th for workers who have been killed on the job, and to recognize those who have suffered from workplace injury, accident or disease. On April 28th we mourn for those who have died from workplace accidents or disease but we also recommit ourselves to fight for the living.

If your Board issues proclamations, a copy of our Proclamation is enclosed to assist you in endorsing the "Workers Day of Mourning".

We thank-you for your leadership in the School District by encouraging the schools and your staff to **observe one minute of silence at 11:00 a.m. on April 27<sup>th</sup>** as April 28 is a Saturday this year.

Sincerely,

Janet Andrews  
Secretary- Treasurer

Encl: Proclamation  
JA/cb

moveUP

Phone: 604-291-9306 NWDLC@SHAWCABLE.COM  
105-3920 Norland Avenue, Burnaby, BC V5G 4K7

NWDLC NWDLC.CA

# Proclamation

**WHEREAS:** Every year, more than 1,000 Canadian workers are killed on the job.

**AND WHEREAS:** Thousands more are permanently disabled.

**AND WHEREAS:** Hundreds of thousands are injured.

**AND WHEREAS:** Thousands of others die from cancer, lung disease, and other ailments caused by exposure to toxic substances at their workplaces.

**AND WHEREAS:** April 28 of each year has been chosen by the Canadian Labour Congress as:

- a Day of Mourning for these victims of workplace accidents and disease;
- a day to remember the maximum sacrifice they have been forced to make in order to earn a living;
- a day to renew approaches to governments for tougher occupational health and safety standards, and more effective Compensation;
- a day to rededicate ourselves to the goal of making Canada's workplaces safer.

**AND WHEREAS:** April 28th was proclaimed a "Day of Mourning" by an Act of Parliament on February 1st, 1991.

I \_\_\_\_\_, of \_\_\_\_\_  
do hereby proclaim April 28 as an annual Day of Mourning in recognition of workers killed, injured or disabled on the job.

Signed: \_\_\_\_\_



**From:** Aminul Islam  
**To:** [Aminul Islam](#)  
**Subject:** Thank You letter to Her Honor, Honorable Judith Guichon for "Mother Language Day" celebration in Surrey  
**Date:** Thursday, March 8, 2018 4:43:36 PM  
**Attachments:** [Document.pdf](#)  
[Document.pdf](#)  
[Thank you Letter - Mary Martin - 2018 IMLD.pdf](#)  
[Thank You letter - John Aldag - 2018 IMLD.pdf](#)  
[Thank you - Lt. Gov - Anita-Song.pdf](#)  
[BC Proclamation - IMLD - 2018.pdf](#)  
[GGDOCS-#193208-v1-International Mother Language Day 2018 \(2\) \(1\).PDF](#)

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Her Honour, the Honorable Judith Guichon, OBC.  
Lieutenant Governor of British Columbia  
Government House  
1401 Rockland Avenue  
Victoria, BC  
November 16, 2017

Dear Your Honour,

On behalf of the Board of Directors of MLLWS, please accept my sincere thanks and deep appreciation for your kind time and attending the "International Mother Language Day" celebration at the Surrey Arts Centre on 21<sup>st</sup> of February, 2018.

Your Honor, your attendance at the event was very inspirational to the audiences, participants and specially to the school students. Your presence was so motivational to the students, so that, it will remain as the role model for the future generations. I have received a number of Thank You letters from the attending guests, teachers and students during the event and I am pleased to forward some of them to you for your kind information. I also wish to thank the Honorable Aide Du Camp, Ms. Christina Hong for attending the event with you, and also for taking care of the ceremonial activities.

Your Honor, once again thanking you for attending the 2018 IMLD celebration in Surrey.

Sincerely,

Mohammad Islam.

Forwarding the video link of the speech of Her Honor, Honorable Judith Guichon : (<https://youtu.be/S5CzJnFEgRM>).

CC to:

1. HADC, MS Christna Hong
2. Mr. Abdus Salam, Co-Founder, MLLWS
3. Mr. John Aldag, MP for Cloverdale-Langley
4. Ms. Mary martin, Acting Mayor, City of Surrey
5. Ms. Anita Lau, Teacher, Mitchell Elementary School
6. Ms. Jade Song, Teacher, Brighthouse Elementary School
7. Mr. Kent Gillie, Manager, Surrey Arts Centre
8. Ms. LaDonna Wiks Hindmarch, First Nations & Aboriginal group

**Mohammad Aminul Islam** | President  
**MOTHER LANGUAGE LOVERS OF THE WORLD SOCIETY**  
16302 88 Ave, Surrey, BC V4N 1B6.  
Tel: 778-895-4084





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Canada  
Province of British Columbia  
A Proclamation

ELIZABETH THE SECOND, by the Grace of God, of the United Kingdom,  
Canada and Her other Realms and Territories, Queen, Head of the  
Commonwealth, Defender of the Faith

**To all to whom these presents shall come – Greeting**

WHEREAS a mother language is vital to every individual's sense of identity and development, and

WHEREAS language is the cornerstone of culture and provides a means of communication among people, and

WHEREAS the General Conference of the United Nations Education Scientific and Cultural Organizations (UNESCO), it was unanimously agreed to observe International Mother Language Day on February 21 in each and every year, and

WHEREAS linguistic diversity and multiculturalism enriches the lives of all British Columbians, and respect, dialogue and dignity are integral to Canadian values, and

WHEREAS British Columbia can act as a leader in advocating for languages of First Nations and those brought by generations of immigrants to British Columbia, including Braille and Sign Languages, by respectfully observing International Mother Language Day, and

WHEREAS many of the 6,500 languages in this world will cease to be spoken with the passing of the last generation to speak them;

NOW KNOW YE THAT, We do by these presents proclaim and declare that February 21, 2018 shall be known as

**“International Mother Language Day”**

in the Province of British Columbia.

IN TESTIMONY WHEREOF, We have caused these Our Letters to be made Patent and the Great Seal of Our Province of British Columbia to be hereunto affixed.

WITNESS, The Honourable Judith Guichon, Lieutenant Governor of Our Province of British Columbia, in Our City of Victoria, in Our Province, this sixteenth day of February, two thousand eighteen and in the sixty-seventh year of Our Reign.

BY COMMAND.

  
\_\_\_\_\_  
Attorney General  
(counter signature for the Great Seal)

  
\_\_\_\_\_  
Lieutenant Governor

March 01, 2018

Honourable Judith Guichon

Lieutenant Governor of British Columbia.

Dear Your honour,

I, on behalf of 'The Mother Language Lovers of the World' would like to express our profound thanks to you for gracing the function on February 21<sup>st</sup> at Surrey Arts Center in observance of 'International Mother Language Day'.

In line with our underlying vision of building bridges between languages and cultures here in our great country Canada and around the world our organization has taken few steps forward.

Among them being, working with different local municipalities who formally proclaimed Feb21 as IMLD capping off with the endorsement of the day by your honour.

Secondly, creating awareness and inclusion of teaching of different languages in the elementary schools of different school districts in the lower mainland. This has ushered in this day to be reflected in BC School calendar year and curriculum. BC being a rich mosaic of inclusive languages and cultures will eventually harvest the benefits of mutual tolerance, respect and dialogue with this infusion into the little growing hearts and minds of our children, and that means our future at large.

The erection of the language monument, 'Lingua aqua' at Bear Creek Park with the help of the City of Surrey is yet another step by the MLLWS to uphold linguistic diversity.

Your patronage and your kind presence gives us confidence to count on your continued support in our continuous endeavour and for future programmes.

Thank You,

Yours sincerely,

Abdus Salam

(Founder Director/Advisor)

'Mother Language Lovers of the World Society'

February 28th,2018

Dear Honorable Judith Guichon,

It was of great pleasure to witness, and to meet your Honor, while in attendance at The International Mother Language Lovers Celebration that was held on February 21, 2018 at Surrey B.C. Art Centre. As First Nations Aboriginal People growing up urbanized from our Kwakwala Native Language, and not raised on reserve with our elders, nor with our Native Cultural Teachings. This multicultural event that was organized by the Mother Language Lovers Of The World Society makes it possible for all cultures such as Aboriginal people to express, recognize and learn the importance of their own and of all cultures. By staying true to our identity and learning our Native Language and Cultural Teachings, we are finding some connections through stories and knowledge shared to us of our Native Ancestors. STARS OF THE NORTH DRUM GROUP expresses and shares this knowledge in all of our own written songs. We share our own written songs based on many stories shared on our path of our Native Ancestors. By putting our music into English with the assistance implementing our Kwakwala Native Language translated by my Grandmother Christine Joseph Twance. We wear our handmade Button Blanket Regalia whom the teachings to make them were passed down to me from my Auntie Liz Dawson.

With All Our Heartbeats As One we would like to thank you for inviting our Stars Of The North Drum Group to share and partake, and we would like to recognize the good work of Mother Language Lovers Celebration for their ongoing dedication to putting on such a memorable and successful event.

Gilakasla! Thank You! Your Honor Judith Guichon for attending and celebrating with us at The Mother Language Lovers Celebration Event here in Surrey.

Gilakasla! Thank You!  
All Our Relations,  
LaDonna Wiks Hindmarch  
Leader and Song Writer For  
Stars Of The North Drum Groups  
12497 97 B Ave  
Surrey B.C. V3V2H9



Mme C. Marin  
Directrice/Principal

Mrs. K. Dunnigan  
Directrice Adjointe/Vice Principal

February 28, 2018

Dear Mr. Mohammad Aminul Islam ,

I am writing to you on behalf of Jade Song, myself and the students of Brighthouse and Mitchell Elementary Schools. Thank you for the invitation to the Surrey Arts Center to celebrate International Mother Language Day. We were honoured to share our learnings on February 21, 2018. We felt privileged to be in the company of her Honourable Judith Guichon and the other important delegates.

Our learning journey began with the creation of the Ancestree at Mitchell Elementary last year. At our Canada 150<sup>th</sup> celebration, students created a beautiful display, the Ancestree, depicting all the mother languages of our school. An awareness of the diversity of languages in our own school community was born. We marked February 21<sup>st</sup> on our School calendar and made a commitment to promote the importance of mother languages. This year Brighthouse and Mitchell collaborated on joint venture to inquire about the importance of language. We started by exploring language as a human right with our grade 4 and 5 students. We continued to study how language shapes our identity. Students connected their learning with languages spoken in their own homes. We made cross curricular connections with math as we created surveys, pie graphs and bar graphs of the languages spoken in our classrooms. We hosted our very first Human Library. Elders from our community volunteered their time to be Human books. They shared their mother languages of Urdu, Korean, Sri Lankan, Tagalog, Spanish, Cantonese and First Nations dialects. Our human books were on loan for the afternoon and students gathered around them to have meaningful conversations. We celebrated language through story and song. Students created an imovie to promote International Mother Language Day and dedicated an entire assembly to IMLD. We will continue to celebrate language, listening and storytelling in our upcoming Talking Stick Festival. Students will engage in the oral tradition as they make connections with their culture and their ancestors. This journey of language is helping our youth to become better communicators and creative thinkers.

The reflections from our students about the experience on IMLD perhaps best sums up the emotions felt and the lessons learned:

'One thing that stood out for me was when I entered it felt like I was special.' Kenny

'One thing that will improve IMLD is for me to try to not ever, I mean ever, forget my mother language URDU!' Areeba

'I will ask my Dad to teach me some languages.' Zaki

'People need to keep speaking their languages and not make fun of other peoples languages.' Hashana

'I loved the First Nations music! And how they gave us refreshments.' Jannah

'I'll pass on the knowledge I've learned and pass it on to the children.' Iman

'I liked how the presenters mentioned us kids after we did the MCing.' Hailey

'I liked when the Lieutenant Governor of BC Judith Guichon came in.' Aniya

'I really enjoyed the important speeches. I was super happy because I felt so special and honoured. I felt like an adult. I got noticed by Julie Payette.' Dania

'I learned about the founder, Mr. Islam.' Charlie

'Mr. A's poem was lit! (slang for awesome)' Tobey

'Mr. A's poem taught me how much it meant for people to know their cultural language.' Elle

'I felt really special and honored because we were the only classes that attended the ceremony. I enjoyed the songs because they had a really interesting but cool beat to it. It also represented their land and culture at the same time.' Akee

'I want to learn more about languages. I felt very honored to meet the Lieutenant Governor Judith Guichon.' Brandon

'The field trip was amazing and I learned that languages are very important to us and it was super cool.' Lovell

'I learned that everyone has a different mother tongue language and that IMLD is an important day to celebrate.' Noah

'I hope that all of Canada embraces IMLD as a holiday to be celebrated and observed.' Allan

'I enjoyed listening to the songs from the First Nations and the lady from Bangladesh and how IMLD came to be.' Jaydrian

'The music performances were very unique. I liked the drum one the most.' Jasmine

'I learned that the song that the Aboriginal people sang was so important because they showed that the land, sky, and the sea are all connected together for the languages.' Irish  
'I really had a great experience and I hope to visit the IMLD ceremony again.' Maxim

Sharing IMLD with you and the Mother Language Lovers of the World Society was living proof of one of our favourite quotes to live by: *"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it is the only thing that ever has."* (Margaret Mead)

Jade and I are proud to be ambassadors for International Mother Language Day. Thank you again for the opportunity to engage our students to make positive change in the world.

With gratitude,  
Anita Lau and Jade Song

February 26, 2018

Mr. Mohammad Islam  
Mother Language Lovers of the World Society  
16302 – 88 Avenue  
Surrey, BC V4N 1B6



**MARY MARTIN**  
COUNCILLOR

T 604.591.4622  
F 604.591.4481  
E [mmartin@surrey.ca](mailto:mmartin@surrey.ca)

Re: International Mother Language Day

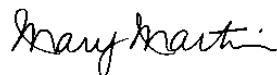
Dear Mr. Islam,

Thank you for asking me to attend the celebration of Mother Language Day. It was my pleasure to attend on behalf of Mayor and Council.

I am so pleased that for a number of years, the City of Surrey has embraced International Mother Language Day, and I look forward to the continued encouragement of the Federal Government to celebrate in future years.

We as a City are fiercely proud of the diversity and harmony that make up the social fabric of our vibrant city.

Sincerely,



Councillor Mary Martin  
City of Surrey

*Ottawa*

Room 670, The Valour Building  
Ottawa, Ontario K1A 0A6  
Tel.: 613-992-0884  
Fax.: 613-992-0898



*Ottawa*

Pièce 670, Édifice de la Bravoure  
Ottawa (Ontario) K1A 0A6  
Tél. : 613-992-0884  
Télec. : 613-992-0898

*Constituency*

19211 Fraser Highway, Suite 105  
Surrey, British Columbia V3S 2C9  
Tel.: 604-575-6595  
Fax.: 604-575-6599

*John Aldag*

Member of Parliament / Député  
Cloverdale—Langley City / Cloverdale—Langley City

*Circonscription*

19211, autoroute Fraser, Bureau 105  
Surrey (Colombie-Britannique) V3S 2C9  
Tél. : 604-575-6595  
Télec. : 604-575-6599

February 27, 2018

Honorable Judith Guichon  
Lieutenant Governor of British Columbia

Dear Your Honour:

Please accept my sincere gratitude for attending the International Mother Language Day celebration at the Surrey Arts Centre, Surrey on February 21, 2018.

This very special event was organized by the Mother Language Lovers of the World Society (MLLWS) to recognize and celebrate the importance of each individual's mother language to their identity which contributes to healthy individuals, healthy communities and world harmony. Canada, and British Columbia in particular truly are multi-cultural societies, and we are proud to commemorate the origins and diversity of all citizens.

I also wish to recognize the efforts and dedication of MLLWS for hosting such a successful event.

Again, thank you for attending the Mother Languages Day celebrations in Surrey.

Yours sincerely,

A handwritten signature in black ink that reads "John Aldag".

John Aldag, Member of Parliament  
Cloverdale-Langley City





THE GOVERNOR GENERAL · LA GOUVERNEURE GÉNÉRALE

En cette Journée internationale de la langue maternelle 2018, c'est avec plaisir que je salue les élèves des districts scolaires de la Colombie-Britannique.

Cette année, l'UNESCO a choisi un thème des plus inspirants : Préservation de la diversité linguistique dans le monde et promotion du multilinguisme en vue de réaliser les objectifs de développement durable.

Quand j'étais petite, je voulais devenir astronaute, parce que j'avais vu à la télévision les premiers humains aller sur la Lune, dans le cadre du programme spatial Apollo. Je ne parlais pas la même langue qu'eux, mais ce n'était pas important : je voulais faire ce qu'ils faisaient. J'ai poursuivi mon rêve, je suis allée dans l'espace et j'ai appris à parler six langues, ce qui s'est avéré fort utile durant mes missions autour de la Terre. J'ai aussi constaté qu'en plus de nous permettre de communiquer entre nous, les langues sont de puissants vecteurs de la culture, des valeurs et du savoir de chacun.

Au nom de cette richesse profonde qu'est la diversité, engageons-nous à conserver et protéger nos langues maternelles. Je vous souhaite une journée remplie de belles découvertes!

Julie Payette

2018



THE GOVERNOR GENERAL · LA GOUVERNEURE GÉNÉRALE

As we mark International Mother Language Day 2018, I am pleased to send greetings to the students of British Columbia's school districts.

This year, UNESCO has chosen such an inspiring theme: Linguistic diversity and multilingualism count for sustainable development.

When I was young, I wanted to be an astronaut after watching the televised Apollo missions and seeing mankind take its first steps on the moon. It didn't matter that I didn't even speak their language; I wanted to do what those astronauts were doing. I followed my dream, went into space and learned to speak six languages, which proved especially useful during my missions orbiting the Earth. I have also found that in addition to helping us to communicate with one another, languages are powerful vehicles for culture, values and knowledge.

For the sake of that incredible treasure that is diversity, let us commit to preserving and protecting our mother languages. May this day be filled with wonderful discoveries!

