



**BOARD OF EDUCATION
SD NO. 40 (NEW WESTMINSTER)
OPERATIONS POLICY AND PLANNING COMMITTEE
AGENDA**

Tuesday, October 13, 2020

6:15 pm

Via Webex

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

		Pages
1.	<u>Approval of Agenda</u>	6:15 PM
	Recommendation: THAT the agenda for the October 13, 2020 Operations Policy and Planning Committee meeting be adopted as distributed.	
2.	<u>Presentation</u>	
	a. Memorialization Advisory Committee (MAC) (Madoc Hill & Keltie McKinnon, PFS Studio)	6:20 PM 3
3.	<u>Comment & Question Period from Visitors</u>	6:50 PM
4.	<u>Reports from Senior Management</u>	
	a. Capital Projects Update (D. Crowe)	7:00 PM
	i. Richard McBride Elementary School	29
	ii. New Westminster Secondary School	32

b.	Operations Update (B. Ketcham)	7:10 PM	
	i. October 2020 Operations Update		42
	September 30, 2020 Financial Report		44
	ii. COVID-19 Special Purpose Funding Grants Update	7:20 PM	46
c.	Technical Services (TIS) October Update (E. Kardoes)	7:30 PM	48
d.	Child Care Update (M. Naser)	7:40 PM	49
5.	<u>General Announcements</u>	7:55 PM	
6.	<u>New Business</u>	8:00 PM	
7.	<u>Old Business</u>	8:05 PM	
8.	<u>Question Period (15 Minutes)</u>	8:10 PM	
	<i>Questions to the Chair on matters that arose during the meeting.</i>		
9.	<u>Adjournment</u>	8:25 PM	



New Westminster Secondary School Site Memorialization

Board of Trustees Meeting | October 13, 2020

 **PFS** STUDIO



01 Schematic Design Review

02 Approach to Phased Site Development

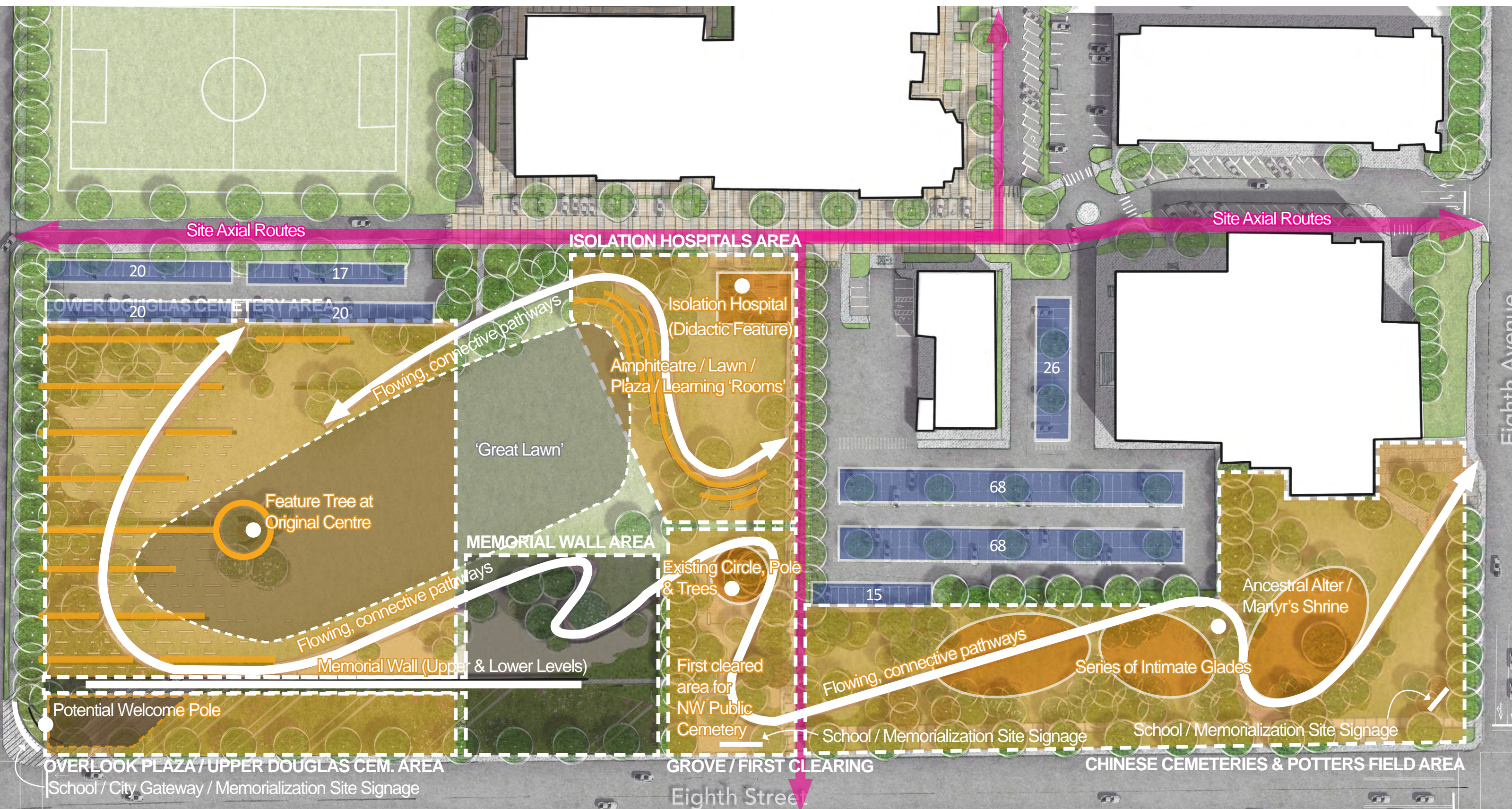
Ap Appendices

Schematic Design Review

01







Approach to Phased Site Development

02

School Demolition and Interim Condition

The first step toward memorialization is taken as the school is carefully demolished zone by zone to avoid subsurface excavation. Certain school elements will be retained for incorporation into the memorialization design. A central axis of memory is created to connect the historic 'first clearing' to the new school and larger city fabric. Parts of the groundplane will be softened and planted with either turf or wildflower meadow. Initial signage will be provided that captures the larger story of the site, with the message of 'Memorialization as Process'.

Objectives

- **Begin the process of healing and reconnection** to the memorialization site through the careful demolition of the school and retention of select elements and plantings.
- **Soften the site** - plant turf and meadow grasses over portions of the demolition.
- **Initiate the Memorialization Process with the First Clearing.** Focus memorialization efforts in the area of the first clearing with gathering space, retained planter, and interpretive signage.
- **Emphasize memorialization as process.**
- **Set the framework** to establish the site as a:
 - > A cohesive and well connected Memorial Landscape Process
 - > The gateway to the City of New Westminster
 - > A key contributor to reconciliation within the City and beyond
 - > Part of a larger educational landscape and community open space
- **Provide key routes, connections and wayfinding** that will frame the site's ongoing and future use, promoting understanding of the site's history and facilitating movements and connections through the site.
- **Address wider site use needs** including minimum parking requirements through temporary retention of existing parking and supplemental parking on school slab.






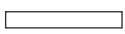



Design Elements

- Retain and protect circular planters with trees and welcome pole, and existing mature trees
- Soil and turf introduced over demolition zones with drainage strategy
- Axial pathway from First Clearing to the new school, lined with trees and softscape
- Series of outdoor interpretive 'rooms' along length of walkway including the 'First Clearing', Historic entry court to the school, and sanatorium
- Wildflower meadows on either side of the clearing with soft undulating pathways
- Plaque / signage
- Seating
- Existing parking will be retained for existing needs, and some areas of demo'ed school will be temporarily used for parking.









Plan Legend

Hardscape:

-  Parking Lot
-  Plaza
-  Informal Pathway
-  Axial Route Pathway
-  Secondary Pathway (Ex.)
-  Existing Retaining wall
-  Proposed Signage
-  Existing **Retained** Feature
-  Benches

Softscape:

-  Existing Lawn
-  Proposed Lawn
-  Existing Shrub Planting
-  Interim Wildflower Planting
-  Existing **Retained** Tree
-  Proposed Tree (Site Struct.)
-  Low Hedge



Existing Entry / Welcome Circle w/ trees and pole



Existing Carved Pole



Crusher Fine 'First Clearing' Plaza with framing trees.



Existing mature trees and planting



Interim Wildflower Plantings and open lawn



Existing welcome island w/ trees and flagpole



'Great Lawn'



Crusher Fine Pathway



Signage at Key Locations

Additional Demolition Budget Items

Estimated - Hardscape \$84,825.00

Estimated - Softscape \$11,600.00

Total - **\$96,425.00**

Memorialization Landscape Budget

Estimated - Hardscape \$300,050.00

Estimated - Softscape \$528,450.00

Total - **\$828,500.00**

Total with 15% Contingency - **\$952,775.00**

Healing & Reconnection

Memorialization is initiated by softening and reconnecting the whole site and establishing non-linear pathways that link memorialization 'moments' together and connect to the larger site and community. Weeping Willow, Dove Trees and native Birch are planted at key memorialization zones, connected by the meandering pathway. Small plaques and markers are installed along pathways and in these spaces to create a non-linear pattern of discovery, recognition and learning. Signage is included that explains the importance of the site with QR code to allow groups/ individuals to register stories and memories about the site.

Objectives

- **Establish the underpinning concept** of healing and reconnection of the memorialization site by softening the entire site (including some parking lots), linking it together and to the wider context with multiple pathways, and beginning the process of re-establishing the site's endemic natural ecology
- **Expand the Memorialization Process** - Convey key stories and site histories based on place, not time. Set a framework for these stories to grow organically with the park.
- **Provide key routes, connections and wayfinding** that will frame the site's ongoing and future use, promoting understanding of the site's history and facilitating movements and connections through the site.
- **Provide key amenities that address wider site use needs** including minimum parking requirements through redistribution and supplementation of existing parking.