Julie Payette

2018



Photo: Sgt Johanie Maheu, Rideau Hall

© Her Majesty The Queen in Right of Canada represented by the Office of the Secretary to the Governor General (2017) /  
© Sa Majesté la Reine du Chef du Canada représentée par le Bureau du secrétaire du gouverneur général (2017)

To the Requester,

The Office of the Secretary to the Governor General is pleased to provide you with the enclosed message from Her Excellency the Right Honourable Julie Payette. However, a few conditions apply to its use, and we ask you to observe the following four points:

- 1) Please note that if you plan to print the governor general's message in a program, it should appear at the front of the program and precede all other messages including that of the prime minister.
- 2) The enclosed message was written in support of a designated event. It is not intended, nor should it be used, for any other purpose.
- 3) The language of the message should not be changed without permission. Translations into French or English are the responsibility of the Office of the Secretary to the Governor General. If you wish to receive your message in both official languages, we will be pleased to provide the translation on request.
- 4) If Her Excellency's message appears in a program, we would appreciate your sending a copy to Editorial Services, 1 Sussex Drive, Ottawa, Ontario, K1A 0A1.

Thank you for complying with the above conditions.

Au demandeur,

C'est avec plaisir que le Bureau du secrétaire du gouverneur général vous fournit le message ci-joint de Son Excellence la très honorable Julie Payette. Toutefois, les quatre conditions d'utilisation suivantes s'appliquent et doivent être respectées.

- 1) Si vous prévoyez imprimer le message de la gouverneure générale pour l'insérer dans un programme, il devra figurer en premier, avant tout autre message, y compris celui du premier ministre.
- 2) Le message ci-joint a été rédigé en vue d'un événement donné et ne doit en aucun cas servir à d'autres fins.
- 3) La langue du message ne doit pas être changée sans permission. Le Bureau du secrétaire du gouverneur général est responsable de la traduction des messages en français et en anglais. Nous serons heureux de vous fournir un message dans les deux langues officielles si tel est votre désir.
- 4) Si le message de Son Excellence figure dans un programme, nous vous saurions gré d'en faire parvenir un exemplaire aux Services de rédaction et de révision, au 1, promenade Sussex, Ottawa (Ontario), K1A 0A1.

Nous vous remercions d'avance de bien vouloir observer ces directives.

**From:** Antonia Reynolds  
**To:** [Board of Education](#)  
**Cc:** [Beverley Rundell](#); [Mariam Larson](#); "[Jassar. Sukhdeep](#)"; [Belinda Scott](#)  
**Subject:** WALK 30 Burnaby/New West - invitation for School Board Trustees to attend launch on Wed 4th April  
**Date:** Tuesday, March 13, 2018 12:12:46 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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**For the attention Board of Education members, New Westminster Schools**

On behalf of the Healthy Community Partnership Committee, a partnership between the City of New Westminster, Fraser Health and New Westminster Schools, I would like to let you know about this year's walking challenge, **WALK 30 Burnaby/New West**, which will run for **6-weeks** from **April 9<sup>th</sup> - May 11<sup>th</sup> 2018**. Community members and school classes are invited to register and track how long they walk alone or as part of a team, with the aim of walking at least 30 minutes daily for better health. Last spring's inaugural Walking Challenge was a New Westminster-only event, and it attracted much class participation. We are hoping to build on that good start this year, and this year The City of Burnaby and Burnaby School District are participating as well.

A Walk-Off Launch Event is planned for **Wednesday, 4<sup>th</sup> April from 12:30-1:15pm** at **Queens Park** in New Westminster. The Mayor/Councillors from both cities, Medical Health Officer for Burnaby and New Westminster, and representatives from Burnaby School District are able to attend, as is the Superintendent of New Westminster Schools. We hope that members of the New Westminster School Board will also be able to join us? Media such as The Record and Global will be invited to cover the launch, as we are hoping to have a photo and some quote opportunities to promote the value of walking both in the general community and in school communities. More information about WALK 30 Burnaby/New West can be found at <http://www.walkerscaucus.ca/walk30-burnaby-newwest> and I will send further details about the launch event once I have confirmation of attendance.

Please let me know who may be able to attend the launch on behalf of New Westminster Schools Board, and feel free to contact me with any questions.

**Antonia Reynolds** | Coordinator, Active Transportation  
T 604.515.3811 | E [areynolds@newwestcity.ca](mailto:areynolds@newwestcity.ca)

🏛️ City of New Westminster | Infrastructure Planning/Transportation  
511 Royal Avenue, New Westminster, BC V3L 1H9  
[www.newwestcity.ca](http://www.newwestcity.ca)



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April 16, 2018

File 13.2675.05

Doc# 1190471

The Board of Education of School District 40 (New Westminster)  
811 Ontario Street,  
New Westminster, BC V3M 0J7

Re: Proposed Official Community Plan Amendment for 838 Ewen Avenue

BC Housing has initiated an Official Community Plan (OCP) Amendment (OCP00024) and Rezoning (REZ00157) and Development Permit (DP000718) applications to develop a 41 multi-unit development on the properties located at 838 Ewen Avenue, as shown on the map, to help address housing needs for homeless women in New Westminster.

The OCP amendment is to change the land use designation from Parks, Open Space and Community Facilities to (RM) Residential – Medium Density to facilitate a residential development and to change the development permit area boundary so that the area moves from the Queensborough Main Street DPA #2 to the Ewen Avenue DPA #1 in accordance with the land use designation change.

Section 475 of the *Local Government Act* requires that Council provide opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. Accordingly, a copy the April 9, 2018 Council report is attached. An open house for the project is scheduled on May 1, 2018 at the Queensborough Community Centre, 920 Ewen Avenue, from 6:30 to 8:30PM.

Staff anticipates a bylaw will be considered by Council for first and second readings on May 28 2018. The dates for the public hearing and third reading are not yet determined. Written comments should be submitted by Monday, May 14, 2018. Written submissions should be sent to Development Services Department (Planning), 511 Royal Ave, New Westminster, BC, V3L 1H9, faxed to 604-515-3835 or emailed to [bsokol@newwestcity.ca](mailto:bsokol@newwestcity.ca).

If you require further information on this matter, please contact Bob Sokol by phone at 604-636-4315 or by email at [bsokol@newwestcity.ca](mailto:bsokol@newwestcity.ca).

Yours truly,

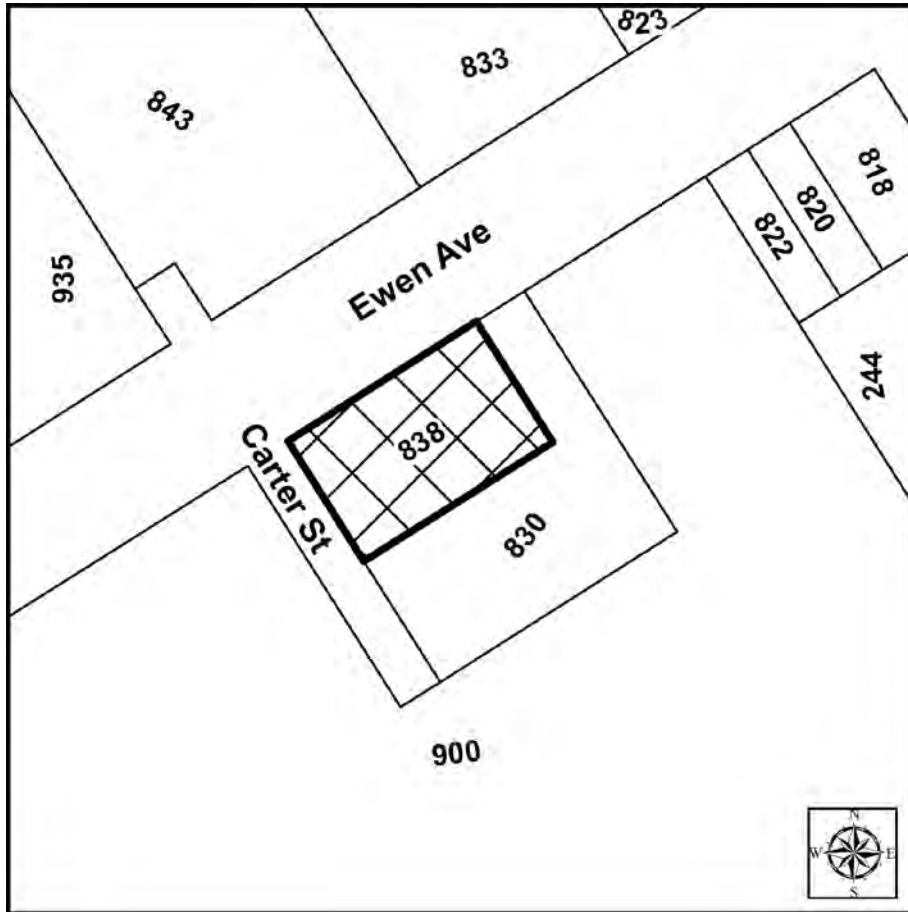


Jackie Teed  
Acting Director of Development Services

Attachment: April 9, 2018 Council Report



# NEW WESTMINSTER



## **REPORT**

### *Development Services*

**To:** Mayor Côté and Members of Council      **Date:** 4/9/2018

**From:** Jackie Teed      **File:** 13.2630.09  
Acting Director of Development  
Services

**Item #:** 143/2018

**Subject: 838 Ewen Avenue (Modular Housing): Official Community Plan  
Amendment, Rezoning and Development Permit Applications -  
Preliminary Report and Section 475 and 476 Consultation Report**

### **RECOMMENDATION**

***THAT** Council direct staff to process the Official Community Plan Amendment, Rezoning, and Development Permit applications to facilitate a modular housing project at 838 Ewen Avenue, as outlined in the Review Process Section of this report.*

***THAT** Council, with regard to the proposed Official Community Plan (OCP) amendment for 838 Ewen Avenue (City of New Westminster):*

- 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 following nations:*
    - Cowichan Tribes*
    - Halalt First Nation*
    - Hwlitsum First Nation*
    - Katzie First Nation*
    - Kwantlen First Nation*
    - Lyackson First Nation*
    - Lake Cowichan First Nation*
    - Musqueam Indian Band*

- *Penelakut Tribe*
  - *Qayqayt First Nation*
  - *Semiahmoo First Nation*
  - *Sto:lo Nation*
  - *Stz'uminus First Nation*
  - *Tsawwassen First Nation*
  - *Tsleil-Waututh Nation;*
- b. *Ministry of Transportation and Infrastructure;*
- c. *the Board of Education of School District 40;*
- iii. *Direct staff to seek input from interested parties in the following manner:*
- a. *send a request for written comments to the parties listed above;*
  - b. *place a notice on the City Page to advise the public of this application;*
  - c. *require the applicant (City) to include notice of the proposed OCP amendment on the site signage required for the subject application.*
- iv. *Not require consultation with:*
- a. *Board of the Regional District in which the area covered by a plan is located (Metro Vancouver)*
  - b. *any greater boards or improvement districts other than as noted herein, as none are considered to be affected by this application;*
  - c. *any provincial or federal agency other than as noted herein, as none are considered to be affected by this application;*
  - d. *Greater Vancouver Sewerage and Drainage District Board; and,*
  - e. *Councils of immediately adjacent municipalities.*

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## **EXECUTIVE SUMMARY**

838 Ewen Avenue, a City-owned site, has been identified for consideration of a modular housing project for women who have experienced homelessness and/or housing insecurity issues. In order to permit the proposed multi-unit residential use on the subject property, the City is bringing forward an Official Community Plan (OCP) amendment, Rezoning and Development Permit applications. The site would need to be rezoned to a Comprehensive Development District (CD) to allow specific development attributes such as density, height, setback, parking requirements. The development approvals process would meet the Local Government Act statutory requirements for consultation for OCP amendments.

## **PURPOSE**

This application would permit a multiple unit residential building. The purpose of this report is to request Council direction to proceed with the three development applications and to identify those parties that may be affected by the proposed OCP amendment for 838 Ewen Avenue, as required by Sections 475 and 476 of the Local Government Act, and request Council direction to proceed with the required consultation.

## **POLICY AND REGULATIONS**

### **Official Community Plan**

The Official Community Plan speaks to diversifying the housing stock, providing options to help address homelessness, including those at risk of being homeless, and facilitating access to affordable and non-market housing for low-to moderate-income households.

More specifically, the City's Official Community Plan (2017) includes the following policies:

- *Facilitate the creation and maintenance of housing that offers options for people who are homeless or at risk of homelessness.*
- *Facilitate access to affordable and non-market housing for low- to moderate-income households.*

### **Mayor's Task Force on Housing Affordability**

The Mayor Task Force on Housing Affordability, established in December 2014, makes recommendations to Council in support of the creation of new non-market housing for low-to moderate-income households, affordable rental housing and affordable home ownership. The task force includes the Mayor and two City Councilors, senior City staff and representatives from BC Housing and the Metro Vancouver Housing Corporation.

### **Affordable Housing Strategy**

The Affordable Housing Strategy (2010) contains the following vision:

*Within its jurisdiction, the City of New Westminster will work towards being an inclusive city where all residents live in safe, appropriate and affordable housing and where there are housing choices for people of all ages and abilities.*

The strategy also contains the following major goal:

- *To improve the choice of housing for New Westminster's low and moderate income residents and households with unique needs.*



## Land Use Designation

The site is designated **Parks/Community Facilities** in the Queensborough Official Community Plan. As per the Plan, this area will be used as a “park, or as open space that is landscaped or has decorative pavers, and may include community facilities such as recreational uses or community centres. This area may accommodate retail stores and restaurants, such as in a “Farmers’ Market” concept, transportation facilities, and similar activities and uses if these enhance the unique character of a site or increase social activity and interest.” The proposal would not be consistent with this designation and would require an Official Community Plan amendment.

## Zoning Bylaw

The subject site is located within the Local Commercial Districts (C-1) zoning district. The intent of this district is to allow local, pedestrian-oriented commercial uses. The proposal would not be consistent with this designation and would require a Zoning Bylaw amendment.

## Development Permit Area Designation

The site is designated as part of Commercial and Mixed-Use Development Permit Areas (DPA) – Queensborough Main Street DPA #2. The purpose of this Development Permit Area (DPA) is:

The *Queensborough Main Street* (Ewen Avenue) area is designated to create a “main street” feel on Ewen Avenue and establishes guidelines for the form and character of commercial and multi-family residential development. The proposal would not be consistent with this designation and would require an Official Community Plan amendment.

This site is also designated as part of Natural Hazards Development Permit Area # 1 – Flood Hazard.

## Section 475 and 476 of Local Government Act

Section 475 and 476 of the *Local Government Act* provides specific requirements for consultation that must occur prior to the consideration of an Official Community Plan (OCP) amendment. The Act requires the local government to provide one or more opportunities that it considers appropriate for consultation with the organizations and authorities it considers will be affected by the proposed OCP Amendment. The local government must:

- a) consider whether the opportunities for consideration with one or more organizations and authorities should be early and ongoing; and

- b) specifically consider whether consultation is required with:
- i) the board of the Regional District in which the area covered by a plan is located;
  - ii) the board of any Regional District that is adjacent to the area covered by the plan;
  - iii) the Council of any municipality that is adjacent to the area covered by the plan;
  - iv) First Nations;
  - v) greater boards and improvement boards;
  - vi) the Provincial and Federal governments and their agencies; and
- c) Consult with the Board of Education and seek input on the following:
- i) the actual and anticipated needs for school facilities and support services in the School Districts;
  - ii) the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (i);
  - iii) the type of school anticipated to be required on the sites referred to in paragraph (ii);
  - iv) when the school facilities and support services referred to in paragraph (i) are anticipated to be required;
  - v) how the existing and proposed school facilities relate to existing or proposed community facilities in the area.

The City's consideration of consultation required in part (b) above can be found in the Consultation Section of this report.

## **BACKGROUND**

### **Funding and Program**

The Provincial Government, as part of its '2017 Budget Update,' is investing \$291 million to support the construction of 2,000 modular housing units for people who are homeless and more than \$170 million over three years to provide 24/7 staffing and support services. This initiative is a response to the growing issue of homelessness in jurisdictions throughout British Columbia. People living on the street and those in shelters will be given priority.

BC Housing, which will be the responsible Provincial agency for this initiative, will purchase, own and provide the modular housing units and supply the operating funds. It will also cover any agreed capital costs, including design work and site development; lead the selection of a non-profit operator; coordinate the delivery of services; comply with all

municipal conditions, including zoning; and cover all costs associated with decommissioning and relocating units.

### **Previous Council Direction**

At the February 19, 2018 Council in Regular meeting, Council endorsed the following resolution:

*That Council direct staff to explore 838 Ewen Avenue for a possible modular housing project.*

### **Target Population**

The modular housing project at 838 Ewen Avenue would target women with housing insecurity issues and would ease some of the pressure on existing shelter spaces for women, including senior women (age 55+) who are increasingly finding themselves homeless for the first time due to high housing costs. The '2017 Homeless Count' reported that 29% of the homeless population in New Westminster were women. Service providers have expressed concern that women are underrepresented as they often use strategies such as couch surfing and doubling up with families and friends, or stay in unsafe situations, rather than stay on the street or access services for the homeless. Further, the presence of programs and services at the Queensborough Community Centre make Queensborough a suitable location for a modular housing project for women with housing insecurity issues.

### **Site Characteristics and Context**

The subject site has an area of 1,454 m<sup>2</sup> (16,650 ft<sup>2</sup>) and is located within Queensborough (see **Attachment 1** – Location Map). The site is served by transit and was the former site of a service station decommissioned in the early-1990s. The site fronts onto Ewen Avenue (collector road) and is located in close proximity to the Queensborough Community Centre (QCC) with townhouse and rowhouse developments to the north and QCC park space to the east, south, and west. The site is located in the Fraser River Flood Plain and is being reviewed per the Flood Hazard Development Permit Area.

### **Project Description**

The project proposes a three storey modular housing building with 41 units (37 standard units and four accessible units) (see **Attachment 2** – Project Concept and Design Rationale). Two parking spaces will be provided within the site, with additional parking on Carter Street. The site will be landscaped to provide a transition to the park and to the street, and will include a welcoming plaza area on the north-west corner of the site with additional landscaping to achieve a soft edge where the development meets the adjacent green spaces.

Two building designs are being explored; both are contemporary in style with detailing to animate the façade. In both design options, the primary pedestrian entrances have been articulated through the use of colour and an overhead canopy; with the ‘front’ entrance visually connected to the adjacent sidewalk and transit stop (see **Attachment 3** – Design Option 1 and 2). Both design options will go through a design review process and compliance with the Ewen Avenue Multi-Family DPA #1 Design Guidelines will ensure a high level of design and consistency with surrounding development. The proposed modular housing project is temporary for a minimum of ten years.

There are three applications related to the project summarized in the following table and detailed below:

Attributes	Current	Proposed
Official Community Plan Land Use Designation	Parks/Community Facilities	(RM) Residential – Medium Density
Zoning District	Local Commercial Districts (C-1)	Comprehensive Development Districts (CD)
Development Permit Area	Commercial and Mixed-Use Development Permit Areas – DPA#1 Queensborough Main Street	Residential Development Permit Areas - DPA#1 Ewen Avenue Multi-family

### **Official Community Plan – Land Use Designation**

In order to permit the intended multi-unit residential use on the subject property, an Official Community Plan (OCP) amendment and Rezoning would be required. Presently, the OCP Land Use Designation of “Parks/Communities Facilities” does not allow for a multi-residential use. As such, the site would have to be re-designated as “(RM) Residential – Medium Density”. The full description of the RM designation, as identified in the Queensborough Community Plan, is as follows:

**(RM) Residential – Medium Density** – this area will include medium density multi-family residential uses such as rowhouses, townhouses, and low-rises. In Queensborough, this area will also include single detached dwellings on a compact lot. Depending on the provision of public amenities, a density bonus may be provided in order to reach the upper limits of density in this area. This area may also include the following complimentary uses: home based businesses, small scale local commercial uses (e.g. corner stores), institutional uses (e.g. child care, care facilities), utilities, transportation corridors, parks, open space, and community facilities.

## **Zoning**

The site would also have to be rezoned to a Comprehensive Development Districts (CD) to give the project site specific development attributes such as for siting, density, and permitted uses. The proposed modular housing development would be a unique development, the first of its kind within New Westminster which warrants a site-specific zoning designation.

## **Development Permit Area Designation**

As part of the OCP amendment, staff proposes to re-designate the site as part of the Residential Development Permit Areas (DPA) - Ewen Avenue Multi-Family DPA #1. The Ewen Avenue Multi-Family Design Guidelines provide emphasis on more intense residential developments whereas the Queensborough Main Street Design Guidelines focus primarily on mixed-use (commercial and residential) type plaza developments. Therefore, the Ewen Avenue Design Guidelines would be more applicable with the modular housing development proposal.

The Queensborough Community Plan defines the Ewen Avenue Multi-Family designation as:

*Ewen Avenue Multi-Family* – The Ewen Avenue Multi-Family areas, identified as Development Permit Area #1, are designated in order to provide housing in close proximity to the neighbourhood centre and help define the axis streets leading to the center of the neighbourhood. This area will contain medium density, multi-family residential uses and may include community amenities such as child care or community space (e.g. firehall).

A re-designation from the Queensborough Main Street Design Guidelines to the Ewen Avenue Multi-Family Design Guidelines would be more in keeping with the proposed modular housing development for the site.

## **Lease Agreement**

A ground lease between the City of New Westminster and BC Housing will provide the legal framework for operating and maintaining the modular housing project at 838 Ewen Avenue. As the City will retain ownership of the lands, staff recommends the use of a ground lease instead of a Housing Agreement. This is a common approach taken by BC Housing on other modular housing projects in the Province. Staff are working with BC Housing on the terms of the ground lease and will present the ground lease to Council for possible endorsement.

## **REVIEW PROCESS**

Staff has reviewed the development approvals process required for the OCP amendment, Rezoning, and Development Permit applications, which include meeting the Local



Government Act statutory requirements and consultation. Table 1 below outlines the target dates (subject to change) and milestones for the development review process.

**Table 1: Development Review Process – Statutory Requirements and Consultation**

April 9, 2018	<ul style="list-style-type: none"> <li>• Preliminary Report to Council - Council Report - OCP Consultation Section 475 and 476</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>• Open House</li> <li>• Presentation to the Queensborough Residents' Association</li> <li>• City staff could also explore the possibility of temporarily locating a modular housing unit on the site and arranging tours</li> </ul>
April 24, 2018	<ul style="list-style-type: none"> <li>• New Westminster Design Panel</li> </ul>
May 15, 2018	<ul style="list-style-type: none"> <li>• Advisory Planning Commission (APC) meeting</li> </ul>
May 28, 2018	<ul style="list-style-type: none"> <li>• Council Report – Consideration of First and Second Readings for OCP and Rezoning</li> </ul>
Dates to be determined	<ul style="list-style-type: none"> <li>• Scheduling Public Hearing for OCP and Rezoning Bylaw</li> <li>• Council Consideration of Third Reading for OCP and Rezoning Bylaw</li> <li>• Adoption of OCP Amendment Bylaw only</li> <li>• Send Zoning Amendment Bylaw to Ministry of Transportation and Infrastructure for sign-off</li> </ul>
Date to be determined	<ul style="list-style-type: none"> <li>• Council consideration of Zoning Amendment Bylaw Adoption and issuance of Development Permit</li> </ul>

### Consideration of Consultation

Council is required to consider who could be affected by the proposed Official Community Plan (OCP) amendment. The Local Government Act requires that Council specifically consider whether consultation is required with the groups listed below. Staff has provided a recommendation for Council's consideration for each of the identified groups:

- a) The board of the Regional District in which the area covered by the OCP is located.  
*Consultation with Metro Vancouver is not recommended given the small scale of the proposed development.*
- b) Greater boards or improvement districts.  
*Consultation with other Regional Districts is not recommended as the proposed OCP Amendment is not considered to affect adjacent Regional Districts.*

- c) The Council of any municipality that is adjacent to the area covered by the plan.

*Consultation with the municipality of Richmond is not recommended given the small scale of the proposed development and location of the site, 1.3 kilometres away from the municipal boundary with Richmond.*

- d) First Nations.

*The City of New Westminster is currently in the process of developing a work plan to establish strategies to guide the City in the operationalization of Truth and Reconciliation efforts. These strategies will address how the City undertakes consultations with First Nations in regards to Official Community Plan amendments as well as other planning notifications. Until such time as this work is in place and adopted by Council, staff recommends consultation with the following nations which have been identified in the past by the City and Port Metro Vancouver for projects near the Fraser River:*

- *Cowichan Tribes*
- *Halalt First Nation*
- *Hwlitsum First Nation*
- *Katzie First Nation*
- *Kwantlen First Nation*
- *Lyackson First Nation*
- *Lake Cowichan First Nation*
- *Musqueam Indian Band*
- *Penelakut Tribe*
- *Qayqayt First Nation*
- *Semiahmoo First Nation*
- *Sto:lo Nation*
- *Stz'uminus First Nation*
- *Tsawwassen First Nation*
- *Tsleil-Waututh Nation*

- e) Greater boards and improvement boards.

*The Greater Vancouver Sewer and Drainage District Board oversee the operation of regional utilities in New Westminster. Due to the small scale of the project, consultation with this Board is not recommended.*

- f) The Provincial and Federal governments and their agencies.

*Consultation with the Ministry of Highways and Infrastructure is recommended since the subject property is located within 800 metres of a controlled access highway.*

- g) Board of Education.

*Consultation with School District No. 40 (New Westminster) is recommended due to the proximity of the nearby school sites.*

## **INTERDEPARTMENTAL LIAISON**

### **Team-Based Project Review**

The Building and Planning Divisions of the Development Services Department, and the Transportation and Utilities Divisions of the Engineering Department, have reviewed the suitability of 838 Ewen Avenue as having development potential for modular housing project. The Chief Administrative Officer and the Planning Division are also working closely with BC Housing. Staff from the Parks and Recreation Department are also involved in the review of this project.

## **OPTIONS**

There are three options for Council's consideration:

1. That Council direct staff to process the Official Community Plan amendment, Rezoning, and Development Permit applications to facilitate a modular housing project at 838 Ewen Avenue, as outlined in the Review Process Section of this report.
2. That Council, with regard to the proposed Official Community Plan (OCP) amendment for 838 Ewen Avenue (City of New Westminster):
  - 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 following nations:
      - Cowichan Tribes
      - Halalt First Nation
      - Hwlitsum First Nation
      - Katzie First Nation
      - Kwantlen First Nation
      - Lyackson First Nation
      - Lake Cowichan First Nation
      - Musqueam Indian Band
      - Penelakut Tribe
      - Qayqayt First Nation

- Semiahmoo First Nation
  - Sto:lo Nation
  - Stz'uminus First Nation
  - Tsawwassen First Nation
  - Tsleil-Waututh Nation;
- b. Ministry of Transportation and Infrastructure;
- c. the Board of Education of School District 40;
- iii. Direct staff to seek input from interested parties in the following manner:
- a. send a request for written comments to the parties listed above;
  - b. place a notice on the City Page to advise the public of this application;
  - c. require the applicant (City) to include notice of the proposed OCP amendment on the site signage required for the subject application.
- iv. Not require consultation with:
- a. Board of the Regional District in which the area covered by a plan is located (Metro Vancouver)
  - b. any greater boards or improvement districts other than as noted herein, as none are considered to be affected by this application;
  - c. any provincial or federal agency other than as noted herein, as none are considered to be affected by this application;
  - d. Greater Vancouver Sewerage and Drainage District Board; and,
  - e. Councils of immediately adjacent municipalities.
3. That Council provide staff with alternative direction.

Staff recommends Option 1 and 2.

### **ATTACHMENTS**

Attachment 1: Location Map

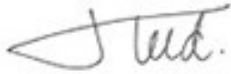
Attachment 2: Project Concept and Design Rationale

Attachment 3: Design Option 1 and 2

This report has been prepared by:  
Claudia Freire, Housing/Social Planner  
Bob Sokol, Planning Consultant

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

Approved for Presentation to Council



---

Jackie Teed  
Acting Director of Development  
Services

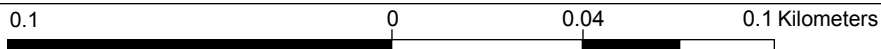


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Lisa Spitale  
Chief Administrative Officer



*Attachment 1*  
*Location Map*



## Attachment 2

### *Project Concept and Design Rationale*

## **838 EWEN AVENUE - SUPPORTIVE HOUSING REZONING AND DEVELOPMENT APPLICATION**

The following briefly explains the project's concept, why a Zoning Bylaw Amendment is necessary, and the benefits to the Queensborough neighbourhood.

### **INTRODUCTION**

This project proposes a 3 storey, 41 unit, supportive housing building at 838 Ewen Avenue. The proposal requires a rezoning of the site to a Comprehensive Development District with a multiunit residential use. As part of a wider strategy, this project supports the City of New Westminster in implementing its Official Community Plan, The Mayor's Task Force on Housing Affordability, and the Affordable Housing Strategy. The proposed building increases the diversity in the housing stock, providing options to help address homelessness, including those at risk of being homeless.

### **DESIGN RATIONALE**

This project will convert a vacant lot into a well landscaped, attractively designed multi-unit housing project. The building has been sited to contribute to the pedestrian scale neighbourhood character, with units fronting the street and adjacent park area. A welcoming plaza area will be located on the north-west corner of the site, while patio and garden spaces on the south side of the building will provide residents with exterior living opportunities. Additional landscaping is proposed along the edge of the property to achieve a soft transition where the development meets the adjacent green spaces. The building is designed to have a high quality, cohesive appearance that enhances the overall quality of the street. Contemporary design and detailing are used throughout to reinforce the building's individual identity. The facade is animated by a series of angled 'bays' forming a rhythmic pattern of light and shadows throughout the day. Individual units within the building are expressed using custom fabricated coloured window bays adhering to the angled pattern of the building facade. The angled window bays also serve to improve the overall energy performance of the building by providing increased solar shading specific to the orientation of each building facade. The pedestrian scale of the street is reinforced through the use of a differentiated 'base' area on the west half of the building, which is rendered with a natural wood cladding. The primary pedestrian entrances are protected and articulated by an overhead canopy, with the 'front' entrance visually connected to the adjacent sidewalk and transit stop.

Queensborough is a unique and diverse community with little established building typology. The neighbourhood, particularly Ewen Avenue, represents an opportunity to develop thoughtful and responsive design strategies unburdened by notions of village typologies that restrict imagination in much of Metro Vancouver.

### **REGIONAL HOUSING NEEDS**

It is well recognized that the lower mainland is in the midst of a serious housing crisis. Cities in the region in partnership with BC Housing are taking action to increase the supply of housing to address a spectrum of housing needs for all residents. This includes making use of all available tools to deliver housing, particularly for the most vulnerable, and to be as efficient as possible in addressing specific housing needs and opportunities when they arise.

Modular Housing is a valuable and timely strategy to respond to the low-income housing challenges which are being faced in the City of New Westminster and the region as a whole. Modular Housing can be faster and more efficient to construct than site constructed buildings. Modules are manufactured off site in controlled

environments to precise specifications. They are built to high efficiency standards, and once assembled onsite with envelope details and landscaping complete, introduce a building to the surrounding neighbourhood with minimal disruption.

#### CITY OF NEW WESTMINSTER

The project is in keeping with the City's following strategic goals.

The Official Community Plan speaks to diversifying the housing stock, providing options to help address homelessness, including those at risk of being homeless, and facilitating access to affordable and non-market housing for low-to moderate-income households. Specifically, the City's Official Community Plan (2017) includes the following policies:

- *Facilitate the creation and maintenance of housing that offers options for people who are homeless or at risk of homelessness.*
- *Facilitate access to affordable and non-market housing for low- to moderate-income households.*

The Mayor Task Force on Housing Affordability, established in December 2014, makes recommendations to Council in support of the creation of new non-market housing for low to moderate income households, affordable rental housing and affordable home ownership. The task force includes the Mayor and two City Councillors, senior City staff and representatives from BC Housing and the Metro Vancouver Housing Corporation.

Finally, the Affordable Housing Strategy (2010) contains the following vision:

- *Within its jurisdiction, the City of New Westminster will work towards being an inclusive city where all residents live in safe, appropriate and affordable housing and where there are housing choices for people of all ages and abilities.*

The strategy also contains the following major goal:

- *To improve the choice of housing for New Westminster's low and moderate income residents and households with unique needs.*

Ewen Avenue is classified as a "Great Street" by the City of New Westminster. It is lined by multi-family housing, schools, a community centre, a recreational youth space and parks and green space. This proposal benefits the Queensborough community by converting a vacant lot into a well landscaped, attractively designed multiunit housing building. The proposed housing development is situated close to community amenity spaces such as the Queensborough Community Centre, and will be located adjacent to public transit services.

Attachment 3  
*Design Option 1 and 2*



# 838 EWEN AVENUE - SUPPORTIVE HOUSING

REZONING APPLICATION  
27 / 03 / 2018

# Design Option 1



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A 101 Site Plan  
A 200 Level 1 Floor Plan  
A 201 Level 2 & 3 Floor Plan  
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A 301 Renderings

L1 Landscape Layout  
L2a Planting - Onsite  
L2b Planting - Offsite  
L3 Details

C1 Site Servicing Plan

## PROJECT TEAM

### ARCHITECT

Ron Hart Architect  
1887 Ontario Street  
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### LANDSCAPE

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### ATCO SUSTAINABLE COMMUNITIES

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### BC HOUSING

Vancouver Coastal & Fraser Regions  
Naomi Brunemeyer, Regional Director  
604.456.8849  
nbruneme@bchousing.org

## PROJECT DESCRIPTION

This project proposes a 3 storey, 41 unit, supportive housing building at 838 Ewen Avenue. The proposal requires a rezoning of the site to a Comprehensive Development District with a multiunit residential use.

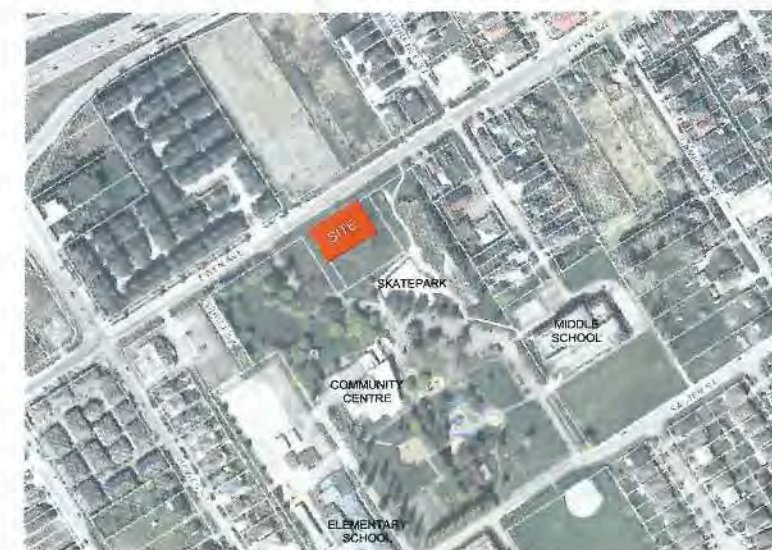
As part of a wider strategy, this project supports the City of New Westminster in implementing its Official Community Plan, The Mayor's Task Force on Housing Affordability, and the Affordable Housing Strategy. The proposed building increases the diversity in the housing stock, providing options to help address homelessness, including those at risk of being homeless.

## DESIGN RATIONALE

This project will convert a vacant lot into a well landscaped, attractively designed multi-unit housing project. The building has been sited to contribute to the pedestrian scale neighbourhood character, with units fronting the street and adjacent park area. A welcoming plaza area will be located on the north-west corner of the site, while patio and garden spaces on the south side of the building will provide residents with exterior living opportunities. Additional landscaping is proposed along the edge of the property to achieve a soft transition where the development meets the adjacent green spaces. The building is designed to have a high quality, cohesive appearance that enhances the overall quality of the street. Contemporary design and detailing are used throughout to reinforce the building's individual identity. The facade is animated by a series of angled 'bays' forming a rhythmic pattern of light and shadows throughout the day. Individual units within the building are expressed using custom fabricated coloured window bays adhering to the angled pattern of the building facade. The angled window bays also serve to improve the overall energy performance of the building by providing increased solar shading specific to the orientation of each building facade. The pedestrian scale of the street is reinforced through the use of a differentiated 'base' area on the west half of the building, which is rendered with a natural wood cladding. The primary pedestrian entrances are protected and articulated by an overhead canopy, with the 'front' entrance visually connected to the adjacent sidewalk and transit stop.

Queensborough is a unique and diverse community with little established building typology. The neighbourhood, particularly Ewen Avenue, represents an opportunity to develop thoughtful and responsive design strategies unburdened by notions of village typologies that restrict imagination in much of Metro Vancouver.