Design Elements

- Retain and protect existing block retaining wall and existing mature trees
- Site fill, earthworks and gabion walls at amphitheatre
- Lawn and feature trees
- Temporary planting (wildflower meadow on temporary embankments)
- Bicycle pathway and lighting included along N-S axial route and E-W from Eighth St to school (future bike route)
- City or other agency to provide website design and maintenance for collection of community stories
- New consolidated parking including lighting, trees and associated soils, drainage and irrigation.









Plan Legend

Hardscape:

-  New Parking Lot
-  Plaza
-  Meandering Pathway
-  Axial Route Pathway
-  Initial Amphitheatre Walls
-  Existing Retaining wall
-  New Guardrail
-  Proposed Signage
-  Existing **Retained** Feature

Softscape:

-  Lawn
-  Interim Wildflower Planting
-  Existing **Retained** Tree
-  Proposed Tree (Feature)
-  Proposed Tree (Site Struct.)
-  Raised Metal Planters



Storytelling and Participation

Deepening the personal, community and cultural reconnections to the site and its history while continuing to install key gathering places and intensify the site's ecological integrity.

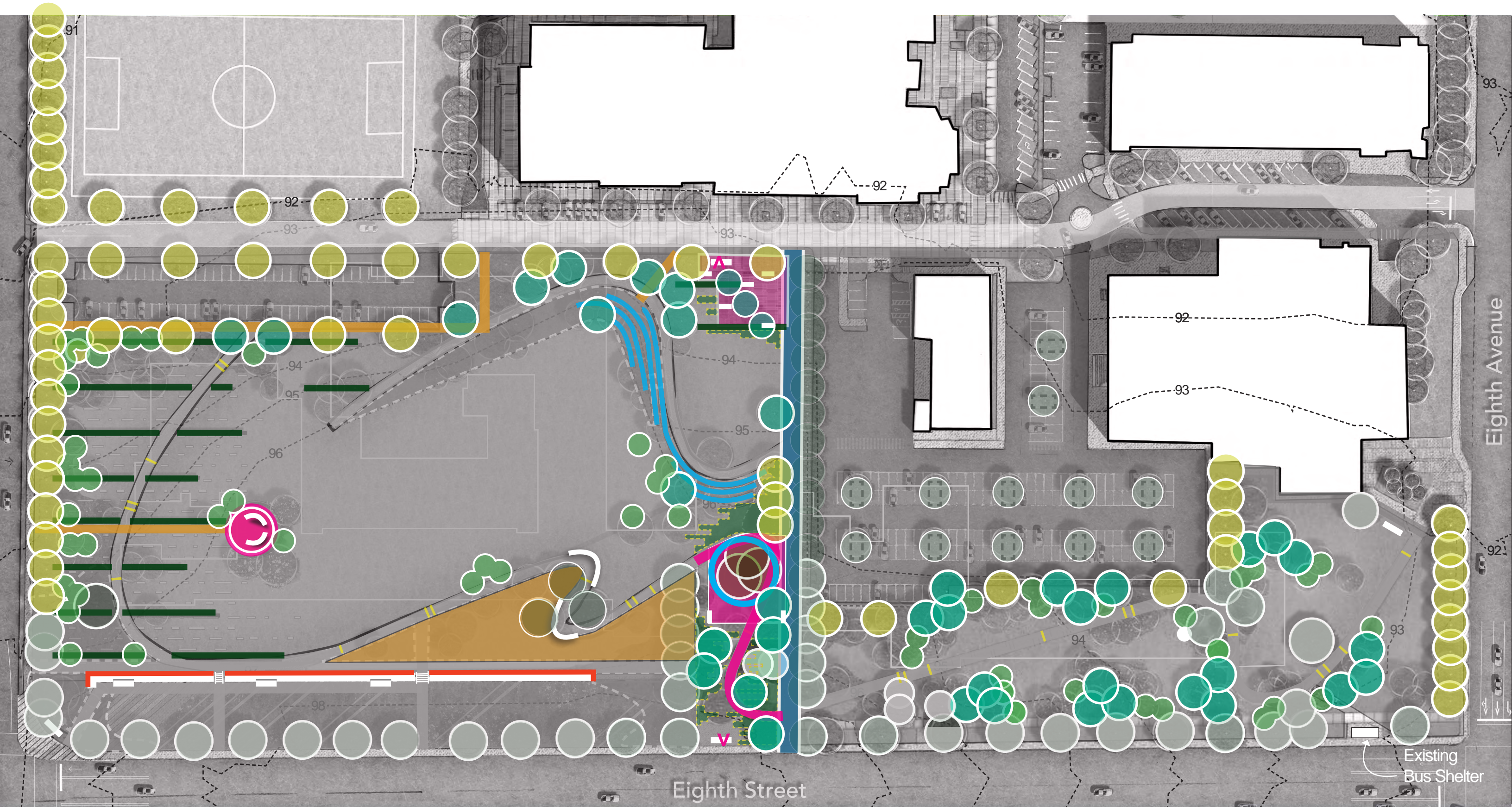
Key plazas and gathering spaces are implemented or enhanced and individuals or groups associated with the site are encouraged to plant individual trees or groves that support the species selection and structure of the masterplan. Likewise, engraved stones and plaques representing specific stories are installed. Soft and hard elements selected by individuals or groups from a pre-determined palette of species / materials.

Objectives

- **Reinforce** the underpinning concept of **reconnection and healing** by installing permanent site gathering spaces, features and finishes.
- **Evolve the memorialization process** - Provide options for individual/community memorialization which contribute to the overall vision and include:
 - > City, NWSS, Community Group and Individual tree donation and planting program. Ongoing memorial plantings within structured areas identified in the Masterplan
 - > Placement of physical elements that build on known stories of the site, or that contribute new ones.
- **Increase site's green infrastructure** through robust addition of trees and plantings.
- **Enhance connectivity** to and between the community, cultural groups, site uses and individuals, including improved accessibility and establishment of key spaces.



Design Elements

- Memorial Wall finishes and expansion of associated plaza area. Selection of quotes to include on memorial wall
- 'First Clearing' plaza paving and permanent setting of didactic elements
- Amphitheatre seating walls completed and Isolation Hospital plaza/learning space enhanced with permanent finishes and elements
- Features at Original Centre of Douglas Cemetery includes seating, paving and engraved quote
- Ancestral Altar/Martyr's Shrine and associated paving and planting
- Refinishing or relocation/replacement of all steps and permanent pathways
- Planting of additional feature trees associated with memorialization and site or historical identification (e.g. at Memorial Grove and Intimate Glades)
- Planting of trees contributing to the site's structure including along sidewalk along N-S axial route west of new NWSS building and E-W from Eighth St to school (future bike route)
- Hedge plantings within Douglas Cemetery zone







Plan Legend

Hardscape:

-  Plaza Improvements
-  Plaza
-  Pathway
-  Axial Route Improvements
-  Memorial Wall Finishes
-  Amphitheatre Seating Wall
-  Benches
-  Memorial Paving Inlay
-  Proposed Ceremonial Altar
-  Proposed Final Signage

Softscape:

-  Linear hedges
-  Proposed Tree (Feature)
-  Memorial Tree Plantings
-  Proposed Tree (Site Struct.)



Full Extent of Amphitheatre Seating



Added Didactic Elements



Wood Top Seating to Amphitheatre Gabion Walls



Paving added - 'First Clearing' Plaza



Paving Inlay Stories - Meandering Pathway



Memorial Wall Cladding + Chosen Words



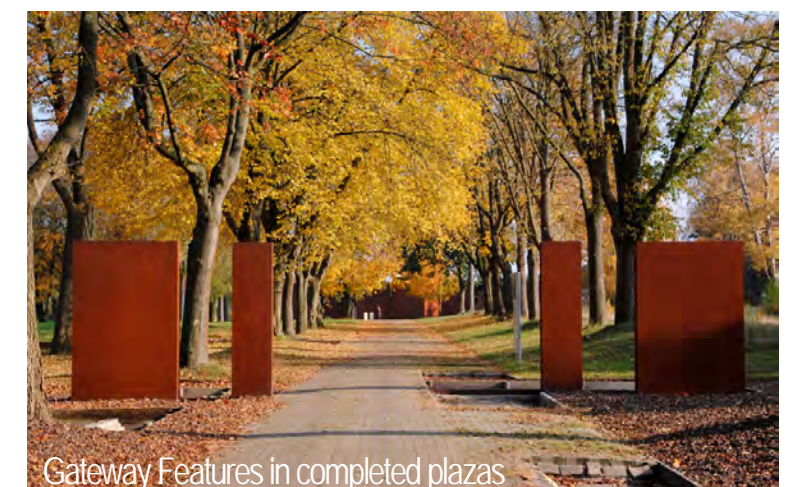
Memorial Wall Finishes + Lawn/Crusher Fines



Contemporary Chinese Memorial Altar



Linear hedges begin delineation of Douglas Cemetery



Gateway Features in completed plazas

A Memorialization Park for All

Completing the overall vision for the site by reinforcing the site's larger roles within the structure of the city, block and regional ecology while furthering the ongoing process toward memorialization within the park.