## PROJECT LOCATION



## PROPOSED ZONING & DEVELOPMENT DATA

ZONING	Comprehensive Development District
LAND USE	Multi-unit Residential
LOT DIMENSIONS	47.8 m X 30.54 m
LOT AREA	1,460 m <sup>2</sup>
LOT COVERAGE	672 m <sup>2</sup> Main Building + 46 m <sup>2</sup> Garbage/Storage Shelter = 49%
DENSITY	Level 1: 672 m <sup>2</sup> Level 2: 672 m <sup>2</sup> Level 3: 672 m <sup>2</sup> Total: 2,016 m <sup>2</sup> Total Floor Area / Site Area = 1.38 FAR
BUILDING HEIGHT	10.6m / 35'
FRONT YARD	3.13 m
SIDE YARD	West: 9.88 m East: 1.5 m
REAR YARD	8.51 m
AMENITY SPACES	Interior: 335 m <sup>2</sup> Exterior: 380 m <sup>2</sup> (patio, gardens, bike racks, smoking area)
NUMBER OF UNITS	37 Standard Units + 4 Barrier-free Units = 41 Units All units are 28.5 m <sup>2</sup>
PARKING	2 parking spaces provided within the site. Additional parking available on Carter Road





VIEW AT MAIN ENTRANCE FACING EAST



VIEW FROM EWEN AVENUE FACING WEST

REVISIONS:

1 18.3.17 ISSUED FOR REZONING  
ISSUES

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OWNER NOTES:  
THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS AND  
INDICATE TO REPORT ANY ERRORS IN WORK OVER THE  
OCCUPANCY PERIOD.

PROJECT  
838 EWEN AVENUE

TITLE  
Renderings

DRAWN	JB	DRAWING NO.
SCALE	NTS	A 301
JOB NO.	1803	
DATE	FEBRUARY 2018	



# 838 EWEN AVENUE - SUPPORTIVE HOUSING - ALTERNATIVE DESIGN OPTION

REZONING APPLICATION  
27 / 03 / 2018

Design Option 2



## DESIGN RATIONALE FOR ALTERNATIVE DESIGN OPTION

The facade and roof design for this proposal borrow materials and elements of traditional west coast design to create the building's identity. The facade is articulated by a series of non-structural pilasters. These column-like structures serve to improve the overall energy performance of the building by providing solar shading specific to the orientation of each building facade. Residential units are expressed using repetitive windows and decorative elements.

The pedestrian scale of the street is reinforced through a differentiated base on the west half of the building, clad in brick, and linked to the common spaces within the building. The primary pedestrian entrance is defined by an overhead canopy and is visually connected to the sidewalk and transit stop.





VIEW AT MAIN ENTRANCE FACING EAST



VIEW FROM EWEN AVENUE FACING WEST

REVISIONS:

I 16.3.27 ISSUED FOR REZONING  
ISSUE:

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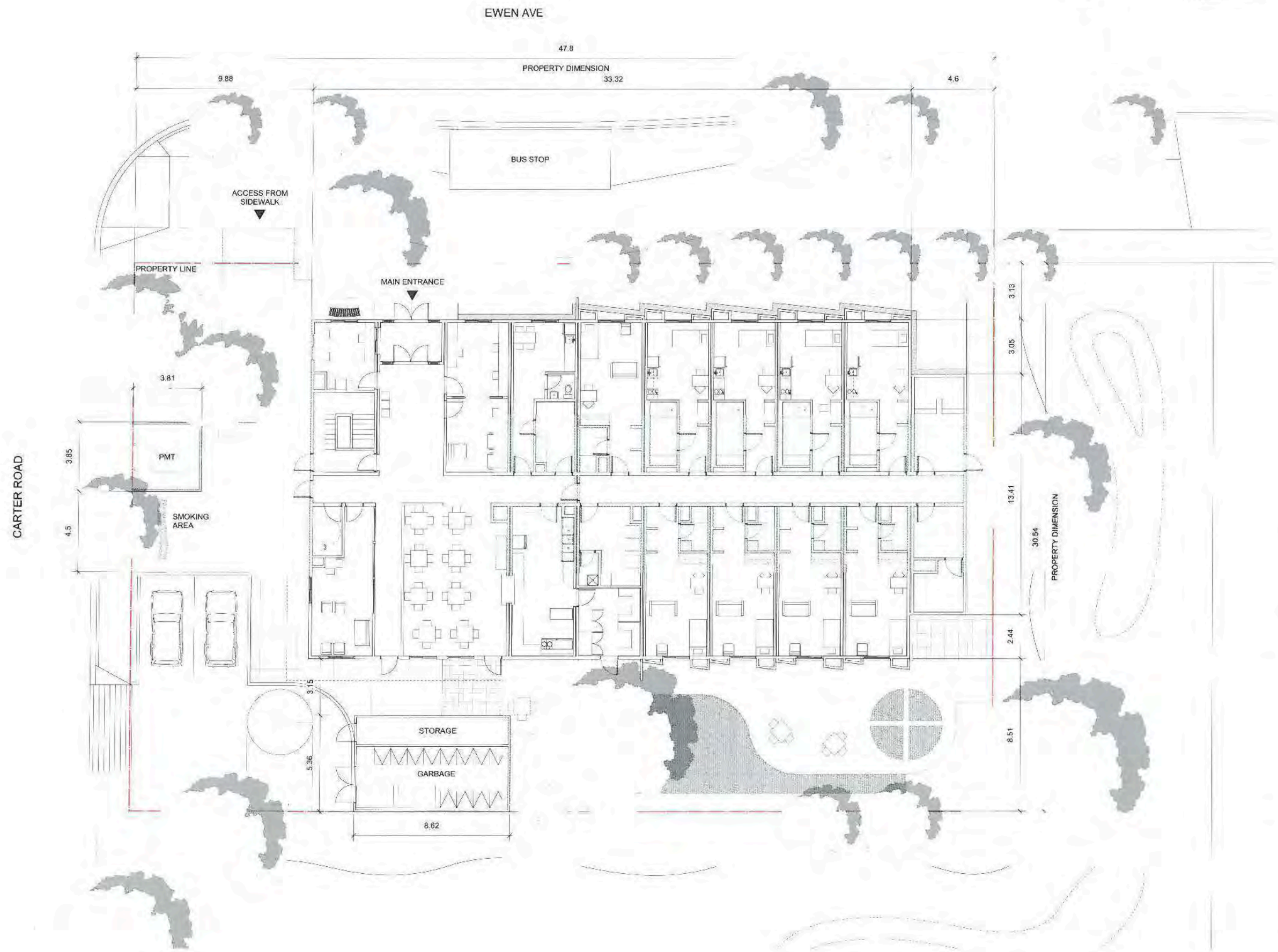
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PROJECT:  
838 EWEN AVENUE

TYPE:  
Renderings - ALTERNATIVE

DRAWN: JB DRAWING NO:  
SCALE: NTS A 402  
DATE: 1803  
FEBRUARY 2018





REVISIONS

1 18.3.27 ISSUED FOR REZONING  
 (DATE)

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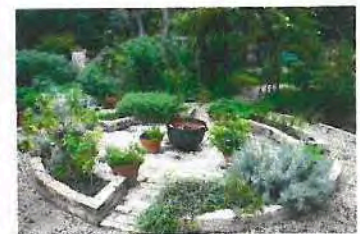
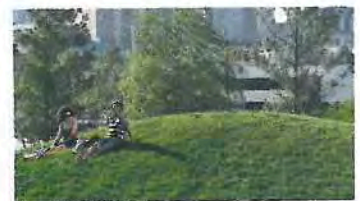
PROJECT:  
 838 EWEN AVENUE

TITLE:  
 Site Plan

DRAWN: AM DRAWING NO:  
 SCALE: 1:100 A 101  
 JOB NO: 1803  
 DATE: FEBRUARY 2018



# Landscape Plan



Date	Description
Mar 22 2018	Issue for DP/Rezoning
Mar 21 2018	For Client Review
Mar 19 2018	For Arch Review
Mar 15 2018	Schematic Design <small>(Client drawing submitted to City)</small>

Revisions:

**Jonathan Losee Ltd.**  
Landscape Architecture

8102 - 1661 W. 2nd Ave.  
Vancouver, B.C. V6I 1H3  
Ph: 604-663-1003  
Email: info@jonathanlosee.com

Project:  
**BC Housing**

838 Ewen Ave.  
New Westminster, B.C.

Sheet Title:  
**Landscape Layout Plan**

Scale: 1:100

Date: March 2018

Project No: 2018-09

**L-1**





**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION  
EDUCATION POLICY & PLANNING COMMITTEE  
HELD TUESDAY, APRIL 10, 2018 AT 7:30 PM  
HUME PARK HOME LEARNERS,  
521 FADER STREET, NEW WESTMINSTER**

<b>PRESENT</b>	Jonina Campbell, Trustee	Karim Hachlaf, Superintendent
	Casey Cook, Trustee	Bev Rundell, Interim Superintendent
	Michael Ewen, Trustee	Kevin Lorenz, Secretary-Treasurer
	Mark Gifford, Chair	Jamie Sadler, Principal, Hume Park Home Learners
	Mary Lalji, Trustee	Karen Blackburn, Resource Teacher
	Kelly Slade-Kerr, Vice Chair	Caroline Manders, Recording Secretary
<b>REGRETS</b>	James Janzen, Trustee	

*Chair Ewen recognized and acknowledged 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.*

**1. ADOPTION OF THE AGENDA**

New item added under New Business 6 b. Humboldt Jersey Tribute.

Moved and Seconded

***THAT the agenda for the April 10, 2018 Open Education Policy and Planning Committee meeting be adopted as amended.***

***Carried Unanimously***

**2. PRESENTATION**

**a. Student Presentation – Hume Park Home Learners**

Principal Jamie Sadler welcomed the Board, students and parents. Resource Teacher Karen Blackburn showed a PowerPoint presentation highlighting some of the activities carried out by Hume Park Home Learners and the students shared with the Board how home learning has benefited them.

**3. VISITORS**

Members of the audience were invited to address the Board.

**4. REPORTS FROM SENIOR MANAGEMENT**

**a. School District Report**

Superintendent, Karim Hachlaf, reviewed the School District Report.

**5. GENERAL ANNOUNCEMENTS**

- F.W. Howay PAC Craft Fair at the Quay – April 15, 11:00 am to 4:00 pm
- Qayqayt Carnival – April 18, 5:00 to 8:00 pm.
- Volunteer Appreciation Night – April 18 at Fraser River Middle School, 7:00 to 9:00 pm
- Day of Truth and Reconciliation – April 25 at Queensborough Middle School, 9:30 to 10:30 am

**6. NEW BUSINESS**

**a. May Day Consultation Process**

Trustee Lalji reviewed the May Day correspondence with the Board.

Moved and Seconded:

***THAT the Education Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) to direct staff to prepare a response to the questions in the attached correspondence, in preparation for the commencement of the next May Day consultation process. AND THAT information be assembled and distributed to all Trustees prior to the April 17, 2018 Operations Policy & Planning Committee meeting, including a status report on the May Day consultation process.***

**MOTION RULED OUT-OF-ORDER**

**AMENDED MOTION**

Moved and Seconded:

***THAT the Education Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that we ask District staff to provide a report at the June 12, 2018 Operations Policy & Planning Committee meeting, on the 2018 May Day process and its associated costs.***

**Carried Unanimously**

**b. Humboldt Broncos Jersey Tribute**

District participation on April 12 in a jersey tribute, which will take place across the province and Canada in remembrance of the Humboldt Broncos hockey team members who passed away in the tragic bus accident in Saskatchewan was discussed.

**7. ADJOURNMENT**

The meeting adjourned at 9:20 pm.



Supplement to: EDUCATION POLICY & PLANNING COMMITTEE

Date: April 10, 2018

Submitted by: Trustee Mary Lalji

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

Subject: MAY DAY CONSULTATION PROCESS

**Background:**

The New Westminister Board of Education has committed to pursue a public consultation with the City of New Westminister and the public about the future of May Day. The Board has received the attached correspondence about May Day from a community focus group requesting information about the District’s roles and responsibilities along with a break-down of the costs associated with the event. The District’s May Day Task Force assigned a \$50,000 cost to the one-day event in the context of the survey, which was issued to staff.

**Preamble:**

It is important that the new May Day process commence with full and transparent information in order to achieve continuation of the event and possible cost-savings to the School District.

**Recommendation:**

***THAT the Education Policy and Planning recommend to the Board of Education for School District No. 40 (New Westminister) to direct staff to prepare a response to the questions in the attached correspondence, in preparation for the commencement of the next May Day consultation process. AND THAT information be assembled and distributed to all Trustees prior to the April 17, 2018 Operations Policy & Planning Committee meeting, including a status report on the May Day consultation process.***

**From:** LISA GRAHAM

**Sent:** Tuesday, February 06, 2018 7:42 PM

**To:** Mark Gifford; Kelly Slade-Kerr; Jonina Campbell; Casey Cook; Michael Ewen; James Janzen; Victoria Cuipka; Barb Basden

**Cc:** Rock Suffron; Nikki Binns

**Subject:** May Day Correspondence

After the last school district episode regarding May Day, I was approached to join an effort to assist/enhance/preserve our Royal City tradition; the following communication -- copy of a press release, and below that, a 'cover' letter -- is being sent to you for the purpose of introducing our new group, to open dialogue, and to inform you of our mandate. So, on behalf of the newly formed Citizens' May Day Focus Group, we thank you for receiving this correspondence and look forward to your individual and/or collective responses.

Lisa Graham

COVER LETTER TO THE CITY, THE SCHOOL DISTRICT, AND THE HYACK ASSOCIATION, et al:

Fortunately, as has been announced for this year, 2018, May Day in New Westminster is a "go"; this means that the main issue in need of our collective attention is the future of May Day beyond 2018. By initiating a new process with a new focus committee to explore and determine what subsequent May Days will look like in terms of who will be doing what, etc., hopefully we will be able to accomplish good things for May Day 2019 and onward. Indeed, May Day is bigger than the 'here-and-now', and we have an obligation to tomorrow's citizenry to resolve existing challenges and ensure its continuance. Through the years, May Day has been re-structured and re-defined many times over, mostly because generations of New Westminster citizens consider May Day to be synonymous with our home-town identity and heritage. Logistically, the event is no small undertaking and the issues that have arisen over the last number of years are significant. That being said, to "fix it" will require a time-line commensurate with the measure of the challenges before us but most importantly, it will require our collective good will.

Toward resolving outstanding issues, addressing existing concerns, and determining ways to enhance and improve the annual celebration of May Day in New Westminster, the new citizens' focus group will first need to do a comprehensive assessment of the celebration. **To do a comprehensive assessment of the celebration will require gathering information from the City, the School District, and the Hyack Festival Association and so, via this correspondence, we are respectfully and formally requesting from each, a 'thumb-nail' analysis of their respective tasks, responsibilities, and time-lines for the event (ideally with the associated cost-estimates included).** This is absolutely essential to achieving positive headway because without that information and the cooperation of all three major contributors, it would be impossible to find solutions to the existing concerns of all invested parties.



As of right now, the focus group is comprised of an Executive (Rocky Suffron, Nikki Binns, and Lisa Graham) and to date, we are extremely encouraged by the volume and calibre of NW folk who have expressed interest in this new entity. In terms of composition, the initial vision for the new group is to have designated liaison and advisory positions from the City, the School District, and the Hyack Association. As well, we will constitute a body of community members to support our efforts and perhaps even extend that to include a secondary body of general associates (folk who love and care about May Day but no longer reside in the Royal City). Further, to enhance the event and alleviate the "work-load" of the three main contributors, we will reach out to existing grass-roots organizations within the City to determine if there are any smaller-scale initiatives that we can partner on together.

Members of the executive have already had informal conversations with the City, the School District, and the Hyack Association as well as various members of the community and thus far, the feedback is positive. For example, one of the items we would like to recommend as a committee is to see the NWSS BC Football Championship team attend the May Day ceremony with the provincial Trophy in tow as yet another tangible example of why there is incredible reason for New Westminster to celebrate New Westminster! Realistically, while we recognize that is but one short-term recommendation that we feel can happen with a minimum of effort or cost and can really add to the day, we also fully recognize that work on the long-term infrastructure 'fixes' can only commence once the City, the School District, and the Hyack Festival Association, provides the much-needed logistical information. So, let's roll up our sleeves and get to work!!

We thank you in advance for your commitment to this process and look forward to working with all of our community-minded partners.

Executive members of the Citizen's Community Focus Group,

Rocky Suffron  
Nikki Binns  
Lisa Graham

The Citizens' May Day Focus Group  
Press Release

As a celebration of community -- of neighborhood schools and school children coming together with resident neighbors, city dignitaries, and local organizations – May Day in New Westminister has evolved beyond ‘tradition’ to become a ‘legacy event’.

Truly, May Day is an incredible opportunity to celebrate our past accomplishments and peoples, our commitment and belief in ‘today’, as well as our continued growth and a promising future.

With regard to enhancing this wonderful tradition and securing its future continuance, a new grass-roots citizen's group is being created with the historic, citywide May Day event being its singular focus.

Currently, there are three independent entities facilitating the annual May Day activities -- the City, the School District, and the Hyack Festival Association. This new group, the Citizen's Community Focus Group, will also function as an independent entity.

Comprised of a diverse collective of NW residents committed to the enhancement and sustainability of the annual event, indeed, the group recognizes its potential but also its limitations and so will pursue a collaborative and realistic approach to address existing challenges.

Ideally, the community group will function to help bridge existing impasses between the current May Day facilitators, and fill any gaps that prove problematic by working constructively with all invested partners.

Initial response to the formation of this new committee has been overwhelmingly positive and we are confident that we can partner with the existing May Day facilitators to revive the fun and excitement of May Day for all city residents, but especially for the children of New Westminister.

If you feel that you would be interested in joining us, please contact Rocky Suffron ([rocksuffron@gmail.com](mailto:rocksuffron@gmail.com)). Once responses are received, we will be able to schedule a meeting to determine our next-steps together. So come on, join us -- let's make an impact on our city... for our city.



**MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION  
OPERATIONS POLICY & PLANNING COMMITTEE  
HELD TUESDAY, APRIL 17, 2018 AT 7:30 PM  
SCHOOL BOARD OFFICE  
811 ONTARIO STREET, NEW WESTMINSTER**

<b>PRESENT</b>	Casey Cook, Trustee	Karim Hachlaf, Superintendent
	Michael Ewen, Trustee	Bev Rundell, Interim Superintendent
	Mark Gifford, Chair	Kevin Lorenz, Secretary-Treasurer
	James Janzen, Trustee	Belinda Scott, Director, Programs & Planning
	Kelly Slade-Kerr, Vice Chair	Caroline Manders, Recording Secretary
<b>REGRETS</b>	Jonina Campbell, Trustee	
	Mary Lalji, Trustee	

***Chair Janzen recognized and acknowledged 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.***

**1. ADOPTION OF THE AGENDA**

The two motions under New Business - Audit Committee dated November 13, 2016 and April 17, 2017 were removed.

Moved and Seconded

***THAT the agenda for the April 17, 2018 Open Operations Policy and Planning Committee meeting be adopted as amended.***

***Carried Unanimously***

**2. CORRESPONDENCE**

None.

**3. DRAFT BUDGET 2018-2019**

The Secretary-Treasurer reviewed the draft Annual Budget 2018-2019.

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend that the Board of Education for School District No. 40 (New Westminster) approve the 2018-2019 Operating Budget as presented.***

***Carried Unanimously***

**4. REPORTS FROM SENIOR MANAGEMENT**

**a. Financial Update**

Secretary-Treasurer, Kevin Lorenz presented the financial update as at February 28, 2018.

**b. Operations Update**

Secretary-Treasurer, Kevin Lorenz presented the Operations Update.

**c. K-12 Public Education Funding Update in BC**

Superintendent, Karim Hachlaf, and Trustee, Kelly Slade-Kerr, provided an overview of the Education Funding Update. A draft written response to the Ministry of Education will be brought forward at the April 24, 2018 Board meeting.

**d. Earthquake Preparedness and Emergency Management Report**

The Director, Programs & Planning, Belinda Scott, presented the report.

## 5. GENERAL ANNOUNCEMENTS

None.

## 6. NEW BUSINESS

### a. Audit Committee – M. Ewen

Trustee Ewen provided background regarding the establishment of an Audit Committee.

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend that the Board of Education for School District No. 40 (New Westminster) establish an Audit Committee based on the BCSTA document “Audit Committee Sample Terms of Reference”.***

Carried Unanimously

### b. Public Engagement in the School District – M. Ewen

Trustee Ewen provided some context as to the purpose of the proposed motion. The motion was amended as stated below.

#### Resolution:

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board establish an education partner and community Task Force to review the current School Board public engagement and make recommendations to the Board on how to improve our engagement with the public.***

#### Amendment to Resolution:

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board directs staff to develop a strategy to identify opportunities and make recommendations as to how to improve our engagement with the public and our stakeholders.***

Amendment Carried Unanimously

### c. Duty to Document – M. Ewen

Trustee Ewen reviewed the process for Duty to Document.

Moved and Seconded:

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminster) that the Board develop a Duty to Document Policy on the Duty to Document Board decisions and retention of School District decision making records, and that the Board determine what areas and/or what items should be specified in such a policy.***

MOTION FAILED

## 7. ADJOURNMENT

The meeting adjourned at 9:00 pm.

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## Annual Budget

### Overview

*In accordance with Section 111 (2) of the School Act the Board, by bylaw, the District must prepare an annual budget using the forms and containing the content specified by the Ministry. Attached is a draft of the Annual Budget for 2018/19, as prepared, using the forms prescribed by the Ministry. The amounts reflect current estimates based on available data and adjustments recommended by management to better address the priorities set by the Board in its report "Teaching and learning in Diverse Classrooms: A District Blueprint for Learner Success" A discussion of the proposed estimates and adjustments and their impact on the budget follows the summary table provided below.*

2018/19 Operating Budget (\$ Millions)				
	Proposed 2018/19		Amended 2017/18	
Revenues	\$	66.7	\$	67.6
Expenses		68.1		68.1
Budgeted Surplus Allocation		1.4		0.5
Capital Assets Purchased		-		-
Budget Surplus (shortfall)	\$	0.0	\$	0.0

### Revenues

*Although revenue forecasts have decreased by approximately \$900,000 in aggregate, the District's per student provincial grant received from the Ministry has increased from \$7,301 to \$7,423 per student. The reduction in total revenues is largely a result of reduced student enrollment with a projected decrease from the current year of 112 Ministry-funded school age students and a reduction of 41 students in the international program. This decline has been offset, to a degree, by an increase in adult student enrollment.*

### Expenses

*Salary and benefit expenses represent close to 90% of the District's operating budget. Overall, these costs have gone down from prior year projections. This is mainly the result a reduction in the average teacher salary. This reduced average cost is likely the result of the influx of new teachers across the province due to the restored*

*class size and composition language. There is also a reduction in staffing resulting from the lower student enrollment. However, most of this reduction is offset by additional teacher staffing, as outlined in the 2018-2019 Annual Budget Priorities document which was presented to the Operations Committee in March.*

*While our average teacher salary has gone down, average staffing costs for CUPE and excluded staff have gone up as a result of wage increases. These increases are in-line with inflation and the per pupil funding increase.*

*The combination of these two factors has resulted in a reduction in estimated salary costs for all employee groups of approximately \$400,000 in the operating budget.*

*In spite of this reduction in salary costs, substitute costs have remained flat and benefit costs have increased. Substitute costs are very difficult to project, but based on prior years we anticipate a similar total cost to current year's projections. The spike in actual substitute costs during the current year appears to be caused by the new class size and composition language, resulting in vacant positions being filled with TTOCs for longer than would normally be the case. We don't expect this to continue in the coming year. Benefits costs have increased in a number of areas, but the largest single increase is the anticipated implementation of the new Employers Health Tax in January of 2019.*

*Estimates for most services and supplies costs have not increased significantly in the proposed 18/19 budget. Estimates used for the current year appear to be tracking well and are not expected to see significant inflationary pressures within the next 14 months. However, several new initiatives have been undertaken as outlined in the 2018-19 Annual budget Priorities. The cost of these new initiatives has been offset by the four portables that were purchased in the current year. This one-time cost is not reflected in the 18/19 budget resulting in a net increase to supplies of approximately \$150,000.*

### **Accumulated Surplus**

*The estimated allocation of surplus in the proposed budget will be a significant drawdown on the District's accumulated unrestricted surplus. The District has recorded just over 1.6 million in unrestricted operating surplus as of the end of its 2016/2017 fiscal year. Approval of this budget would leave approximately \$200,000 in unrestricted surplus in addition to the \$500,000 in restricted contingency funds the district has set aside. The current year is trending favourably, and there is a reasonable likelihood that we will end the year in a surplus position. Given all of these factors, I am very comfortable recommending the surplus allocation reflected in this budget.*

*It is important to note that actual costs can often vary from budget estimates by 1-2% but this budget provides sufficient remaining surplus to allow the Board confidence moving forward.*

Respectfully,

Kevin Lorenz  
Secretary-Treasurer

Annual Budget

**School District No. 40 (New Westminster)**

June 30, 2019

# School District No. 40 (New Westminster)

June 30, 2019

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\*NOTE - Statement 1, Statement 3, Statement 5, Schedule 1 and Schedules 4A - 4D are used for Financial Statement reporting only.



## ANNUAL BUDGET BYLAW

A Bylaw of THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 40 (NEW WESTMINSTER) (called the "Board") to adopt the Annual Budget of the Board for the fiscal year 2018/2019 pursuant to section 113 of the *School Act*, R.S.B.C., 1996, c. 412 as amended from time to time (called the "Act").

1. Board has complied with the provisions of the Act respecting the Annual Budget adopted by this bylaw.
2. This bylaw may be cited as School District No. 40 (New Westminster) Annual Budget Bylaw for fiscal year 2018/2019.
3. The attached Statement 2 showing the estimated revenue and expense for the 2018/2019 fiscal year and the total budget bylaw amount of \$79,475,605 for the 2018/2019 fiscal year was prepared in accordance with the *Act*.
4. Statement 2, 4 and Schedules 2 to 4 are adopted as the Annual Budget of the Board for the fiscal year 2018/2019.

READ A FIRST TIME THE 24th DAY OF APRIL, 2018;

READ A SECOND TIME THE 24th DAY OF APRIL, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 24th DAY OF APRIL, 2018;

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Chairperson of the Board

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Secretary Treasurer

I HEREBY CERTIFY this to be a true original of School District No. 40 (New Westminster) Annual Budget Bylaw 2018/2019, adopted by the Board the 24th DAY OF APRIL, 2018.

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Secretary Treasurer

# School District No. 40 (New Westminster)

Statement 2

Annual Budget - Revenue and Expense  
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
<b>Ministry Operating Grant Funded FTE's</b>		
School-Age	6,549.125	6,661.563
Adult	623.000	576.875
<b>Total Ministry Operating Grant Funded FTE's</b>	<u>7,172.125</u>	<u>7,238.438</u>
<b>Revenues</b>	<b>\$</b>	<b>\$</b>
Provincial Grants		
Ministry of Education	68,621,552	70,020,164
Other	163,310	223,856
Tuition	3,904,000	5,260,562
Other Revenue	1,970,650	1,790,235
Rentals and Leases	200,000	250,000
Investment Income	101,000	201,000
Amortization of Deferred Capital Revenue	2,145,087	2,176,523
<b>Total Revenue</b>	<u>77,105,599</u>	<u>79,922,340</u>
<b>Expenses</b>		
Instruction	64,995,543	67,032,276
District Administration	3,761,356	3,642,627
Operations and Maintenance	10,142,805	9,892,341
Transportation and Housing	310,107	256,877
<b>Total Expense</b>	<u>79,209,811</u>	<u>80,824,121</u>
<b>Net Revenue (Expense)</b>	<u>(2,104,212)</u>	<u>(901,781)</u>
<b>Budgeted Allocation (Retirement) of Surplus (Deficit)</b>	1,431,567	556,849
<b>Budgeted Surplus (Deficit), for the year</b>	<u>(672,645)</u>	<u>(344,932)</u>
<b>Budgeted Surplus (Deficit), for the year comprised of:</b>		
Operating Fund Surplus (Deficit)		
Special Purpose Fund Surplus (Deficit)		
Capital Fund Surplus (Deficit)	(672,645)	(344,932)
<b>Budgeted Surplus (Deficit), for the year</b>	<u>(672,645)</u>	<u>(344,932)</u>

**School District No. 40 (New Westminster)**

Annual Budget - Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
<b>Budget Bylaw Amount</b>		
Operating - Total Expense	68,147,612	68,109,485
Operating - Tangible Capital Assets Purchased	50,000	50,000
Special Purpose Funds - Total Expense	7,814,363	9,802,531
Special Purpose Funds - Tangible Capital Assets Purchased	215,794	215,794
Capital Fund - Total Expense	3,247,836	2,912,105
<b>Total Budget Bylaw Amount</b>	<u>79,475,605</u>	<u>81,089,915</u>

Approved by the Board

DRAFT

---

Signature of the Chairperson of the Board of Education \_\_\_\_\_ Date Signed \_\_\_\_\_

---

Signature of the Superintendent \_\_\_\_\_ Date Signed \_\_\_\_\_

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Signature of the Secretary Treasurer \_\_\_\_\_ Date Signed \_\_\_\_\_

# School District No. 40 (New Westminster)

Statement 4

Annual Budget - Changes in Net Financial Assets (Debt)

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
Surplus (Deficit) for the year	(2,104,212)	(901,781)
<b>Effect of change in Tangible Capital Assets</b>		
Acquisition of Tangible Capital Assets		
From Operating and Special Purpose Funds	(265,794)	(265,794)
<b>Total Acquisition of Tangible Capital Assets</b>	<u>(265,794)</u>	<u>(265,794)</u>
Amortization of Tangible Capital Assets	3,084,526	2,788,249
<b>Total Effect of change in Tangible Capital Assets</b>	<u>2,818,732</u>	<u>2,522,455</u>
	-	-
<b>(Increase) Decrease in Net Financial Assets (Debt)</b>	<u>714,520</u>	<u>1,620,674</u>

# School District No. 40 (New Westminster)

Schedule 2

Annual Budget - Operating Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	62,202,045	61,432,074
Other		100,000
Tuition	3,904,000	5,260,562
Other Revenue	360,000	360,000
Rentals and Leases	200,000	250,000
Investment Income	100,000	200,000
<b>Total Revenue</b>	<b>66,766,045</b>	<b>67,602,636</b>
<b>Expenses</b>		
Instruction	57,201,258	57,249,823
District Administration	3,761,356	3,642,627
Operations and Maintenance	6,893,116	6,978,383
Transportation and Housing	291,882	238,652
<b>Total Expense</b>	<b>68,147,612</b>	<b>68,109,485</b>
<b>Net Revenue (Expense)</b>	<b>(1,381,567)</b>	<b>(506,849)</b>
<b>Budgeted Prior Year Surplus Appropriation</b>	<b>1,431,567</b>	<b>556,849</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(50,000)	(50,000)
<b>Total Net Transfers</b>	<b>(50,000)</b>	<b>(50,000)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

# School District No. 40 (New Westminster)

Schedule 2A

Annual Budget - Schedule of Operating Revenue by Source

Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Amended Annual Budget \$
<b>Provincial Grants - Ministry of Education</b>		
Operating Grant, Ministry of Education	61,585,932	60,471,507
Other Ministry of Education Grants		
Pay Equity	521,853	521,853
Funding for Graduated Adults	30,000	30,000
Transportation Supplement	6,073	6,073
Return of Administrative Savings		295,560
Carbon Tax Grant	50,000	50,000
FSA Exam Funding	8,187	8,187
Shoulder Tappers		6,600
Support Staff Standardization Plan		42,294
<b>Total Provincial Grants - Ministry of Education</b>	<u>62,202,045</u>	<u>61,432,074</u>
<b>Provincial Grants - Other</b>		<u>100,000</u>
<b>Tuition</b>		
Summer School Fees	120,000	140,562
Continuing Education	200,000	240,000
International and Out of Province Students	3,584,000	4,880,000
<b>Total Tuition</b>	<u>3,904,000</u>	<u>5,260,562</u>
<b>Other Revenues</b>		
Miscellaneous		
Cafeteria	130,000	130,000
Apprenticeships	50,000	50,000
Other Miscellaneous	180,000	180,000
<b>Total Other Revenue</b>	<u>360,000</u>	<u>360,000</u>
<b>Rentals and Leases</b>	<u>200,000</u>	<u>250,000</u>
<b>Investment Income</b>	<u>100,000</u>	<u>200,000</u>
<b>Total Operating Revenue</b>	<u>66,766,045</u>	<u>67,602,636</u>



**School District No. 40 (New Westminster)**

Schedule 2B

Annual Budget - Schedule of Operating Expense by Object  
Year Ended June 30, 2019

	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$
<b>Salaries</b>		
Teachers	30,089,734	30,799,641
Principals and Vice Principals	3,404,592	3,477,995
Educational Assistants	4,722,864	4,636,047
Support Staff	5,629,562	5,560,821
Other Professionals	2,589,109	2,344,202
Substitutes	1,349,817	1,367,946
<b>Total Salaries</b>	<b>47,785,678</b>	<b>48,186,652</b>
<b>Employee Benefits</b>	<b>12,388,969</b>	<b>12,077,262</b>
<b>Total Salaries and Benefits</b>	<b>60,174,647</b>	<b>60,263,914</b>
<b>Services and Supplies</b>		
Services	2,025,668	2,085,088
Student Transportation	157,000	157,000
Professional Development and Travel	496,400	496,400
Rentals and Leases	260,000	260,000
Dues and Fees	130,800	130,800
Insurance	131,000	131,000
Supplies	3,655,897	3,469,083
Utilities	1,116,200	1,116,200
<b>Total Services and Supplies</b>	<b>7,972,965</b>	<b>7,845,571</b>
<b>Total Operating Expense</b>	<b>68,147,612</b>	<b>68,109,485</b>

# School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object

Year Ended June 30, 2019

	Teachers Salaries	Principals and Vice Principals Salaries	Educational Assistants Salaries	Support Staff Salaries	Other Professionals Salaries	Substitutes Salaries	Total Salaries
	\$	\$	\$	\$	\$	\$	\$
<b>I Instruction</b>							
1.02 Regular Instruction	25,469,877	873,368		134,400		874,333	27,351,978
1.03 Career Programs				118,440		3,956	122,396
1.07 Library Services	84,538			36,498		4,043	125,079
1.08 Counselling	463,040			37,282	48,756	16,711	565,789
1.10 Special Education	2,797,452		4,722,864		132,310	251,179	7,903,805
1.30 English Language Learning	76,853					2,567	79,420
1.31 Aboriginal Education	134,493			181,031		10,539	326,063
1.41 School Administration		2,415,968		1,327,331		125,026	3,868,325
1.62 International and Out of Province Students	1,063,481	115,256		49,650	257,944	37,179	1,523,510
<b>Total Function 1</b>	<b>30,089,734</b>	<b>3,404,592</b>	<b>4,722,864</b>	<b>1,884,632</b>	<b>439,010</b>	<b>1,325,533</b>	<b>41,866,365</b>
<b>4 District Administration</b>							
4.11 Educational Administration				93,828	560,885	525	655,238
4.40 School District Governance					225,203		225,203
4.41 Business Administration				592,010	956,362	6,628	1,555,000
<b>Total Function 4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>685,838</b>	<b>1,742,450</b>	<b>7,153</b>	<b>2,435,441</b>
<b>5 Operations and Maintenance</b>							
5.41 Operations and Maintenance Administration				95,410	292,587	534	388,531
5.50 Maintenance Operations				2,695,285	115,062	15,094	2,825,441
5.52 Maintenance of Grounds				172,349		965	173,314
5.56 Utilities							-
<b>Total Function 5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,963,044</b>	<b>407,649</b>	<b>16,593</b>	<b>3,387,286</b>
<b>7 Transportation and Housing</b>							
7.70 Student Transportation				96,048		538	96,586
7.73 Housing							-
<b>Total Function 7</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>96,048</b>	<b>-</b>	<b>538</b>	<b>96,586</b>
<b>9 Debt Services</b>							
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>30,089,734</b>	<b>3,404,592</b>	<b>4,722,864</b>	<b>5,629,562</b>	<b>2,589,109</b>	<b>1,349,817</b>	<b>47,785,678</b>