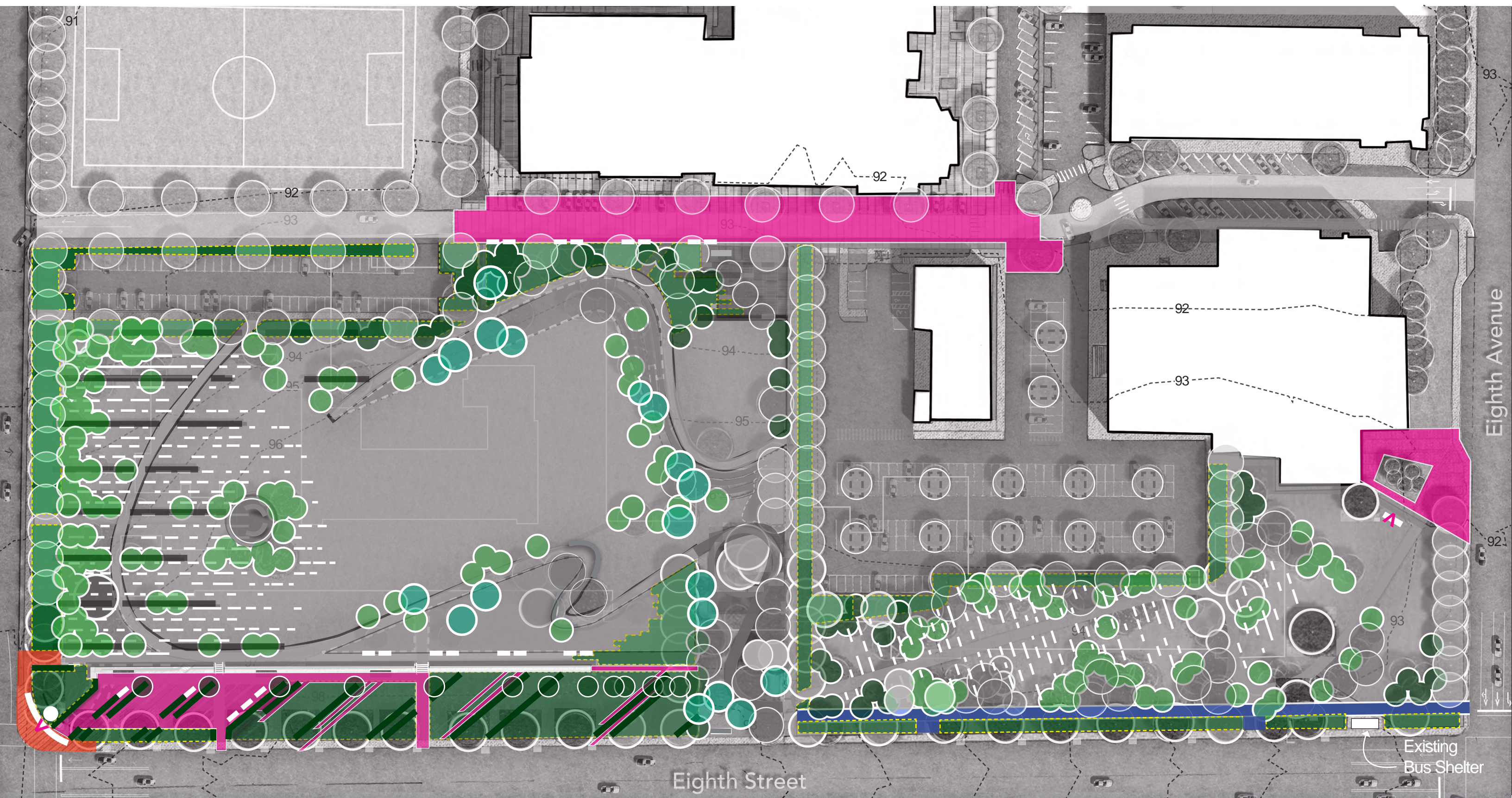
The gateway plazas at both the north and south sides of the site are completed as orienting entrances to the larger memorialization park. Further tree planting and paving treatments are completed to structure linkages and foster wayfinding through the site. Engraved stones enable family and friends to memorialize individuals once buried on site.

Objectives

- Complete the buildout of the **master plan vision**
- **Reinforce the underpinning concept** of reconnection and healing at the Memorialization Site. Set into motion appropriate and considered memorialization opportunities with the development of more permanent site features and finishes. Follow a structured approach that contributes to ongoing conceptual themes and gives opportunity for more personal individual or cultural reconnection. Should include for individual and community participation, supported and/or facilitated by School/City initiatives and contributions.
- **Evolve the Memorialization Process** - Reinforce and build upon Phase One and Two frameworks with options for individual and community memorialization which contribute to the overall vision for the site including:
 - > continued opportunities for tree and shrub planting,
 - > opportunities to place stones engraved with the names of ancestors or relations once buried on the site (to be facilitated by City)
 - > implement system for engraving names of all those buried on site onto the memorial wall- with managed system for future findings
 - > continued ability to post stories and memories to website
 - > development of yearly programs of memorialization to bring ritual and meaning to the site

Design Elements

- Gateway Plaza, gardens and Welcome Pole / iconic feature at 8th St and 10th Ave
- Massey Theatre Plaza refurbishment and expansion (Memorialization south entrance)
- Construction of E-W and N-S bike paths, walkway and permanent finishes
- Plantings and trees within Douglas Cemetery zone
- Program of engraved stones guided by original Douglas Cemetery layout, community input, and Cemetery records. (This process should be informed by work carried out by Jim Wolfe and managed by NWSS / SD40 with ongoing City contributions).
- Paving / plaza along N-S school route
- Shrubs / planting bed structure including all irrigation throughout
- Continued memorial tree and shrub plantings *adhering to species and layout of the masterplan
- Final benches and other furnishings, as well as site lighting for plazas, bike paths and walkways








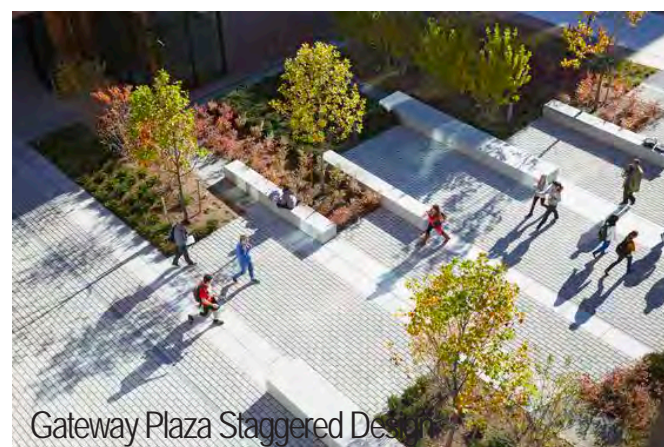
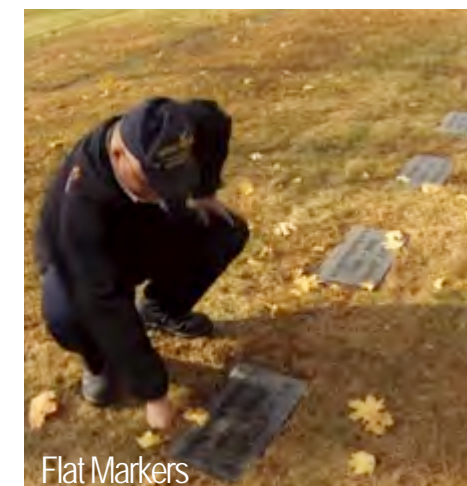
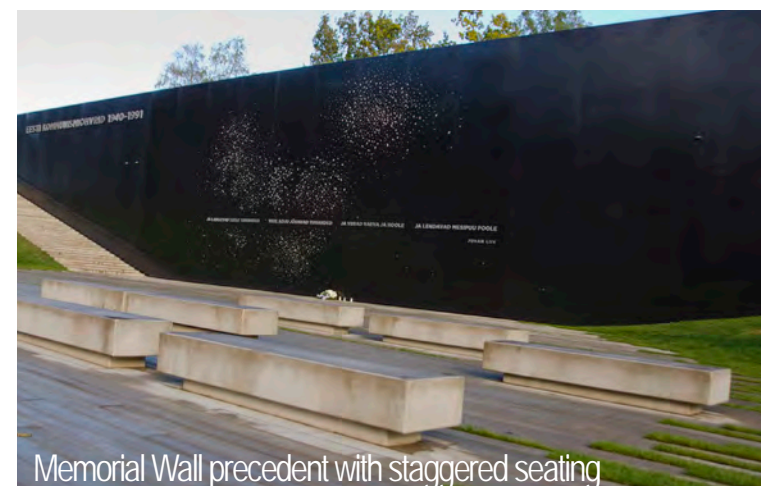
Plan Legend

Hardscape:

-  Plaza / Street Improvements
-  Gateway Improvements
-  Axial Route / Bike Lane
-  Bench / Seating Elements
-  Engraved Inlaid Stone
-  Proposed Welcome Pole
-  Proposed Final Signage

Softscape:

-  Shrub/planting beds
-  Linear hedges
-  Proposed Tree (Feature)
-  Proposed Tree (Memorial)
-  Proposed Shrubs/Garden



Ap





The memorialization area should:

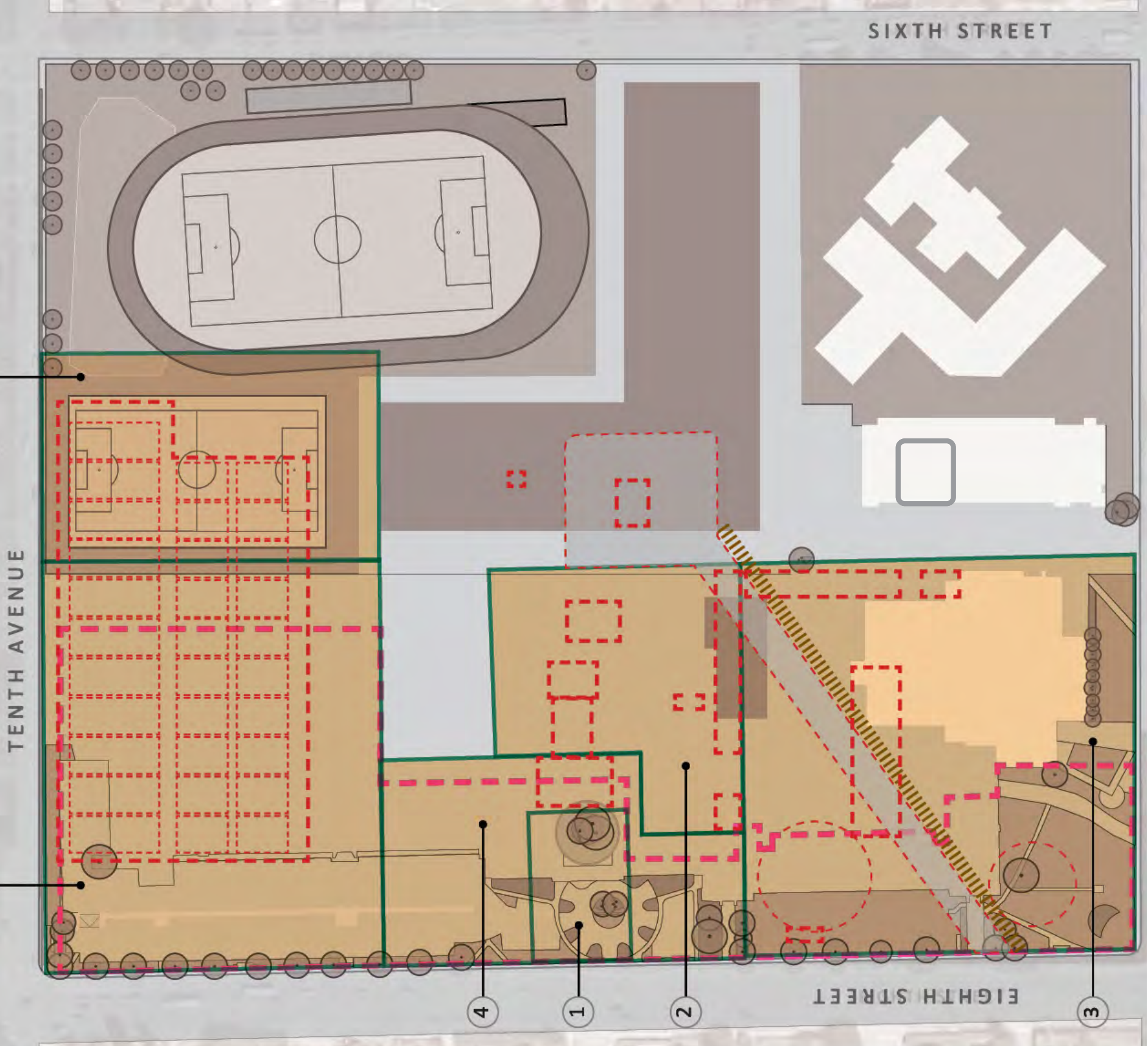
- ◆ Preserve oral tradition by integrating storytelling through the site design.
- ◆ Create a non-static dialogue that engages the community and bridges the gap between all generations.
- ◆ Act as a gathering space where diverse community members can come together to share experiences, while also allowing for peaceful and solitary reflection.
- ◆ Provide an opportunity for experiential learning, and evoke curiosity, community and cultural sharing, and facilitate self-reflection.
- ◆ Be a welcoming space that people enjoy visiting.
- ◆ Be inclusive and accessible to all, including people with disabilities.
- ◆ Recognize the diverse cultural heritage of the site and ensure that First Nations, Chinese / Sikh / Japanese Canadian and other cultural communities, the disabled, youth, the elderly and the general community feel a sense of belonging to the memorialization area.
- ◆ Reflect the long and diverse history of the site, and honour the contributions of various groups in the pre and post-colonial development of New Westminster.
- ◆ Ensure that visitors to the space are reminded that the space is meant to respect and honour those who were buried there.

The memorialization area will adhere to the following:

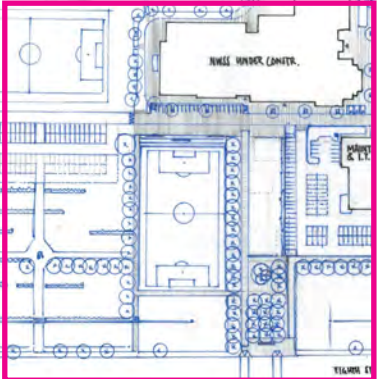
- ◆ Memorialization recommendations will consider and recognize the diverse cultural heritage of the site and respect all groups who have historical connections to the site.
- ◆ Memorialization areas will be a “passive green space”. Both areas, the area designated as cemetery and the area designed as heritage, will be treated in the same way. The committee will recommend permissible activities within the Consumer Protection Branch and Heritage Conservation Act guidelines, and will ensure that activities respect the cultural heritage of groups with historical connections to the site.
- ◆ Memorialization area(s) landscaping will adhere to City of New Westminster’s design guidelines and be consistent with the new school site, incorporating sustainable, low maintenance vegetation.
- ◆ Memorialization recommendations will integrate educational components throughout the site that provoke dialogue and opportunities for experiential learning so that current and future generations understand the cultural significance and the importance of honouring and respecting the site. Where possible, First Peoples Principles of Learning will be encouraged.
- ◆ Memorialization area(s) will be fully accessible and will allow for easy integration and access to other areas of the site and the surrounding community.
- ◆ Memorialization recommendations will consider community and site user safety and security a design priority.
- ◆ There must be a sustainable long-term plan in place for an operating budget for the memorialization area. If possible, committee members should seek available funding opportunities and resources through their community/ industry contacts.
- ◆ Aspirational statements (developed by the committee) should guide the design and development process and may need to be revisited and strengthened throughout the process to reflect additional committee considerations.

The memorialization area should:

- ◆ Consider and respond to the Guiding Principles and Aspirational Statements.
- ◆ Preserve existing features, such as the NW Wall and School Entrance Circle. Enhance or re-use structure to provide key features in the Memorialization.
- ◆ Place majority of parking closer to Massey Theatre which has high demand.
- ◆ Include parking near the sports field(s) and a clear, safe pedestrian path to Theatre.
- ◆ Break down the regimentation of the historic grids with a softer approach while retaining some original site markings. Provide opportunities to reflect on the historic fixed boundaries and decisions made by some, for others.
- ◆ Retain the contemplative, parklike feel of Option 2 but ensure it feels less rigid. Keep the feeling of ‘free-flowing’ areas and connections.
- ◆ Retain simplicity in overall design, introduce the new with recognition of the site’s history.
- ◆ Provide ability to layer in stories, identification and other information as they may emerge going forward.
- ◆ Provide ample tree canopy cover, with potential to expand over time.
- ◆ Soften the Memorial Grove to provide greater access and visibility.
- ◆ Introduce native ecology as a successional landscape. Involve students or others in the planting as an ongoing evolution of the Memorialization Site. This could be tied to the emergence of stories, or educational program at the school.
- ◆ Consider native ecology, hydrology and geology of the Tsilhqot’in Territory. Plant choices to support and coincide flowering or fruiting with commemoration date of Chief Ahan.
- ◆ Consider the original (1860-1865) location of the first cemetery as the possible location of Chief Ahan’s burial.
- ◆ Retain direct routes and desire lines through the Memorialization Site, considering that pedestrians will find their own pathways through the site.
- ◆ Provide an ‘arrival point’ to the site offering pre-explanation before entry. Provide connection to Moody Park.
- ◆ Provide universal accessibility.
- ◆ Accommodate an area suitable to support activities of a full-sized playing/sports field.
- ◆ 6 elements of river rock or Black Shale rock from the Tsilhqot’in Nation for integration as a memorial element to Chief Ahan, accompanied by didactic element(s).

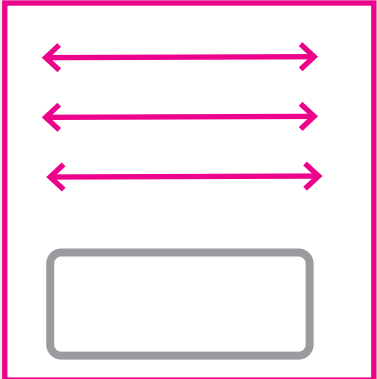


1. Precinct



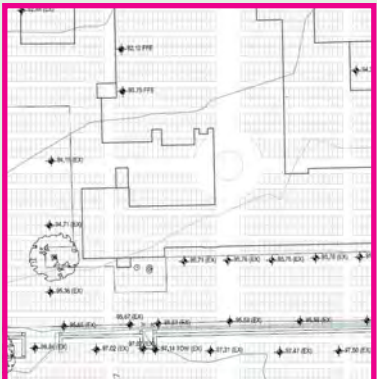
- Treat the site as a campus or precinct that is highly connected to the new school, Massey Theatre, streetscapes, greenway, bicycle and pedestrian ways.
- Avoid placing parking and recreational field in a manner that splits the site into disconnected pieces. Keep the memorial site as whole as possible.
- Stress visual and physical permeability and universal access to all areas

2. Additive Design



- Avoid all excavation over memorial site
- New landscape treatment and elements will need to be additive on top of existing fill
- Use areas of existing turf and hardscape as an interim condition.
- Create a framework that allows emergent stories to be added over time.

3. Reveal Traces



- Select existing elements on site are retained and repurposed (Entry Circular Planter, Retaining Wall, Lawn and trees).
- Recreate historic paths and patterns with defined material treatments (paths, boundaries, column spacing, views)
- Reconnect cultural communities and the general public back to this site through memorialization opportunities, parklike spaces and programming.

4. Link Experience



- Use design to tie the disparate programs and histories of the site together through material continuity, a continuous pathway and framed or directed views.
- Express a sense of reconnection or 'drawing together' of historical divisive boundaries and spatial allocations.