# School District No. 40 (New Westminster)

Annual Budget - Operating Expense by Function, Program and Object  
 Year Ended June 30, 2019

	Total Salaries	Employee Benefits	Total Salaries and Benefits	Services and Supplies	2019 Annual Budget	2018 Amended Annual Budget
	\$	\$	\$	\$	\$	\$
<b>1 Instruction</b>						
1.02 Regular Instruction	27,351,978	7,084,913	34,436,891	3,456,843	37,893,734	38,210,004
1.03 Career Programs	122,396	32,055	154,451	34,400	188,851	282,741
1.07 Library Services	125,079	32,758	157,837		157,837	102,592
1.08 Counselling	565,789	148,180	713,969	45,000	758,969	657,926
1.10 Special Education	7,903,805	2,070,007	9,973,812	97,500	10,071,312	9,828,397
1.30 English Language Learning	79,420	20,800	100,220	3,000	103,220	101,029
1.31 Aboriginal Education	326,063	85,396	411,459	10,280	421,739	364,613
1.41 School Administration	3,868,325	1,013,115	4,881,440	235,942	5,117,382	5,106,194
1.62 International and Out of Province Students	1,523,510	389,704	1,913,214	575,000	2,488,214	2,596,327
<b>Total Function 1</b>	<b>41,866,365</b>	<b>10,876,928</b>	<b>52,743,293</b>	<b>4,457,965</b>	<b>57,201,258</b>	<b>57,249,823</b>
<b>4 District Administration</b>						
4.11 Educational Administration	655,238	171,607	826,845	112,000	938,845	886,591
4.40 School District Governance	225,203	20,754	245,957	102,300	348,257	305,185
4.41 Business Administration	1,555,000	407,254	1,962,254	512,000	2,474,254	2,450,851
<b>Total Function 4</b>	<b>2,435,441</b>	<b>599,615</b>	<b>3,035,056</b>	<b>726,300</b>	<b>3,761,356</b>	<b>3,642,627</b>
<b>5 Operations and Maintenance</b>						
5.41 Operations and Maintenance Administration	388,531	101,756	490,287	138,000	628,287	614,860
5.50 Maintenance Operations	2,825,441	739,983	3,565,424	1,334,500	4,899,924	5,004,487
5.52 Maintenance of Grounds	173,314	45,391	218,705	30,000	248,705	242,836
5.56 Utilities	-	-	-	1,116,200	1,116,200	1,116,200
<b>Total Function 5</b>	<b>3,387,286</b>	<b>887,130</b>	<b>4,274,416</b>	<b>2,618,700</b>	<b>6,893,116</b>	<b>6,978,383</b>
<b>7 Transportation and Housing</b>						
7.70 Student Transportation	96,586	25,296	121,882	120,000	241,882	238,652
7.73 Housing	-	-	-	50,000	50,000	-
<b>Total Function 7</b>	<b>96,586</b>	<b>25,296</b>	<b>121,882</b>	<b>170,000</b>	<b>291,882</b>	<b>238,652</b>
<b>9 Debt Services</b>						
<b>Total Function 9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Functions 1 - 9</b>	<b>47,785,678</b>	<b>12,388,969</b>	<b>60,174,647</b>	<b>7,972,965</b>	<b>68,147,612</b>	<b>68,109,485</b>

# School District No. 40 (New Westminster)

Schedule 3

Annual Budget - Special Purpose Revenue and Expense

Year Ended June 30, 2019

	2019 Annual Budget \$	2018 Amended Annual Budget \$
<b>Revenues</b>		
Provincial Grants		
Ministry of Education	6,419,507	8,588,090
Other Revenue	1,610,650	1,430,235
<b>Total Revenue</b>	<b>8,030,157</b>	<b>10,018,325</b>
<b>Expenses</b>		
Instruction	7,794,285	9,782,453
Operations and Maintenance	20,078	20,078
<b>Total Expense</b>	<b>7,814,363</b>	<b>9,802,531</b>
<b>Net Revenue (Expense)</b>	<b>215,794</b>	<b>215,794</b>
<b>Net Transfers (to) from other funds</b>		
Tangible Capital Assets Purchased	(215,794)	(215,794)
<b>Total Net Transfers</b>	<b>(215,794)</b>	<b>(215,794)</b>
<b>Budgeted Surplus (Deficit), for the year</b>	<b>-</b>	<b>-</b>

**School District No. 40 (New Westminster)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Annual Facility Grant	Learning Improvement Fund	Aboriginal Education Technology	Special Education Equipment	Scholarships and Bursaries	Special Education Technology	School Generated Funds	Related Entities	Strong Start
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Deferred Revenue, beginning of year	-	-	-	26,190	447,615	-	1,256,017	-	-
Add: Restricted Grants									
Provincial Grants - Ministry of Education	235,872	238,691							96,000
Other					120,000		1,300,000		
	235,872	238,691	-	-	120,000	-	1,300,000	-	96,000
Less: Allocated to Revenue	235,872	238,691	-	-	120,000	-	1,300,000	-	96,000
Deferred Revenue, end of year	-	-	-	26,190	447,615	-	1,256,017	-	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	235,872	238,691							96,000
Other Revenue					120,000		1,300,000		
	235,872	238,691	-	-	120,000	-	1,300,000	-	96,000
<b>Expenses</b>									
Salaries									
Teachers									
Educational Assistants		180,000							
Other Professionals									68,000
Substitutes									
	-	180,000	-	-	-	-	-	-	68,000
Employee Benefits		58,691							26,000
Services and Supplies	20,078				120,000		1,300,000		2,000
	20,078	238,691	-	-	120,000	-	1,300,000	-	96,000
<b>Net Revenue (Expense) before Interfund Transfers</b>	<b>215,794</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	(215,794)								
	(215,794)								
<b>Net Revenue (Expense)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**School District No. 40 (New Westminster)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	Ready, Set, Learn	OLEP	CommunityLINK	Rural Education Enhancement Fund	Classroom Enhancement Fund - Overhead	Classroom Enhancement Fund - Staffing	Arts in Education	Textile Recycling	United Way
	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Deferred Revenue, beginning of year</b>	-	-	-	-	-	-	-	14,445	-
<b>Add: Restricted Grants</b>									
Provincial Grants - Ministry of Education	19,600	149,244	1,512,237			4,167,863			
Other			107,000				4,650	4,000	75,000
	19,600	149,244	1,619,237	-	-	4,167,863	4,650	4,000	75,000
<b>Less: Allocated to Revenue</b>	19,600	149,244	1,619,237	-	-	4,167,863	4,650	4,000	75,000
<b>Deferred Revenue, end of year</b>	-	-	-	-	-	-	-	14,445	-
<b>Revenues</b>									
Provincial Grants - Ministry of Education	19,600	149,244	1,512,237			4,167,863			
Other Revenue			107,000				4,650	4,000	75,000
	19,600	149,244	1,619,237	-	-	4,167,863	4,650	4,000	75,000
<b>Expenses</b>									
Salaries									
Teachers		77,000	604,000			3,196,320			
Educational Assistants			376,000						
Other Professionals			55,000						55,000
Substitutes						106,757			
	-	77,000	1,035,000	-	-	3,303,077	-	-	55,000
Employee Benefits		24,000	269,000			864,786			20,000
Services and Supplies	19,600	48,244	315,237				4,650	4,000	
	19,600	149,244	1,619,237	-	-	4,167,863	4,650	4,000	75,000
<b>Net Revenue (Expense) before Interfund Transfers</b>	-	-	-	-	-	-	-	-	-
<b>Interfund Transfers</b>									
Tangible Capital Assets Purchased	-	-	-	-	-	-	-	-	-
<b>Net Revenue (Expense)</b>	-	-	-	-	-	-	-	-	-

**School District No. 40 (New Westminster)**

Annual Budget - Changes in Special Purpose Funds

Year Ended June 30, 2019

	<u>TOTAL</u>
	\$
Deferred Revenue, beginning of year	1,744,267
<b>Add: Restricted Grants</b>	
Provincial Grants - Ministry of Education	6,419,507
Other	<u>1,610,650</u>
	8,030,157
<b>Less: Allocated to Revenue</b>	<u>8,030,157</u>
Deferred Revenue, end of year	<u>1,744,267</u>
<b>Revenues</b>	
Provincial Grants - Ministry of Education	6,419,507
Other Revenue	<u>1,610,650</u>
	8,030,157
<b>Expenses</b>	
Salaries	
Teachers	3,877,320
Educational Assistants	556,000
Other Professionals	178,000
Substitutes	<u>106,757</u>
	4,718,077
Employee Benefits	1,262,477
Services and Supplies	<u>1,833,809</u>
	7,814,363
<b>Net Revenue (Expense) before Interfund Transfers</b>	<u>215,794</u>
<b>Interfund Transfers</b>	
Tangible Capital Assets Purchased	<u>(215,794)</u>
	(215,794)
<b>Net Revenue (Expense)</b>	<u>-</u>



# School District No. 40 (New Westminster)

Schedule 4

Annual Budget - Capital Revenue and Expense  
Year Ended June 30, 2019

	2019 Annual Budget			2018 Amended Annual Budget
	Invested in Tangible Capital Assets	Local Capital	Fund Balance	
	\$	\$	\$	\$
<b>Revenues</b>				
Provincial Grants				
Other	163,310		163,310	123,856
Investment Income		1,000	1,000	1,000
Amortization of Deferred Capital Revenue	2,145,087		2,145,087	2,176,523
<b>Total Revenue</b>	<b>2,308,397</b>	<b>1,000</b>	<b>2,309,397</b>	<b>2,301,379</b>
<b>Expenses</b>				
Operations and Maintenance	163,310		163,310	123,856
Amortization of Tangible Capital Assets				
Operations and Maintenance	3,066,301		3,066,301	2,770,024
Transportation and Housing	18,225		18,225	18,225
<b>Total Expense</b>	<b>3,247,836</b>	<b>-</b>	<b>3,247,836</b>	<b>2,912,105</b>
<b>Net Revenue (Expense)</b>	<b>(939,439)</b>	<b>1,000</b>	<b>(938,439)</b>	<b>(610,726)</b>
<b>Net Transfers (to) from other funds</b>				
Tangible Capital Assets Purchased	265,794		265,794	265,794
<b>Total Net Transfers</b>	<b>265,794</b>	<b>-</b>	<b>265,794</b>	<b>265,794</b>
<b>Other Adjustments to Fund Balances</b>				
<b>Total Other Adjustments to Fund Balances</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Budgeted Surplus (Deficit), for the year</b>	<b>(673,645)</b>	<b>1,000</b>	<b>(672,645)</b>	<b>(344,932)</b>



Supplement to: OPERATIONS POLICY & PLANNING COMMITTEE April 17, 2018

Date **Sunday, April 1, 2018**

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Submitted by: **Michael Ewen**

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Item:            Requiring Action                       For Information

SUBJECT: **Audit Committee**

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**Background:**

Back in November 2016 and again in April 2017 I sent a proposed motion to the Board suggesting the establishment of an Audit Committee.

I still believe that we need to establish an Audit Committee to help oversee the finances of the School Board and am pleased that the Ministry of Education has taken the if out of the equation and has mandated the establishment of Audit Committees.

**Recommendation:**

THAT the Board of Education for School District No. 40 (New Westminister) establish an Audit Committee based on the BCSTA document AUDIT COMMITTEE SAMPLE TERMS OF REFERENCE.

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## AUDIT COMMITTEE SAMPLE TERMS OF REFERENCE

### Purpose

The Audit Committee (the “Audit Committee”) is a committee of the whole of the Board. The purpose of the Audit Committee is to ensure compliance with the financial provisions of the *School Act* and Regulations and provide independent oversight to the Board in the areas of financial reporting, external audit, internal controls, internal audit, risk management, compliance matters and other responsibilities that are delegated to the Audit Committee by the Board.

### AUDIT COMMITTEE POWERS, STRUCTURE AND OPERATIONS

#### 1. Powers of the Audit Committee

In carrying out its functions and duties, the Audit Committee has the power to:

- (a) With the prior approval of the Board, retain counsel, accountants or other professionals to advise or assist the Audit Committee.
- (b) Meet with or require the attendance of the Board’s staff, internal or external auditor or legal counsel or representatives from a reporting entity of the Board at meetings of the Audit Committee, and require such persons or entities to provide any information and explanation that may be requested.
- (c) Where the Audit Committee determines it is appropriate, meet with the Board’s external or internal auditor, counsel, accountants or other professionals, without the presence of staff.
- (d) Require the Board’s internal or external auditor to provide reports to the Audit Committee.
- (e) Have access to all records of the Board.

#### 2. Composition of the Audit Committee

The Audit Committee will be comprised of three members, including two trustees of the Board as appointed by the Board and one external community member appointed by the Board, who may be as recommended by the Selection Committee.

The majority of Audit Committee members will be trustees of the Board.

### 3. Eligibility for Appointment of Persons who are not Trustees of the Board

A person who is not a trustee of the Board member may be appointed to and serve on the Board's Audit Committee only if he or she:

- (a) Is a Canadian citizen who is 18 years of age or older and a resident of British Columbia.
- (b) Has accounting, financial management or other relevant business experience that would enable him or her to understand the accounting and auditing standards applicable to the Board.
- (c) Is not an employee or officer of the Board at the time of appointment.
- (d) Does not have a conflict of interest at the time of appointment.
- (e) Is not an undischarged bankrupt or a person who would be disqualified under the *School Act* or any other enactment from being nominated for, being elected to or holding office as a trustee of the Board.
- (f) Was identified by a trustee of the Board or by the Selection Committee as a potential candidate for appointment to the Audit Committee.

A person has a conflict of interest if his or her parent, child or spouse is employed by or an officer of the Board.

### 4. Selection Committee

A selection committee (the "**Selection Committee**") will identify persons who are not trustees of the Board as potential candidates for appointment to the Audit Committee by the Board.

The Selection Committee shall be composed of,

- (a) The superintendent
- (b) A member of senior management
- (c) The chair of the Board or a trustee of the Board designated by the chair

### 5. Chair of the Audit Committee

At the first meeting of the Audit Committee in each fiscal year, the members of the Audit Committee will elect the chair of the Audit Committee for the fiscal year of the Board from among the members appointed to the Audit Committee.

If at any meeting of the Audit Committee the chair is not present, the members present may elect a chair for that meeting.

## **6. Term of Appointment**

The term of office of each member of the Audit Committee shall be determined by the Board upon appointment of the member. The term of office of a member of the Audit Committee who is a trustee of the Board will not exceed four years or the trustee's term of office as a trustee of the Board. The term of office of a member of the Audit Committee who is not a trustee of the Board will not exceed three years.

A member of the Audit Committee may be reappointed for subsequent terms.

An individual who is not a trustee of the Board may not be appointed to the Audit Committee more than twice unless:

- (a) The position has been advertised for at least 30 days.
- (b) After the 30 days, the Selection Committee did not identify any potential candidates.

When the term of a member of the Audit Committee expires, the member may continue as a member until a successor is appointed or the member is reappointed.

## **7. Meetings**

The Audit Committee will meet at least three times in each fiscal year at the call of the chair of the Audit Committee, and at such other times as the chair considers advisable.

Each member of the Audit Committee who is a trustee of the Board shall have one vote. A member of the Audit Committee who is not a trustee of the Board shall be a non-voting member. The Audit Committee will make decisions by resolution. In the event of a tie vote, the chair is entitled to cast a second vote.

A majority of the members of the Audit Committee constitutes a quorum for meetings of the Audit Committee.

The chair of the Audit Committee will ensure that minutes are taken at each meeting and provided to the members of the Audit Committee before the next meeting.

## **8. Codes of Conduct**

Any code of conduct of the Board that applies to trustees of the Board also applies to members of the Audit Committee who are not trustees of the Board in relation to their functions, powers and duties as members of the Audit Committee.

## **9. Remuneration and Compensation**

A person shall not receive any remuneration for serving as a member of the Audit Committee. The Board will establish policies respecting the reimbursement of members of its Audit Committee for expenses incurred as members of the Audit Committee.

## **10. Declaration of Conflicts**

Every member of the Audit Committee will, when he or she is appointed to the Audit Committee for the first time and at the first meeting of the Audit Committee in each fiscal year, submit a written declaration to the chair of the Audit Committee declaring whether he or she has a conflict of interest.

A member of the Audit Committee who becomes aware after his or her appointment that he or she has a conflict of interest will immediately disclose the conflict in writing to the other members of the Audit Committee.

If a member or his or her parent, child or spouse could derive any financial benefit relating to an item on the agenda for a meeting, the member will declare the potential benefit at the start of the meeting and withdraw from the meeting during the discussion of the matter and shall not vote on the matter.

If no quorum exists for the purpose of voting on a matter only because a member is not permitted to be present at the meeting because of the conflict, then the remaining members will be deemed to constitute a quorum for the purposes of the vote.

If a potential benefit is declared, a detailed description of the potential benefit declared will be recorded in the minutes of the meeting.

## **11. Reporting**

The Audit Committee will report to the Board annually, and at any other time that the Board may require, or the Audit Committee may consider appropriate, on the Audit Committee's performance of its duties. The report will include:

- (a) A summary of the work performed by the Audit Committee since the last report.
- (b) The results of any review conducted by the Audit Committee and any findings and recommendations of the Audit Committee to the Board.
- (c) An assessment by the Audit Committee of the Board's progress in addressing any findings and recommendations that have been made by the internal or external auditor.
- (d) A summary of the matters addressed by the Audit Committee at its meetings.
- (e) The attendance record of members of the Audit Committee.
- (f) A written report evaluating the Audit Committee's performance.
- (g) Any other matter that the Audit Committee considers relevant.



## **12. Minutes**

The minutes of the Audit Committee meetings will accurately record each decision reached by the Audit Committee. The secretary treasurer, or such other person as may be designated by the Audit Committee will keep the minutes of the proceedings of all meetings of the Audit Committee. The minutes will be distributed to the Audit Committee members with copies to the superintendent, the external auditor and others as directed by the Audit Committee.

## **13. Audit Committee Performance**

On an annual basis, the Audit Committee will assess its performance in fulfilling the duties and responsibilities set out in this Terms of Reference.

The assessment will review the performance of the Audit Committee, as well as the contribution and participation of the individuals that comprise the Audit Committee. The evaluation may be a self-assessment or may involve facilitation or review by an external party.