Phase 1A ‘Setting the Stage’ | Cost Estimate

Phase One | Table of Estimated Costs

	AREA/ELEMENT	MATERIAL	UNIT	PRICE	QUANTITY	EST. COST	BUDGET	
							Demo	Lsc.
1. Hardscape								
1.1	Parking Lots (Not in Total)	Asphalt resurface (South area)	m2	\$30.00	7000	\$210,000.00	X	
1.2	Parking Lots	Asphalt resurface (min required)	m2	\$25.00	2993	\$74,825.00	X	
1.3	Plaza (First Clear/West half)	100mm Crush fines incl. base	m2	\$30.00	1800	\$54,000.00		X
1.4	Plaza (Isol. Hosp./East half)	100mm Crush fines incl. base	m2	\$30.00	1100	\$33,000.00		X
1.5	Pathway (Axial)	100mm Crush fines incl. base	m2	\$30.00	1500	\$45,000.00		X
1.6	Plaza Edging	Metal	lm	\$45.00	525	\$23,625.00		X
1.7	Pathway Edging	Metal	lm	\$45.00	765	\$34,425.00		X
1.8	Signage/Info/Wayfinding	[Allowance - incl. website]	ea	\$100,000.00	1	\$75,000.00		X
1.9	Interim Site Furnishings	[Allowance - Bins/Bollard/Bench]	ea	\$35,000.00	1	\$35,000.00		X
1.10	Existing Entry Circle Features	[Allowance]	ea	\$5,000.00	2	\$10,000.00	X	
Subtotal School/Demo							\$84,825.00	
Subtotal Landscape								\$300,050.00
2. Softscape								
2.1	Existing Tree retention	[Allowance]	ea	\$200.00	33	\$6,600.00	X	
2.2	Existing Planting retention	[Allowance]	ea	\$5,000.00	1	\$5,000.00	X	
2.3	Lawn (Hydroseeded)	Seed	m2	\$5.00	15000	\$75,000.00		X
2.4	Wildflower Meadow (Hyd. Sd)	Seed + Prep	m2	\$10.00	3000	\$30,000.00		X
2.5	Wildflower Maintenance (1yr)	[Allowance]	ea	\$210.00	30	\$6,300.00		X
2.6	Trees	Standard (Site Struc.)	ea	\$600.00	14	\$8,400.00		X
2.7	Growing Medium	[Allowance]	m3	\$50.00	4500	\$225,000.00		X
2.8	Growing Medium	[Allowance - Settlement 15%]	m3	\$50.00	750	\$37,500.00		X
2.9	Imported Fill/Drainage	[Allowance]	m3	\$30.00	4500	\$135,000.00		X
2.10	Imported Fill	Rough Grading	m3	\$2.50	4500	\$11,250.00		X
Subtotal School/Demo							\$11,600.00	
Subtotal Landscape								\$528,450.00
Total School Demo							\$96,425.00	
Total Landscape								\$828,500.00
with Contingency 15%								\$952,775.00

Assumptions/Exemptions

- Drainage/Civil Works
- Irrigation
- Lighting
- Maintenance Strategy

PROJECT STATUS REPORT

Project	Project Name McBride Replacement	Project Description	Construction of new building and demolition of existing	Project Dashboard Green: As planned Yellow: Corrective Action Being Taken Red: Executive Attention Required			
Date	October 13, 2020	Year	2020	Scope		Budget	
Prepared By	Karen Hearn			Schedule		Issues	

Project Status

Brief paragraph describing the status of the project, milestones achieved and not reached. Major upcoming milestones.

Project is in the construction stage.

Since the September report the following major milestones were achieved:

- *Installation of the slab piping is 50% complete*
- *Slab preparation started on schedule*

Upcoming major milestones:

- *Completion of below slab piping*
- *Pouring concrete slab*
- *Start of installation of the steel structure*

Project Scope

Changes to the original scope or key assumptions which may have a material impact on schedule, budget, or project outcome.

1. *Increase of building size to accommodate siting on the property. The school portion of the building is 3,765 m². Total space for the Child Care is 435 m² with the Childcare funding being provided from the Ministry of Children and Family Development and the City of New Westminster.*

Project Schedule

Highlight any important changes or risks to the project timelines.

The previously planned opening of the new school for September 2021 is no longer viable. The General Contractor has identified the potential for opening December 2021 or January 2022 though they are aiming to meet December 2021 with demolition of the existing school and full completion of the project changed from June to September 2022. The General Contractor has identified they are working to advance the schedule for an earlier completion if possible. COVID-19 creates additional caution as the availability of supplies and trades is being impacted by the pandemic. Currently, the impact of the pandemic has been beneficial rather than detrimental to the project.

PROJECT STATUS REPORT

The table below provides further detail regarding the project schedule.

Task	Completed by	Status Oct.13/20
Phase one – new school		
Excavation, shoring, micro piling, formwork for foundation	Last week August 2020	Complete
Slab on grade	Mid-September 2020	As planned
Steel structure including decking	1 st week of March 2021	As planned
Roof	2 nd week April 2021	As planned
Exterior windows and exterior building envelope	Last week August 2021	As planned
Interior finishes	2 nd week December 2021	As planned
Occupancy	Mid December 2021	As planned
Phase two – demolition & completion of landscaping		
Demolition	Mid-April 2022	As planned
Completion of Landscaping	End of August 2022	As planned

Project Budget

Changes to overall budget and approx. % over or under budget.

The project budget has been revised based upon the bid price. The revised project budget is \$34,984,643. Earlier in the project Change Orders were exceeding expectation for the point in the project. Work with the General Contractor and consultants has resulted in cost savings. The quantity and dollar value of subsequent Change Orders has been modest. At this time, the project is projected to be within the revised project budget of \$34,984,643.

Major Risks

Comments provided as of September 9, 2020 regarding Risks are included in **red italics**. New comments as of October 7, 2020 are in **blue italics**.

As identified in the Funding Agreement:

1. Unexpected Soil & Ground Conditions – *while there have been unexpected soil & ground conditions to date these have not resulted in significant impact to the project. For the Phase 1 (new school) portion of the project this risk is decreasing.*
2. Hazmat - *A small amount of abandoned asbestos containing underground pipe was discovered and removal and remediation completed at a cost of less than \$3,500.*
3. Additional City Requirements - *With the Building Permit in place this risk is decreased. There were some additional requirements.*
4. Post Completion Audit
5. Escalation *With the contract in place this risk has been eliminated.*

Additional major risks include:

- Safety – construction vehicle access as well as construction site strategies to minimize danger to students and community *With classes underway the Site Superintendent and School Principal have been working together to ensure deliveries of materials do not impact arrivals and departures of students and to ensure parents are not providing drop off via car on Archer Street.*
- Neighbours concerns regarding construction disruption - *To date there have been few complaints and no substantive concerns.*

PROJECT STATUS REPORT

- *Quality – ensuring competent contractor, design team, project manager **The General Contractor and consultants have been responsive in a timely manner and providing quality service including detailed field reviews by consultants and the project manager.***
- *Timing of approvals – ensuring adequate time in the project schedule for approvals balanced with timely response **While the approval to award the tender and receipt of permits from the City was slower than anticipated these milestones have been achieved.***
- *COVID-19 and impact on availability and timing for supply deliveries and availability of trades personnel **The General Contractor is anticipating long lead time items and ordering/stock piling in advance as able.***

A Risk Management Plan for the project has been prepared and reviewed with the Steering Committee. The committee regularly review the risks and strategies in place to manage the risks.

Issues

Significant issues or risks that should be brought to the attention of the Project Committee. These include issues being managed by the project team and issues which need to be escalated for Executive intervention.

- *There are no significant issues at this time.*



1. Project Summary

The existing school facility is approximately 70 years old and it has reached the end of its useful life as well as being classified as H1 high seismic risk. The existing school facility is built on an area that has history of burial usage.

The project consists of design and construction of a 19,837m² replacement facility on the existing SD owned property, decommissioning of the existing school, and restoration of the site with appropriate memorialization.

2. Project Structure

The Project Team are identified in Appendix 1.

3. Scope

The new school will accommodate more than 1,900 students with 76 teaching units and an allowable school area of 16,390m², plus Neighbourhood Learning Centre (NLC) space of 2,802m², and a SD Maintenance/IT facility of 645m², for a total gross area of 19,837m² per the CPFA.

There may be sufficient site area to accommodate two playfields and the Maintenance/IT facility is proposed as a stand-alone facility separate from the new school building.

4. Schedule

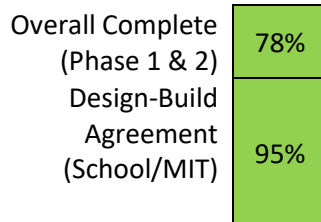
The following Table 1 sets out target milestone dates.

Table 1 – Tentative Timetable for Key Milestones

Milestone/Deliverable	Target Dates	Revised
RFQ issued	November 24, 2016	-/-
RFP issued	Early March 2017	Late March 2017
Technical submissions	July 2017	September 25, 2017
Financial submissions	August 2017	November 1, 2017
Contract award	September 2017	December 2017
Occupancy	September 2019	2020/21
Demo + Memorialization	2021-2023	-/-

5. Budget

Contract expenditures to date total to an aggregate value of approximately \$79,940,000



6. Communications**a) General**

- Communication has been circulated to public regarding Covid-19 impact to construction phase of NWSS Replacement Project and subsequent impact to opening schedule.
 - Staffing levels of workforce is approximately 150 - 170, and continues to fluctuate from week to week.
 - Significant interruption to materials supply chain, however, supply chains has come back online and all needed construction materials have arrived on the worksite and are being installed.
 - School will not be available for occupancy in early September 2020. Project team is working closely with Contractor to establish an updated schedule for completion based on availability of workers and re-establishment of materials supply chain.
- Communications with adjacent residents has occurred regarding implementation of 6th Street Pedestrian Activated signal crossing and subsequent impacts to on-street parking.

7. Work Completed or Underway**September Achievements:****Past 4 Weeks:**

- Completion of wire tension-grid install in theatre
- Millwork panels in the theatre commenced
- Install of Gym Wood Flooring commenced
- Install of wood doors on L2 and L3 completed
- Install of flooring in Learning Commons
- Installation of the kitchen equipment is 90% complete
- Commissioning of the Fire Alarm system
- Completion of Cladding and Soffits on main school building
- Concrete sidewalks and final paving of roadways completed
- Arrival of writeable surface for classrooms
- M/IT – drywall and paint completed – exterior cladding has commenced

8. October planned construction activities:**Next 4 Weeks:**

- Soft Landscaping (i.e. plants and trees) to be completed
- Completion of millwork throughout school
- Complete the installation of writeable wall surface in all classrooms
- Complete the millwork panels in the theatre
- Complete the installation of Gym Wood Flooring
- Install of wood acoustic doors on L1
- Sealing of concrete floor throughout
- Complete the install of kitchen equipment
- Completion of Cladding and Soffits on M/IT building

Notes:

- *Work hours for Graham Design-Builders - Monday to Friday from 7:00 a.m. to 5 p.m.*
- Traffic/Pedestrian/Cycling movements through and around worksite on Municipal streets are operating effectively and safely.

Appendix 1 – Project Team

- **School District #40:**
 - Karim Hachlaf, Superintendent
 - Murray McLeod, NWSS Principal
 - Dave Crowe, Director, Capital Projects
 - Grant Lachmuth (Black Wolf Consulting Inc.), Project Officer

Grand Commons



Learning Commons



Kitchen



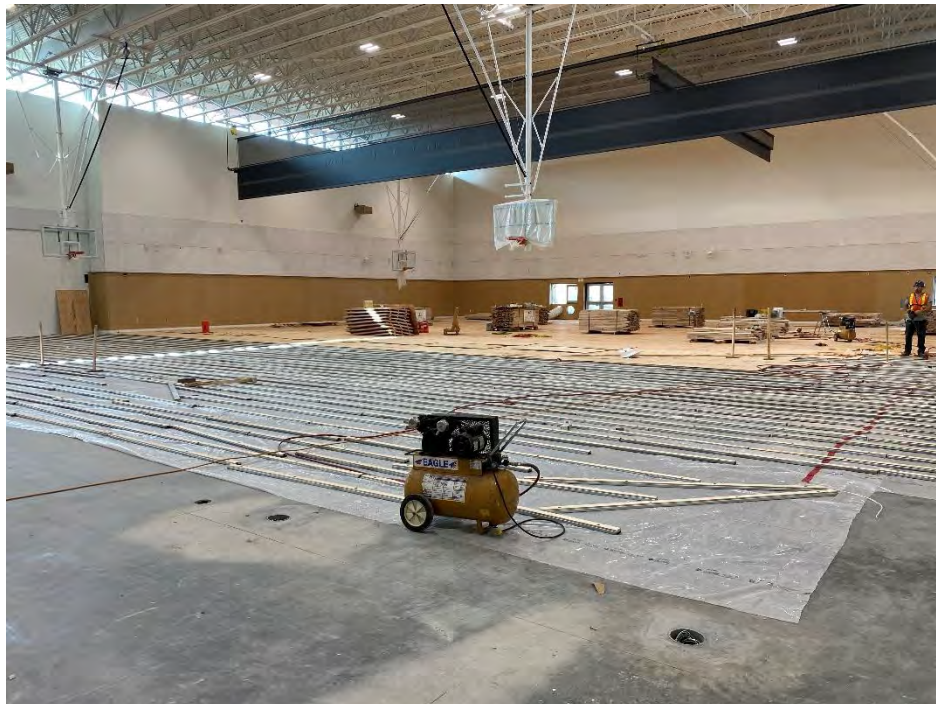
Kitchen



Performing Arts



Gymnasium Floor Installation



New Westminster Secondary School Replacement Project SD 40 Board Report #32

Home Economics Classroom



Main Floor Hallway



Career Technical Education



Wood Work Shop



New Westminister Secondary School Replacement Project SD 40 Board Report #32

Paving Service Lane



Capital Projects, Operations and Planning

School Enhancement Program Projects (SEP)

We have completed all of our SEP projects for this year.

Annual Facilities Grant (AFG)

The following work was completed under the AFG funding envelope:

- **Connaught Heights Elementary:**
Repainting of the outside of the school has been completed.
- **F.W. Howay Elementary:**
Completed building a retaining wall and paving.
- **Fraser River Middle:**
Renovated a portable from RCAP, which was relocated to the New Fraser River Annex resulting in the addition of 3 classrooms.
- **Lord Tweedsmuir Elementary:**
Installed new accessibility ramp at the front of the school.
- **Qayqayt Elementary:**
Installed new portable and paved.
- **Queen Elizabeth Elementary:**
Completed the renovation of the boys and girls washrooms.
Moved portable from Connaught Heights to Queen Elizabeth Elementary and completed paving.

All Sites:

- Installed new intrusion and fire alarm systems.
- ESC has updated the programming of the motion and CO2 sensors.
- We are still in the process of installing the new VOIP phone system.

Concept Plan

We have submitted the concept plan to the Ministry of Education for Queen Elizabeth Elementary and are waiting for approval. However, we continue to forge ahead and are commencing some additional work on the Project Definition Report and putting together a team of consultants in anticipation for approval of our preferred option.

Capital planning

COVID-19

We have built hand sanitizer station for each entrance of our schools. We have installed portable hand wash stations in all of our portables. We are in the process of installing new sinks at Glenbrook and Queensborough Middle schools. The maintenance department has installed plexiglass at all our sites and spit guards.

We have changed almost all of our filters to MERV13 and we are doing a 2-hour purge taking the outside air at 100% into the school before school starts and after school.

Custodial hours have been adjusted and 6 more custodians have been hired to accommodate day schedules while staff and students are in the building, to ensure constant cleaning and disinfection throughout the day. Custodial staff have had meetings and training to review cleaning and disinfecting procedures. We have received the new Electro Static back pack sprayers and all sites now have one.

Electrostatic sprayers to assist in disinfection and cleaning of classrooms have arrived. One was ordered for each site and are currently now in use.

Signage and arrows have been installed at all sites.

We are in the process of applying for permits for the sewer and water to the Qayqayt Elementary school portables for a wash cart that has been ordered and will be here by December.

Work on outside learning classrooms for some of our sites has commenced. We are in the process of ordering touch-less faucets (approximately 200) for some of our sites.

Ministry & Other Submissions: October 2020

Submitted to:	Description	Date
Ministry of Education	September 1701 Submissions	October 9, 2020
Ministry of Education	COVID-19 Cost Tracking Calculated by School District	October 12, 2020
Ministry of Education	Safe Return to School Grant	October 12, 2020
Ministry of Education	School District Quarterly GRE Financial Report	October 14, 2020
Ministry of Education	Classroom Enhancement Fund (CEF) 2020/21 Initial Reporting – Staffing & LIF	October 16, 2020
Ministry of Education	Nominal Roll Instructions 2020/2021	October 16, 2020

Operating Fund - Year to Date Revenue to Budget Summary

G.L. Period Range: 201901 End Date: JULY 31, 2018 To 202103 End Date: SEPTEMBER 30, 2020

	Description	Revenues	Original Budget	Revised Budget	Bud Remain \$	Bud Remain %	2020 Ytd Revenue	2020 Annual Budget	Bud Remain \$	2020 % Remaining
619	OTHER FEDERAL GRANTS	0	0	0	0	0.00	0	0	0	0.00
621	OPERATING GRANT MINISTRY OF EDUCAT	-7,139,234	-62,811,196	-62,811,196	-55,671,962	88.63	-7,188,085	-61,938,097	-54,750,012	88.39
629	OTHER MINISTRY OF EDUCATION GRANTS	-281,278	-2,651,940	-2,651,940	-2,370,662	89.39	-75,865	-1,637,939	-1,562,074	95.37
641	PROVINCIAL GRANTS OTHER	-24,697	-162,000	-162,000	-137,303	84.75	-28,716	-162,000	-133,284	82.27
643	SUMMER SCHOOL FEES	-1,026	-36,190	-36,190	-35,164	97.16	-45,802	-36,190	9,612	-26.56
644	CONTINUING EDUCATION	-286	-30,000	-30,000	-29,714	99.05	715	-62,100	-62,815	101.15
645	INSTRUCTIONAL CAFETERIA REVENUE	-635	-130,000	-130,000	-129,365	99.51	-9,803	-130,000	-120,197	92.46
647	OFFSHORE TUITION FEES	-102,791	-1,280,200	-1,280,200	-1,177,409	91.97	-610,991	-3,493,723	-2,882,732	82.51
649	MISCELLANEOUS REVENUE	-7,025	-51,825	-51,825	-44,800	86.44	-3,132	-349,623	-346,491	99.10
651	COMMUNITY USE OF FACILITIES	-37,189	-170,000	-170,000	-132,811	78.12	-50,847	-255,000	-204,153	80.06
661	INTEREST ON SHORT TERM INVESTMENT	-30,021	-250,000	-250,000	-219,979	87.99	-142,515	-500,000	-357,485	71.50
670	APPROPRIATED SURPLUS	0	-1,782,934	-1,782,934	-1,782,934	100.00	0	-1,546,205	-1,546,205	100.00
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	Grand Total	-7,624,182	-69,356,285	-69,356,285	-61,732,103	89.01	-8,155,041	-70,110,877	-61,955,836	88.37

Operating Fund - Year to Date Expense to Budget Summary

G.L. Period Range: 202001 End Date: JULY 31, 2019 To 202103 End Date: SEPTEMBER 30, 2020