## **14. Orientation and Education**

All members of the Audit Committee will be provided with an orientation to the Audit Committee's duties and functions upon appointment and be offered financial literacy training.

## **DUTIES OF THE AUDIT COMMITTEE**

### **15. Financial Reporting Processes**

The Audit Committee has the following duties related to the Board's financial reporting process:

1. To review the Board's financial statements, including:
  - a. Relevant accounting and reporting practices and issues.
  - b. Complex or unusual financial and commercial transactions.
  - c. Material judgments and accounting estimates.
  - d. Any departures from accounting principles that are applicable to the Board.
2. To review, before the results of an annual external audit are submitted to the Board:
  - a. The results of the annual external audit.
  - b. Any difficulties encountered during the external auditor's work, including any restrictions or limitations on the scope of the external auditor's work or on the external auditor's access to required information.
  - c. Any significant changes the external auditor made to the audit plan in response to issues that were identified during the audit.

- d. Any significant disagreements between the external auditor and the superintendent and/or secretary treasurer and how those disagreements were resolved.
3. To review the Board's annual financial statements and consider whether they are complete, are consistent with any information known to the Audit Committee members and reflect accounting principles applicable to the Board.
4. To recommend, if the Audit Committee considers it appropriate to do so, that the Board approve the annual audited financial statements.
5. To review all matters that the external auditor is required to communicate to the Audit Committee under generally accepted auditing standards.
6. To review with the external auditor material written communications between the external auditor and the superintendent or secretary treasurer.
7. To ask the external auditor about whether the financial statements of the Board's reporting entities, if any, have been consolidated with the Board's financial statements.
8. To ask the external auditor about any other relevant issues.

## **16. Internal Controls**

The Audit Committee has the following duties related to the Board's internal controls:

1. To review the overall effectiveness of the Board's internal controls.
2. To review the scope of the internal and external auditor's reviews of the Board's internal controls, any significant findings and recommendations by the internal and external auditors and the responses of the Board's staff to those findings and recommendations.
3. To discuss with the Board's senior management the Board's significant financial risks and the measures management have taken to monitor and manage these risks.

## **17. Internal Audit**

The Audit Committee has the following duties related to the Board's internal auditor:

1. To review the internal auditor's mandate, activities, staffing and organizational structure
2. To make recommendations to the Board on the content of annual or multi-year internal audit plans and on all proposed major changes to plans.

3. To ensure there are no unjustified restrictions or limitations on the scope of the annual internal audit.
4. To review at least once in each fiscal year the performance of the internal auditor and provide the Board with comments regarding his or her performance.
5. To review the effectiveness of the internal auditor, including the internal auditor's compliance with standards for internal auditing.
6. To meet on a regular basis with the internal auditor to discuss any matters that the Audit Committee or internal auditor believes should be discussed.
7. To review with the superintendent and secretary treasurer and the internal auditor:
  - a. Significant findings and recommendations by the internal auditor during the fiscal year and the responses of the management to those findings and recommendations.
  - b. Any difficulties encountered during the internal auditor's work, including any restrictions or limitations on the scope of the internal auditor's work or on the internal auditor's access to required information.
  - c. Any significant changes the internal auditor made to the audit plan in response to issues that were identified during the audit.

## **18. External Auditor**

The Audit Committee has the following duties related to the Board's external auditor:

1. To review at least once in each fiscal year the performance of the external auditor and make recommendations to the Board on the appointment, replacement or dismissal of the external auditor and on the fee and fee adjustment for the external auditor.
2. To review the external auditor's audit plan, including:
  - a. The external auditor's engagement letter.
  - b. How work will be coordinated with the internal auditor to ensure complete coverage, the reduction of redundant efforts and the effective use of auditing resources.
  - c. The use of independent public accountants other than the external auditor of the Board.
3. To make recommendations to the Board on the content of the external auditor's audit plan and on all proposed major changes to the plan.
4. To review and confirm the independence of the external auditor.

5. To meet on a regular basis with the external auditor to discuss any matters that the Audit Committee or the external auditor believes should be discussed.
6. To attempt to resolve any disagreements between the superintendent and/or secretary treasurer and the external auditor about financial reporting.
7. To recommend to the Board a policy designating services that the external auditor may perform for the Board and, if the Board adopts the policy, to oversee its implementation.

## **19. Risk Management**

The Audit Committee has the following duties related to the Board's risk management:

1. To ask the Board's superintendent, secretary treasurer, internal auditor and external auditor about significant risks, to review the Board's policies for risk assessment and risk management and to assess the steps the superintendent and secretary treasurer have taken to manage such risks.
2. To perform other activities related to the oversight of the Board's risk management issues or financial matters, as requested by the Board.
3. To initiate and oversee investigations into auditing matters, internal financial controls and allegations of inappropriate or illegal financial dealing.

## **20. Compliance Matters**

The Audit Committee has the following duties related to the Board's compliance matters:

1. To review the effectiveness of the Board's system for monitoring compliance with legislative requirements and with the Board's policies and procedures, and where there have been instances of non-compliance, to review any investigation or action taken by the superintendent and secretary treasurer or other persons employed in management positions to address the non-compliance.
2. To review any significant findings of regulatory entities and any observations of the internal or external auditor related to those findings.
3. To obtain regular updates from senior management and legal counsel regarding compliance matters.

4. To obtain confirmation from the Board's superintendent whether all statutory requirements have been met.
5. To recommend to the Board the establishment of a code of ethical conduct, periodically review and recommend to the Board updates to the code, and ensure that management has established a system to enforce the code.



Supplement to: OPERATIONS POLICY & PLANNING COMMITTEE

Date: November 13, 2016

Submitted by: Michael Ewen

Item: Requiring Action Yes  No  For Information

Subject: Public Engagement in the School District

**Background:**

We have had some challenges regarding engaging our public. Typically at School Board meetings and our Committee meetings we get between 0 - 4 members of the public.

Recently the Board has discussed restricting Trustee attendance at both School PAC and the District DPAC meetings, to only those times that the PAC or DPAC request an elected Trustee. This may or may not be a good idea, but I think that the Board should review the work that the City of New Westminister has done on engaging the Public,

*“The City recognizes the need to respond to the demand for high quality public engagement—not as a nice-to-have—but as a central component of how the City does business and delivers services to community members.”*

and develop our own strategies to better engage our communities.

In the past, the School District has had:

Community based committees:

- Education
- Social Responsibility
- Finance
- Operations

District Advisory Committee (DAC):

*DAC was comprised of representatives from various schools in the district, as well as representatives from a variety of local organizations interested in making a contribution to public education in New Westminister:*

- *Some of the organizations participating in DAC during this time included the West End Residents' Association, Douglas College, the Hyack Society, the New Westminister Multicultural Society, and the Presbyterian Church, among others;*
- *The central goal of DAC was to provide a range of perspectives reflected through the diversity of its membership to the school district with respect to its ongoing educational and operational programs and services;*



- *An additional goal of DAC was to review draft policies of the school district as well as to explore new initiatives for the Board's consideration;*
- *A key determinant in the formation of DAC was a desire on the part of the school district to forge closer and stronger relationships with its community partners which would lead to a stronger, more robust and vibrant school district.*  
*(From a Backgrounder from Superintendent John Woudzia Feb 9, 2010)*

The Community based committees were not very successful and after they struggled with quorum issues they were amalgamated into Education and Social Responsibility and Finance and Operations. Once again they struggled with quorum and were eventually dropped to be replaced by different variations of our current structures, Board public Committees, with flexible rules to allow and encourage public participation.

For many years the School Board also had a District Advisory Committee. The committee was a board based committee composed of members of the public, members of the parent community and members representing a wide base of community organizations (including the Labour Council, Chamber of Commerce and service organizations). The purpose of the Committee was to review School Board policy initiatives.

I think that before the Board makes any decisions about District engagement we should discuss with our community and education partners how we might better engage them.

**Recommendation:**

***THAT the Operations Policy and Planning Committee recommend to the Board of Education for School District No. 40 (New Westminister) that the Board establish an education partner and community Task Force to review the current School Board public engagement and make recommendations to the Board on how to improve our engagement with the public.***



2018 – 2019 School Fees

**ELEMENTARY**

ITEM	COST
Agenda/Planner	\$4.00 - \$8.00
School Supplies (optional)	\$20.00 - \$50.00
Kindergarten culture fee	\$20.00
Recorder fee*	\$5.00
* may purchase or use school recorder	

**MIDDLE**

ITEM	COST
Agenda/Planner	\$6.00 - \$10.00
School Supplies (optional)	\$40.00 - \$50.00
Yearbook (optional)	\$35.00 - \$40.00
Band practice book (optional)	\$15.00
Band rental*	\$20.00 - \$40.00
*rental cost depends on instrument	

**ALTERNATE**

	SIGMA	RCAP	POWER
	COST		
Activity fee	\$40.00	\$40.00	\$50.00





**NWSS**

<b>STUDENT ACTIVITY FEE (Total)</b>			\$30.00
Other: (specify)		Yearbook (optional)	\$55
<b>GRADUATION ACTIVITY FEE (Total)</b>		Ceremony	\$80
Breakdown:		Dinner/Dance	\$110
<b>DEPARTMENT</b>	<b>COURSE CODE</b>	<b>COURSE NAME or Description</b>	<b>FEE</b>
<b>Athletics</b>		Junior Sports	\$50
		Senior Sports	\$85
		Football	\$285
		Wrestling	\$100
<b>Academies</b>		Hockey	\$1,220
		Lacrosse	\$100
<b>Business Education</b>	MAC-11	Accounting 11	30
<b>IB</b>	Program Fee	Program Fee	\$75
	Diploma Fees Grade 11	Diploma Fees Grade 11	\$600
	Diploma Fees Grade 12	Diploma Fees	\$600
<b>Math</b>	MFOM-11	Foundations of Mathematics 11	\$25
	MFOM-12	Foundations of Mathematics 12	\$25
<b>Music</b>	Rental of school-owned instruments: MU--09, MMUCB10, MICB11, MICB12, XLDCB09, MMUJB-10, MIMJB11, MIMJB12, MMU—09O, MMUOR-10, MIMOS11, MIMOS12	Concert Band 9 to 12, Jazz Band 9 to 12	\$100
<b>Physical &amp; Health Education</b>		Sport Leadership Cohort	\$90
<b>Tech Ed</b>		Skills exploration	\$50
<b>Apprenticeship Programs</b>		Auto refinishing prep tech VCC	\$500 plus books
		Baking VCC	\$500 plus books
		Carpentry	\$500 plus \$160 workbook



		Electrician BCIT	\$500 plus books
		Metal Fabrication BCIT	\$500 plus books
		Millwright BCIT	\$500 plus books
		Motorcycle tech BCIT	\$500 plus books
		Painting and decorating FTI	\$0
		Plumbing	\$500 plus \$200 workbook
		Professional Cook	\$500 plus \$160 workbook
<b>Visual Art</b>	9-12 Art classes	Personal Supplies for the class	Optional \$65
<b>PE</b>		Basketball Skills	\$20
<b>ADST</b>		Culinary Arts 10-12	\$10 or \$35

**CAPITAL BYLAW NO. 18/19-CP-SD40-01  
CAPITAL PLAN 2018/19**

A BYLAW by the Board of Education of School District No. 40 (New Westminster) (hereinafter called the "Board") to adopt a Capital Plan of the Board pursuant to sections 143 (2) and 144 (1) of the *School Act*.

WHEREAS in accordance with provisions of the *School Act*, the Minister of Education (hereinafter called the "Minister") has approved the Capital Plan of the Board.

NOW THEREFORE the Board agrees to do the following:

- (a) Authorize the Secretary-Treasurer to execute Project Agreement(s) related to the expenditures contemplated by the Capital Plan;
- (b) Upon ministerial approval to proceed, commence the Project(s) and proceed diligently and use its best efforts to complete each Project substantially as directed by the Minister;
- (c) Observe and comply with any order, regulation, or policy of the Minister as may be applicable to the Board or the Project(s); and,
- (d) Maintain proper books of account, and other information and documents with respect to the affairs of the Project(s), as may be prescribed by the Minister.

NOW THEREFORE the Board enacts as follows:

- 1. The Capital Bylaw of the Board for the 2018/19 Capital Plan as approved by the Minister, to include the supported project(s) specified in the letter addressed to the Secretary-Treasurer and Superintendent dated March 26, 2018, is hereby adopted.
- 2. This Bylaw may be cited as School District No. 40 (New Westminster) Capital Bylaw No. 18/19-CP-SD40-01 Five-Year Capital Plan.

READ A FIRST TIME THE 24<sup>th</sup> DAY OF APRIL, 2018;

READ A SECOND TIME THE 24<sup>th</sup> DAY OF APRIL, 2018;

READ A THIRD TIME, PASSED AND ADOPTED THE 24<sup>th</sup> DAY OF APRIL, 2018.

\_\_\_\_\_

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Secretary-Treasurer

I HEREBY CERTIFY this to be a true and original School District No. 40 (New Westminster) Capital Bylaw No. 18/19-CP-SD40-01 adopted by the Board the 24<sup>th</sup> day of April, 2018.

\_\_\_\_\_

\_\_\_\_\_  
Secretary-Treasurer



**To: The Board of Education of New Westminster (SD40)**

The School District 40 Business Company ceased active operation in 2014. Unfortunately, due to an outstanding appeal with the Canada Revenue Agency, final wind-up of the company was not possible at that time. The appeal has now been resolved and the Business Company has no plans to resume operations. Therefore I have completed the required paperwork to make application for the voluntary dissolution of the company. Attached you will find:

1. A copy of the companies financial statements including the auditors report
2. Minutes of the most recent Annual General Meeting
3. Copy of the application for Voluntary Dissolution

In anticipation of the Application for voluntary dissolution being accepted, this will be the final annual report of the Business Company. I would like to thank the Shareholder for the opportunity to serve as Director for the Company throughout this process.

**James Janzen**

Director, SD40 Business Company.

Consolidated Financial Statements  
(Expressed in Canadian dollars)

**NEW WESTMINSTER SCHOOL DISTRICT  
NO. 40 BUSINESS COMPANY**

Period ended March 31, 2018 and  
Years ended June 30, 2017, 2016 and 2015

# INDEPENDENT AUDITORS' REPORT

To the Shareholder

We have audited the accompanying consolidated financial statements of the New Westminster School District No. 40 Business Company, which comprise the consolidated statements of financial position as at March 31, 2018, June 30, 2017, June 30, 2016, and June 30, 2015, and the consolidated statements of comprehensive income, changes in shareholder's equity and cash flows for the period ended March 31, 2018, and the years ended June 30, 2017, June 30, 2016, and June 30, 2015, and notes, comprising a summary of significant accounting policies and other explanatory information.

## *Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with International Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

## *Auditors' Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



*Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the consolidated financial position of the New Westminster School District No. 40 Business Company as at March 31, 2018, June 30, 2017, June 30, 2016, and June 30, 2015, and its consolidated results of operations and its consolidated cash flows for the periods then ended in accordance with International Financial Reporting Standards.

*Emphasis of Matter*

Without modifying our opinion, we draw attention to note 2 in the consolidated financial statements, which describes the liquidation basis of accounting as a result of New Westminster School District No. 40 Business Company terminating all foreign education activities subsequent to June 30, 2013. These conditions, along with other matters as set forth in note 2 in the consolidated financial statements, describe certain uncertainties and future changes that may result from the intention to liquidate New Westminster School District No. 40 Business Company.

Chartered Professional Accountants

Date  
Burnaby, Canada

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Consolidated Statements of Financial Position  
(Expressed in Canadian dollars)

	Period ended March 31, 2018	Year ended June 30, 2017	Year ended June 30, 2016	Year ended June 30, 2015	Year ended June 30, 2014
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## Assets

### Current assets:

Cash and cash equivalents	\$ -	\$ -	\$ -	\$ -	\$ 141,004
Prepaid expenses	-	-	-	-	1,825
Tax receivable	-	-	-	-	49,584
<b>Total assets</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 192,413</b>

## Liabilities and Shareholder's Equity

### Current liabilities:

Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ -	\$ 6,834
Due to parent	-	-	-	-	42,676
	-	-	-	-	49,510

### Equity:

Share capital	1	1	1	1	1
Retained earnings	(1)	(1)	(1)	(1)	142,902
	-	-	-	-	142,903

<b>Total liabilities and equity</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 192,413</b>
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The accompanying notes are an integral part of these consolidated financial statements.