	Description	YTD Exp	YTD Com	YTD Exp + Com	Budget	Bud Remain \$	Bud Remain %	2020 YTD Exp	2020 Ytd Comm	2020 Total Exp.	2020 Final Budget	2020 Bud Remaining	2020 Bud %
105	PRINCIPALS & VP SALARIES	971,898	0	971,898	3,884,787	2,912,889	74.98	937,773	0	937,773	3,603,270	2,665,497	73.97
110	TEACHERS SALARIES	3,073,454	0	3,073,454	30,161,384	27,087,930	89.81	3,120,887	0	3,120,887	29,583,810	26,462,923	89.45
120	SUPPORT STAFF SALARIES	723,321	0	723,321	5,382,102	4,658,781	86.56	984,978	0	984,978	5,435,860	4,450,882	81.88
123	EDUCATIONAL ASSISTANTS SALARIES	309,320	0	309,320	6,139,541	5,830,221	94.96	389,859	0	389,859	5,703,365	5,313,506	93.16
130	OTHER PROFESSIONAL SALARIES	679,607	0	679,607	2,844,443	2,164,836	76.11	653,645	0	653,645	2,750,203	2,096,558	76.23
140	SUBSTITUTE SALARIES	38,839	0	38,839	2,053,157	2,014,318	98.11	113,204	0	113,204	2,081,375	1,968,171	94.56
200	EMPLOYEE BENEFITS	1,624,858	0	1,624,858	11,902,956	10,278,098	86.35	1,733,238	0	1,733,238	12,165,733	10,432,495	85.75
310	SERVICES	483,822	88,604	572,426	1,845,138	1,272,712	68.98	516,340	139,992	656,332	2,403,790	1,747,458	72.70
312	LEGAL COSTS	1,482	0	1,482	115,000	113,518	98.71	12,881	0	12,881	135,000	122,119	90.46
330	STUDENT TRANSPORTATION	-600	99,226	98,626	130,696	32,070	24.54	25,451	99,226	124,677	179,989	55,312	30.73
340	PROFESSIONAL DEVELOPMENT & TRAVEL	55,699	0	55,699	558,110	502,411	90.02	40,610	2,715	43,325	517,719	474,394	91.63
360	RENTALS & LEASES	66,539	1,086	67,625	233,400	165,775	71.03	83,522	1	83,523	233,400	149,877	64.21
370	DUES & FEES	52,544	0	52,544	83,900	31,356	37.37	61,483	0	61,483	91,400	29,917	32.73
390	INSURANCE	25,060	0	25,060	111,000	85,940	77.42	24,342	0	24,342	111,000	86,658	78.07
510	SUPPLIES	164,137	362,355	526,492	1,668,894	1,142,402	68.45	319,984	393,648	713,632	1,958,417	1,244,785	63.56
540	UTILITIES	51,552	6,616	58,168	492,500	434,332	88.19	62,651	7,560	70,211	494,500	424,289	85.80
551	GAS - HEAT	19,449	0	19,449	247,000	227,551	92.13	15,085	0	15,085	247,000	231,915	93.89
555	CARBON TAX EXP	0	0	0	50,000	50,000	100.00	0	0	0	50,000	50,000	100.00
560	WATER & SEWAGE	37,310	0	37,310	270,606	233,296	86.21	53,376	0	53,376	270,606	217,230	80.28
570	GARBAGE & RECYCLE	10,873	10,281	21,154	89,400	68,246	76.34	18,756	11,681	30,437	89,400	58,963	65.95
580	FURNITURE & EQUIPMENT REPLACEMENT	80,602	103,211	183,813	428,146	244,333	57.07	73,535	46,781	120,316	333,856	213,540	63.96
590	COMPUTER & EQUIPMENT REPLACEMENT	-200	88,357	88,157	664,123	575,966	86.73	142,702	70,417	213,119	671,184	458,065	68.25
599	TRANSFER TO LOCAL CAPITAL	0	0	0	0	0	0.00	0	0	0	1,000,000	1,000,000	100.00
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	Grand Total	8,469,566	759,736	9,229,302	69,356,283	60,126,981	86.69	9,384,302	772,021	10,156,323	70,110,877	59,954,554	85.51

Supplement to: OPERATIONS POLICY AND PLANNING MEETING

Date: October 13, 2020

Submitted by: Bettina Ketcham, Secretary-Treasurer

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

Subject: COVID-19 Special Purpose Funding Grants Update

Background:

In total, the district has received \$488,210 in provincial grant funding and \$1,274,233 (the first half) of the federal funding as of the date of this report. Below is a summary of amounts that have been spent or committed as of September 30, 2020.

Provincial Funding: \$488,210

	Spent to date	Budget	Budget remaining	% of budget remaining
Masks	24,081	26,241	2,160	8%
Cleaning Supplies	38,069	59,701	21,632	36%
Hand Washing stations	79,760	107,344	27,584	26%
Technology Hardware	25,686	25,686	-	0%
Support Salaries	16,292	214,590	198,299	92%
Support Relief Salaries	-	1,000	1,000	100%
Benefits	2,376	53,648	51,272	96%
Grant Revenue	- 488,210	- 488,210	-	0%

Above reflects the expenditures to the end of September:

- All positions for custodial support have been filled.
- Chromebooks were purchased to loan devices for students doing an online programming.
- Hand washing stations have been installed in all our portables and work is being finalized on the permanent hand-wash stations at GMS and QMS which will fully exhaust the remaining \$28K in the Hand Washing Stations budget line item.

We are well on our way to utilizing the entire provincial grant by the end of the school year.

Federal Funding: \$2,548,466

Learning Resources and Support

	Spent to date	Budget
Teacher and support staffing related to schools and online learning options	\$78,879	\$1,287,500
Technology costs to support online learning options	\$102,243	\$289,946
COVID-19 school supplies Note 1	\$0	\$100,000
	\$181,122	\$1,677,446

Note 1 – the Associate Superintendent is currently working with schools to better understand the needs and determining the best way to allocate these funds. It is the intention to have the dollars spend before December 31.

Health and Safety

	Spent to date	Budget
PPE, plexiglass, disinfection foggers and medical accommodation supplies	\$40,853	\$100,000
Increased electrical costs to run HVAC units longer to increase fresh air intake into schools	\$7,500	\$75,000
Touchless faucets and other capital upgrades	\$178,625	\$325,000
Outside learning spaces Note 2	\$212,000	\$365,000
	\$438,978	\$978,696

Note 2 – We have solicited feedback from which of our sites may be interested in the outdoor learning spaces. Based on considerations which included:

- Lack of proximity to an outdoor learning pavilion (ex: city park nearby with covered space).
- Lack of a covered space at existing site which could be used as an outdoor learning space.
- The population of a school site.
- Suitable space for the structure.

The following sites were selected:

- Qayqayt Elementary
- Queen Elizabeth Elementary
- Lord Kelvin Elementary
- Glenbrook Middle School

The structures have been ordered and have a lead time of 8 weeks. Prep work will begin in advance to ensure the structures may be put in place as soon as they arrive.

Transportation

	Spent to Date	Budget
Cleaning fees for bus services	\$600	\$6,000



Technical Services (TIS), Operations and Planning Updates

Google to Microsoft Transition

- Working with the District Leadership Team on setting expectations and realistic timelines for the migration of services and data.
- Change management remains a focus, especially around staff training.
- TIS working to cope with volume of requests during Startup and COVID-19 impacts.
- Professional development (PD) is an area of focus; TIS working with the Learning Team to develop PD plans for the School Year which includes parents, students and staff – Train the Trainer model to be implemented.
- Continued collaboration with other school districts.

Privacy & Security

- Developing clear communications and procedures to insure Cybersecurity awareness and compliance.
- Ensuring all staff are aware of FOIPPA requirements with respect to Privacy and Consent.
- Developing Cyber Incident Response Plan and Procedures.

Operational Improvements

- Working with Principals on a centrally managed Technology budget.
- Evaluating the TIS team to identify gaps and how to support a more Microsoft Centric Cloud Environment.
- Identify opportunities to reduce paper-based processes (e.g. Purchase Approvals) that should be digitally transformed.

New High School

- TIS is actively involved in the technology aspects of the building like Internet access, Wifi, and Telephony.

Aging equipment

- Working on retiring old Xerox machines that have reached end-of-life.
- Developing refresh cycles for aging desktops, laptops and tablets.

Wireless at Schools

- Looking into options to improve Wifi services at schools to accommodate the increase of technology use.

Child Care Update

October 2020

Child Care Update

RICHARD MCBRIDE

- ☐ Application submitted and approved
- ☐ 15 new spaces added through shared space with Strong Start – opening mid November

FW HOWAY

- ☐ Current space can accommodate 30 students
- ☐ Currently 12 students enrolled
- ☐ Enrollment review

CONNAUGHT HEIGHTS

- ☐ Application in progress for 25 spaces (ages 3-5)
- ☐ Portable structure

QUEENSBOROUGH

- ☐ Added 30 new spaces: Opening November 1
- ☐ Continuation of City and School District partnership to increase spaces



Moving forward

- ❑ **CHILDCARE WORKING GROUP**
- ❑ **COLLABORATION WITH CITY OF NEW WESTMINSTER**
- ❑ **SCHOOL DISTRICT SURVEY TO ASSESS CURRENT COMMUNITY NEEDS**
- ❑ **MONITORING OF ENROLLMENT TRENDS**



Supplement to: OPERATIONS POLICY AND PLANNING COMMITTEE

Date: October 13, 2020

Submitted by: Maryam Naser, Associate Superintendent

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

Subject: Child Care Update

Background:

At its January 15, 2019 Operations and Policy & Planning Committee meeting, the Board carried the following recommendation:

THAT Staff be directed to pursue the addition of child care spaces by applying for Ministry of Children and Families new spaces funding as presented, and by pursuing partnership with the City of New Westminster for McBride Elementary School, as presented AND FURTHER the addition of child care spaces as presented, be at no cost to the Board.

The four locations identified for pursuit of Ministry funding were: Richard McBride, Queensborough Middle School, F.W. Howay and Connaught Heights. The minutes of the January 15, 2019 Operations and Policy & Planning Committee meeting can be found in the attached Appendix A.