Approved on behalf of the Board:

\_\_\_\_\_ Director

\_\_\_\_\_ Director



# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Consolidated Statements of Comprehensive Income (Loss)  
(Expressed in Canadian dollars)

	Period ended March 31, 2018	Year ended June 30, 2017	Year ended June 30, 2016	Year ended June 30, 2015	Year ended June 30, 2014
<b>Revenue:</b>					
Offshore school fees	\$ -	\$ -	\$ -	\$ -	\$ 22,050
Staff secondment	-	-	-	-	67,500
	-	-	-	-	89,550
<b>Expenses:</b>					
Professional services	-	-	-	1,771	72,478
Benefits	-	-	-	-	31,831
Management salaries	-	-	-	-	57,092
Meeting and travel	-	-	-	-	13,389
Bad debt expenses	-	-	-	-	65,303
Fees and dues	-	-	-	-	31
Supplies	-	-	-	-	596
Learning materials	-	-	-	-	2,218
Building lease	-	-	-	-	10,000
Insurance	-	-	-	1,825	3,433
Telephone and utilities	-	-	-	87	1,282
	-	-	-	3,604	257,653
Loss before other income (expenses)	-	-	-	(3,683)	(168,103)
<b>Other income (expenses):</b>					
Gain on other advances	-	-	-	-	7,015
Finance income	-	-	-	562	1,377
Foreign exchange gain	-	-	-	898	1,569
Loss on learning materials	-	-	-	-	(16,790)
	-	-	-	1,475	(6,829)
Loss before income taxes	-	-	-	(2,208)	(174,932)
<b>Income tax expense (recovery):</b>					
Current	-	-	-	140,695	(67,210)
Net loss and comprehensive loss for the year	\$ -	\$ -	\$ -	\$ (142,903)	\$ (107,722)

The accompanying notes are an integral part of these consolidated financial statements.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Consolidated Statements of Changes in Shareholder's Equity  
(Expressed in Canadian dollars)

	Share capital	Retained earnings	Equity
Balance, June 30, 2013	\$ 1	\$ 250,624	\$ 250,625
Net loss and comprehensive income	-	(107,722)	(107,722)
Balance, June 30, 2014	1	142,902	142,903
Net loss and comprehensive loss	-	(142,903)	(142,903)
Balance, June 30, 2015	1	(1)	-
Net loss and comprehensive loss	-	-	-
Balance, June 30, 2016	1	(1)	-
Net loss and comprehensive loss	-	-	-
Balance, June 30, 2017	1	(1)	-
Net loss and comprehensive loss	-	-	-
Balance, March 31, 2018	\$ 1	\$ (1)	\$ -

The accompanying notes are an integral part of these consolidated financial statements.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

## Consolidated Statements of Cash Flows

	Period ended March 31, 2018	Year ended June 30, 2017	Year ended June 30, 2016	Year ended June 30, 2015	Year ended June 30, 2014
Cash and cash equivalents provided by (used in)					
Operating:					
Net loss and comprehensive income loss	\$ -	\$ -	\$ -	\$ (142,903)	\$ (107,722)
Change in non-cash working capital:					
Accounts receivable	-	-	-	-	35,104
Other advances	-	-	-	-	49,124
Notes receivable	-	-	-	-	65,000
Prepaid expenses	-	-	-	1,825	71
Prepaid tax and recoveries	-	-	-	49,584	(2,640)
Accounts payable and accrued liabilities	-	-	-	(6,834)	(133,723)
Due to parent	-	-	-	(42,676)	17,282
	-	-	-	(141,004)	(77,504)
Decrease in cash and cash equivalents	-	-	-	(141,004)	(77,504)
Cash and cash equivalents, beginning of year	-	-	-	141,004	218,508
Cash and cash equivalents, end of year	\$ -	\$ -	\$ -	\$ -	\$ 141,004

The accompanying notes are an integral part of these consolidated financial statements.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Consolidated Financial Statements  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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## 1. Reporting Entity:

New Westminster School District No. 40 Business Company (the "Company") is domiciled in Canada and was incorporated under the Business Corporations Act (British Columbia) on September 6, 2002. The Company is a wholly owned subsidiary of School District No. 40 New Westminster (the "School District") and until June 30, 2013, was principally involved in selling School District developed teaching and learning materials to foreign markets. These consolidated financial statements for the period ended March 31, 2018, and the years ended June 30, 2017, 2016 and 2015 comprise the Company and its wholly-owned subsidiary, Open School of British Columbia Ltd.

In June 2013, the Ministry of Education confirmed that the Company does not qualify as a Program Consultant for its existing offshore BC Program operations under the new Ministry policy and guidelines. Consequently, the Company was forced to serve notice of transfer of all existing collaboration agreements and obligations with its foreign offshore partners to private entities registered offshore. Management has ceased all overseas operations in October 2013 and plans to dissolve the Company by June 30, 2018.

## 2. Basis of presentation:

### (a) Statement of compliance:

The consolidated financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRSs") as issued by the International Accounting Standards Board ("IASB").

### (b) Basis of measurement:

The consolidated financial statements of the Company have been prepared by management on a liquidation basis of accounting. IFRS does not permit use of the going concern basis of accounting if management intends to liquidate the entity either before or after year end. As a result, the financial statements as at June 30, 2015, 2016, 2017, and March 31, 2018 and for the years then ended have been prepared using a liquidation basis whereby assets are recognized at their net realizable values and liabilities are recognized at their settlement amounts.

The consolidated financial statements as at March 31, 2018 and for the period then ended do not include costs to liquidate the assets of the Company, settle any contingent liabilities or future administrative costs and professional fees to wind-up the activities of the Company.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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## 2. Basis of presentation (continued):

### (c) Functional and presentation currency:

These consolidated financial statements are presented in Canadian dollars, which is the functional currency of both the Company and the Open School of British Columbia Ltd.

### (d) Use of estimates and judgments:

The preparation of the consolidated financial statements requires management to make judgments, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Information about critical judgments in applying accounting policies that have the most significant effect on the amounts recognized in the consolidated financial statements is included in note 2(b), basis of measurement.

Information about assumptions and estimation uncertainties that have a significant risk of resulting in a material adjustment within the next financial year are included in note 13, subsequent events and contingent liabilities.

## 3. Significant accounting policies

The accounting policies set out below have been applied consistently to all periods presented in these consolidated financial statements.

### (a) Basis of consolidation:

#### (i) Subsidiaries:

Subsidiaries are entities controlled by the Company. Control exists when the Company has the power to govern the financial and operating policies of an entity so as to obtain benefits from its activities. In assessing control, potential voting rights that are presently exercisable are taken into account. The financial statements of subsidiaries are included in the consolidated financial statements from the date that control commences until the date that control ceases. The accounting policies of subsidiaries are aligned with the policies adopted by the Company.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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### 3. Significant accounting policies (continued):

#### (b) Revenue recognition:

Revenue is recognized to the extent that it is probable that the economic benefits will flow to the Company and the revenue can be reliably measured, regardless of when the payment is being made. Revenue is measured at the fair value of the consideration received or receivable.

Revenue largely comprises school tuition fees and is recognized on a pro-rata basis as educational services are provided. Revenue related to seconded staff is recognized over the period that the staff is seconded to and compensated by the Company. Deferred revenue relates to payments received for educational services that will be provided in the future.

#### (c) Income taxes:

Income tax expense comprises current and deferred tax. Income tax expense is recognized in profit or loss except to the extent that it relates to items recognized directly in equity or in other comprehensive income. Income tax expense also includes any interest, fines and penalties payable to tax authorities.

Current tax is the expected tax payable on the taxable income for the year, using tax rates of the applicable jurisdiction enacted or substantively enacted at the reporting date. It also includes any adjustment to tax payable in respect of previous years.

Deferred tax is recognized using the liability method, providing for temporary differences between the carrying amounts of assets and liabilities for financial reporting purposes and the amounts used for taxation purposes.

Deferred tax is measured at the tax rates that are expected to be applied to the temporary differences when they reverse, based on the laws that have been enacted or substantively enacted by the reporting date.

A deferred tax asset is recognized for unused tax losses, tax credits and deductible temporary differences, to the extent that it is probable that future taxable profits will be available against which they can be utilized. Deferred tax assets are reviewed at each reporting date and are reduced to the extent that it is no longer probable that the related tax benefit will be realized.

Deferred tax assets and deferred tax liabilities are offset, if there is a legally enforceable right to offset current tax assets against current tax liabilities and the deferred taxes relate to the same taxable entity and the same taxation authority or different taxable entities where there is an intention to settle the balance on a net basis.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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### 3. Significant accounting policies (continued):

(d) Foreign currency translation:

Transactions in foreign currencies are translated into Canadian dollars at exchange rates at the dates of the transactions. Monetary assets and liabilities denominated in foreign currencies at the reporting date are retranslated to the functional currency at the exchange rate at that date. The foreign currency gain or loss on monetary items is the difference between amortized cost in the functional currency at the beginning of the period, adjusted for effective interest and payments during the period, and the amortized cost in foreign currency translated at the exchange rate at the end of the period. Foreign currency differences arising on retranslation are recognized in profit or loss.

(e) Leases:

Leases in which a significant portion of the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are recognized in the consolidated statement of comprehensive income on a straight-line basis over the term of the lease. The Company is party to a property lease which does not result in a transfer of the risks and rewards of ownership from the lessor.

(f) Pension and post-retirement benefits:

The Company participates in the Municipal Pension Plan, a multi-employer defined benefit pension plan which covers its management staff and is administered by the British Columbia Pension Corporation. Defined contribution plan accounting is applied to this plan because separate information for the Company is unable to be obtained in order to apply defined benefit accounting. The pension expense associated with this plan is equal to the actual contributions required by the Company during the reporting period.

(g) Finance income and finance costs:

Finance income comprises interest on funds invested. Interest income is recognized as it accrues in profit or loss, using the effective interest method.

Finance costs comprise interest expense on borrowings and impairment losses recognized on financial assets. Borrowing costs that are not directly attributable to the acquisition, construction or production of a qualifying asset are recognized in profit or loss using the effective interest method.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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### 3. Significant accounting policies (continued):

#### (h) Financial instruments:

##### (i) Financial assets:

The Company initially recognizes loans and receivables on the date that they are originated. All other financial assets are recognized initially on the trade date at which the Company becomes a party to the contractual provisions of the instrument.

The Company derecognizes a financial asset when the contractual rights to the cash flows from the asset expire, or it transfers the rights to receive the contractual cash flows on the financial asset in a transaction in which substantially all the risks and rewards of ownership of the financial asset are transferred. Any interest in transferred financial assets that is created or retained by the Company is recognized as a separate asset or liability.

Financial assets and liabilities are offset and the net amount presented in the consolidated statement of financial position when, and only when, the Company has a legal right to offset the amounts and intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

##### (ii) Financial liabilities:

###### *Initial recognition and measurement*

The Company's financial liabilities comprise of loans and borrowings, amounts due to related parties and accounts payable and accrued liabilities. Such financial liabilities are recognized initially at fair value plus any directly attributable transaction costs.

###### *Subsequent measurement*

Subsequent to initial recognition, these financial liabilities are measured at the lesser of market value and amortized cost using the effective interest method. Amortized cost is calculated by taking into account any fees or costs that are an integral part of the effective interest rate.

###### *De-recognition*

The Company derecognizes a financial liability when its contractual obligations are discharged or cancelled or expires.

##### (i) Share capital:

###### *Common shares*

Common shares are classified as equity. Incremental costs directly attributable to the issue of common shares are recognized as a reduction from equity, net of any tax effects.



# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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### 3. Significant accounting policies (continued):

#### (j) Impairment of financial assets:

A financial asset is impaired if objective evidence indicates that a loss event has occurred after the initial recognition of the asset, and that the loss event had a negative effect on the estimated future cash flows of that asset that can be estimated reliably.

Objective evidence that financial assets are impaired can include default or delinquency by a debtor, restructuring of an amount due to the Company on terms that the Company would not consider otherwise, and indications that a debtor or issuer will enter bankruptcy.

The Company considers evidence of impairment for receivables at both a specific asset and collective level. All individually significant receivables are assessed for specific impairment. All individually significant receivables found not to be specifically impaired are then collectively assessed for any impairment that has been incurred but not yet identified.

Receivables that are not individually significant are collectively assessed for impairment by grouping together receivables with similar risk characteristics.

In assessing collective impairment the Company uses historical trends of the probability of default, timing of recoveries and the amount of loss incurred, adjusted for management's judgment as to whether current economic and credit conditions are such that the actual losses are likely to be greater or less than suggested by historical trends.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

#### 4. Accounts receivable:

Accounts receivable is fully comprised of trade receivables. The Company's exposure to credit risk is discussed in note 10.

	Period ended March 31, 2018	Year ended June 30, 2017	Year ended June 30, 2016	Year ended June 30, 2015	Year ended June 30, 2014
Trade receivables	\$ -	\$ -	\$ -	\$ -	\$ 10,594
Less: allowance for doubtful accounts	-	-	-	-	(10,594)
	\$ -	\$ -	\$ -	\$ -	\$ -

#### 5. Related party transactions:

##### (a) Key management personnel compensation:

Key paid management personnel consisted of one staff member, who under the direction of the Board of Directors, was considered to have the authority and responsibility for planning, directing, and controlling the activities of the Company, directly or indirectly. This staff member was terminated effective January 3, 2014.

The components of key paid management personnel compensation are as follows:

	Period ended March 31, 2018	Year ended June 30, 2017	Year ended June 30, 2016	Year ended June 30, 2015	Year ended June 30, 2014
Salary and short-term employee benefits	\$ -	\$ -	\$ -	\$ -	\$ 50,180
Post-retirement benefits	-	-	-	-	4,232
Termination benefit expense (recovery)	-	-	-	-	(33,592)
	\$ -	\$ -	\$ -	\$ -	\$ 20,820

The Company has five directors who received total stipend of nil (2014 - \$6,000) for fulfilling their roles.

##### (b) Other related party transactions:

There were no transactions between the School District and the Company during the period ended March 31, 2018 and the years ended June 30, 2017, 2016, and 2015. As at March 31, 2018, and June 30, 2017, 2016 and 2015 the Company had nil (2014 - \$42,676) due to the School District.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

## 6. Income taxes:

### Reconciliation of effective tax rate

	Period ended March 31, 2018	Year ended June 30, 2017	Year ended June 30, 2016	Year ended June 30, 2015	Year ended June 30, 2014
Income tax recovery computed at 26% (2014 - 26%)	\$ -	\$ -	\$ -	\$ (574)	\$ (45,045)
Change in income tax expense resulting from:					
Non-taxable recoveries	-	-	-	574	(4,539)
Non-deductible expense	-	-	-	140,695	-
Deduction of expense recorded in prior years	-	-	-	-	(17,626)
	\$ -	\$ -	\$ -	\$ 140,695	\$ (67,210)

The Company has not identified any temporary differences that give rise to deferred tax assets or deferred tax liabilities.

## 7. Share capital:

The authorized capital of the Company consists of one common voting share without par value. The registered holder of the share is the School District.

# NEW WESTMINSTER SCHOOL DISTRICT NO. 40 BUSINESS COMPANY

Notes to Financial Statements (continued)  
(Expressed in Canadian dollars)

Period ended March 31, 2018  
Years ended June 30, 2017, 2016 and 2015

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## 8. Employee future benefits:

The Company and its employees contribute to the Municipal Pension Plan (the "Plan"), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2015 the Plan has about 189,000 active members and approximately 85,000 retired members. Active members include approximately 37,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate is then adjusted to the extent there is amortization of any funding deficit.

The most recent valuation for the Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the Plan.

The Company paid \$9,626 in 2014 for employer contributions to the Plan during the year. Subsequent to June 30, 2014 there were no payments to the Plan and no employees in the Plan.

## 9. Capital management:

The Company's objective when managing capital is to safeguard the Company's ability to continue as a going concern to sustain future development of the business, so that it can continue to provide returns for the shareholder and benefits for other stakeholders.

The Company considers the items included in shareholder's equity as capital. The Company manages the capital structure and makes adjustments to it in the light of changes in economic conditions and the risk characteristics of the underlying assets. In order to maintain or adjust the capital structure, the Company may request additional investment from its shareholder. The Company is not required to meet any debt covenants. The Company is currently subject to an externally imposed capital requirement to distribute 100% of its profit to its shareholder on an annual basis. This restriction is currently being reviewed.

**SD40BC**



**School District No. 40 Business Company  
Board of Directors Meeting  
5:00 pm Boardroom  
Monday, January 29, 2018**

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**ANNUAL GENERAL MEETING  
School Board Office  
January 29, 2018**

**In attendance:** James Janzen, SD40BC Director  
Kevin Lorenz, SD40 Secretary Treasurer  
Barbara Basden, Executive Assistant

**1. Adoption of the Agenda**

The agenda was adopted as presented.

**2. Appointment of SD40BC Director**

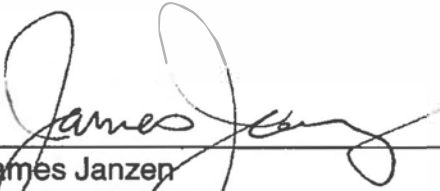
James Janzen was reappointed as Director of the School District No. 40 Business Company.

**3. Other Business**

There was no other business.

**4. Adjournment**

The meeting adjourned at 5:10 pm

  
James Janzen  
Director SD40BC

  
Kevin Lorenz  
Secretary Treasurer SD40



Telephone: 1 877 526-1526 www.bcregistryservices.gov.bc.ca

Mailing Address: PO Box 9431 Stn Prov Govt Victoria BC V8W 9V3

Location: 200 - 940 Blanshard Street Victoria BC V8W 3E6

INSTRUCTIONS:

Please type or print clearly in block letters and ensure that the form is signed and dated in ink.

- Item B Enter the name exactly as shown on the Certificate of Incorporation or Certificate of Amalgamation.
Item C Enter the full name of the person submitting the application for the company.
Item E If the person who will have custody of the records is a corporation or firm, enter the full name of the corporation or firm.
Item F The delivery address must be for a location in BC that is accessible to the public between 9 a.m. and 4 p.m. on business days for the delivery of records.

Filing Fee: \$20.00

Submit this form with a cheque or money order made payable to the Minister of Finance, or provide the registry with authorization to debit the fee from your BC OnLine Deposit Account.

Freedom of Information and Protection of Privacy Act (FOIPPA) - Personal information provided on this form is collected, used and disclosed under the authority of the FOIPPA, and the Business Corporations Act for the purpose of assessment.

OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

A INCORPORATION NUMBER OF COMPANY TO BE DISSOLVED

PA - 383

B NAME OF COMPANY TO BE DISSOLVED

School District 40 Business Company

C FULL NAME OF PERSON SUBMITTING THE APPLICATION

LAST NAME

FIRST NAME

MIDDLE NAME

Tanzen

James

Douglas

CORPORATION OR FIRM NAME

School District 40 Business Company

D MAILING ADDRESS OF PERSON SUBMITTING THE APPLICATION

901 Tenth St, New Westminster

PROVINCE

POSTAL CODE

BC

V3m 4A5

E FULL NAME OF PERSON WHO WILL HAVE CUSTODY OF THE "DISSOLVED COMPANY'S RECORDS" (See Instructions)

LAST NAME

FIRST NAME

MIDDLE NAME

Lorenz

Kevin

Michael

CORPORATION OR FIRM NAME

School District No. 40 (New Westminster)

F ADDRESSES OF LOCATION OF "DISSOLVED COMPANY'S RECORDS"

DELIVERY ADDRESS OF LOCATION OF "DISSOLVED COMPANY'S RECORDS"

PROVINCE

POSTAL CODE

School District No. 40 (New Westminster)

PROVINCE

POSTAL CODE

BC

V3m 0J7

G CERTIFIED CORRECT - I have read this form and found it to be correct.

I also confirm that the affidavit required by section 316(1)(a) of the Business Corporations Act has been obtained and deposited in the company's records office.

NAME OF AUTHORIZED SIGNING AUTHORITY FOR THE COMPANY

SIGNATURE OF AUTHORIZED SIGNING AUTHORITY FOR THE COMPANY

DATE SIGNED

YYYYMMDD

James Tanzen

[Signature]

2018 04 17