The following summary is provided as an update to the Board:

Richard McBride	<ul style="list-style-type: none"> • Application submitted and approved: \$1,938,840 • City of New Westminster contribution: \$1,100,000 • 15 additional spaces opening mid-November
F.W. Howay	<ul style="list-style-type: none"> • Current enrollment not at full capacity • Additional spaces being offered through waitlist • School pending enrollment review
Connaught Heights	<ul style="list-style-type: none"> • Application in progress for 25 additional spaces (Ages 3-5) to be submitted by November 1, 2020
Queensborough	<ul style="list-style-type: none"> • 30 new spaces added through City/School District collaboration – opening November 1 • City of New Westminster projects in progress • Continued District/City collaboration

MINUTES OF THE NEW WESTMINSTER BOARD OF EDUCATION OPERATIONS POLICY and PLANNING COMMITTEE

Tuesday, January 15, 2019, 7:30 PM
School Board Office
811 Ontario Street, New Westminster

PRESENT	Anita Ansari, Vice Chair	Karim Hachlaf, Superintendent
	Dee Beattie, Trustee	Kim Morris, Secretary-Treasurer
	Danielle Connelly, Trustee	Maryam Naser, Associate Superintendent
	Gurveen Dhaliwal, Trustee	Caroline Manders, Recording Secretary
	Mark Gifford, Chair	Guests:
	Mary Lalji, Trustee	Dave Crowe, Director of Capital Projects
	Maya Russell, Trustee	Grant Lachmuth, Black Wolf Consulting
REGRETS	Dino Stiglich, Director, Facilities & Operations	

Chair Connelly 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. Approval of Agenda

The meeting was called to order at 7:37pm

Remove Item #5b. Live-Streaming of Public Board Meetings

Moved and Seconded

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

CARRIED UNANIMOUSLY

2. Comment & Question Period from Visitors

Moved and Seconded

THAT the Operations and Policy Committee open the floor to the audience for 10 minutes.

CARRIED UNANIMOUSLY

Christy Peterson, counselor working in New Westminster, addressed the Board. Fraser Health is currently restructuring and plans to remove an addictions counselor. Addiction problems are numerous across the Lower Mainland. Hope is to get support for addiction services for the students in New Westminster. Students tend not to reach out for help; help for students is largely outreach.

Position being eliminated has been in place for 18 years. The concern is that students will not be able to access much needed service.

A visitor spoke about their family experience with addiction. The services provided by the outreach worker is an invaluable service who supports those in need of help.

Brent Atkinson, former Trustee, addressed the Board, citing that the employee in question is an employee of Fraser Health, and asked that the District appeal to Fraser Health to maintain the service as well as approach the government regarding the funding required to retain the service.

Lisa Graham, former Trustee, spoke to the need for retaining services.

On behalf of the Board, Chair Gifford thanked the audience for sharing their stories, reiterated the importance of the counselor and advised the matter is currently in-camera matter and the Board would not provide comment today.

3. **Correspondence**

- a. Letter from Dana Cupples, PAC Treasurer, Richard McBride Elementary School re BC Area Standards - December 5, 2018

Moved

THAT the Operations Policy & Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) that the Board compose a letter expressing support for the Parent Advocacy Network (PAN) initiative and send it to all the recipients of the original PAN correspondence.

NOT SECONDED

4. **Reports from Senior Management**

- a. Capital Projects Update

- i. New Westminster Secondary School

Dave Crowe, Director, Capital Projects, and Grant Lachmuth, Black Wolf Consulting, updated the Committee as follows:

- Project is on time and on budget with expenditures to date at \$23 million;
- Civil works such as electrical, water, sewer, have been installed noting the water line has been upgraded;
- Utility services changed over;
- No archeological/environmental issues to date;
- Footings nearly completed and backfill in progress;
- Structural steel is being erected;
- 100% Design Submission; and
- Additional traffic controllers added to work site.

- ii. Lord Tweedsmuir Elementary School

Director of Capital Projects Crowe provided an update including:

- Daycare, and staff washrooms complete;
- Elevator will be installed in February and will be operational by summer;
- Accessibility lift will be installed in April; and
- Project is on time and on budget.

Director of Capital Project Crowe and Consultant Lachmuth left the meeting at 8:17 pm.

- b. November 30, 2018 Financial Update

Secretary-Treasurer Morris reviewed the revenues and expenses as at November 30, 2018 highlighting that the District is in a good position for this point in the year. Morris also alerted the Committee to near budget or over budget relief costs that will require an increase for the amended budget.

c. Operations Update

Secretary-Treasurer Morris presented the Operations Update.

i. Statement of Financial Information Report

The 2017-2018 Statement of Financial Information (SOFI) Report was presented.

Visitor Kelly Slade-Kerr asked about a teacher who has \$11,580 in expenses, which is significantly higher than other teachers. Secretary-Treasurer Morris indicated that there are rigorous checks & balances in place regarding approval for expenses.

It was also highlighted the \$422,000 expense from Yellowridge Design Build Ltd. which was billed well after the project was completed. Morris advised there is ongoing discussion with Yellowridge; the District is not out-of-pocket in this case - the money is being kept in reserve as part of a deficiency holdback.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) that it acknowledge receipt of the Statement of Financial Information Report for information.

CARRIED UNANIMOUSLY

d. Trustee Remuneration

Secretary-Treasurer Morris reviewed the backgrounder.

It was expressed by a Trustee that they would not support the adjustment as outlined.

Secretary-Treasurer indicated that Trustees cannot change the language in the *School Act* but could make a motion to waive Board Policy 7, Par.10.1.2.

Trustees debated the challenges and merits of increasing pay for Trustees.

Trustee Gifford indicated that the previous Board reviewed Trustee Remuneration extensively and passed policy to adjust the remuneration according to CPI to avoid just such debate.

Visitor Kelly Slade-Kerr also indicated her support for the modest increase.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to not support Policy 7, 10.1.2 to adjust on an annual basis based on the most recent five-year rolling average of Vancouver's Consumer Price Index, effective January 1st each year.

MOTION DEFEATED

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to support a one-time increase from pre-tax to post-tax implementation to be effective January 1st, 2019.

MOTION DEFEATED

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to direct staff to find out how other Districts address the tax impact and report back at the February 12, 2019 Operations meeting.

**CARRIED
1 Opposed**

5. General Announcements

Superintendent Hachlaf advised the Committee that the ThoughtExchange process has completed and thanked Caley Dobie, reporter from The Record, for her support and promotion within the community.

6. Old Business

a. 2019-2020 Budget

i. Ministry & Board Goals

Superintendent Hachlaf presented the Ministry's principles of Continuous improvement for student success and the Board's mission, vision and values.

ii. Broad Category Review

Secretary-Treasurer Morris reviewed the broad budget categories including revenue and expenses, and operating, special purpose and capital funds.

b. Queensborough Traffic Safety

Secretary-Treasurer Morris reported that Roma Hall will be able to provide 11 parking spaces to the District at a cost of \$660 per month.

Discussion included Roma Hall as a short-term solution, as well as the merits of a capital project or walking or other campaign for traffic calming and reduction, as long-term solutions.

Moved

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) that staff be directed to pursue a rental agreement with Roma Hall as a short-term pick-up and drop-off solution for Queen Elizabeth Elementary School;

AND FURTHER

That Staff, in consultation with an advisory committee, which also includes PAC Chairs from Queen Elizabeth Elementary and Queensborough Middle Schools, be directed to pursue all options as a long-term pick-up and drop-off solution, to be funded by the Ministry's School Enhancement Program by way of the 2020-2021 5-Year Capital Plan submission, or the 2019-2020 Annual Facilities Grant.

MOTION NOT SECONDED

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) that staff be directed to pursue a rental agreement with Roma Hall as a short-term pick-up and drop-off solution for Queen Elizabeth Elementary School.

CARRIED UNANIMOUSLY

Moved

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) that staff be directed to pursue Option 1 or 2, as presented, as a long-term pick-up and drop-off solution, to be funded by the Ministry's School Enhancement Program by way of the 2020-2021 5-Year Capital Plan submission, or the 2019-2020 Annual Facilities Grant.

MOTION WITHDRAWN

By consensus, staff will researching walking and other strategies for traffic calming and reduction, as well as working with Principal to work with Parent Advisory Council.

c. Expanding Child Care Proposal

Secretary-Treasurer Morris provided a review of the meetings and timeline since October 30, 2018 relative to the Board's motion to add 100 child care spaces in New Westminster.

Ministry of Child and Family Development has a 'new spaces fund', which could \$500,000 and \$1,000,000 grants.

The City of New Westminster's priority for child care is in the Queensborough area.

Staff advised that the City may support the District with the child care initiative at Richard McBride Elementary School by way of funding in addition to the new spaces funding.

Moved

AMENDED MOTION

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to direct staff to pursue the addition of child care spaces by applying for Ministry of Children and Families New Spaces funding as presented, and by pursuing partnership with the City of New Westminster for Richard McBride Elementary School, as presented;

AND FURTHER

Be it therefore resolved that the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to direct staff to work with all relevant Ministry partners and the City of New Westminster, to achieve an alternative, more appropriate solution to establish more permanent child care spaces in Queensborough that do not take away outdoor play space and report an update at the March 5, 2019 Combined Education and Operations Policy and Planning Committee meeting. The addition of child care spaces to be at no cost to the Board.

MOTION NOT SECONDED

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) to direct staff to pursue the addition of child care spaces by applying the Ministry of Children and Families new spaces funding as presented; and by pursuing partnership with the City of New Westminster for McBride Elementary School, as presented;

AND FURTHER

The addition of child care spaces as presented, be at no cost to the Board.

CARRIED UNANIMOUSLY

7. New Business

a. Audit Committee

Secretary-Treasurer Morris advised the Committee of the need to, as per Board Policy 8: Board Committees, Section 11.3.2, secure the additional independent non-voting lay expert for the Audit Committee as set out in the Operations Policy & Planning Committee terms of reference.

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No. 40 (New Westminster) to approve the revised language relative to the Audit Committee in Board Policy 8: Board Committees.

CARRIED UNANIMOUSLY

Moved and Seconded

THAT the Operations Policy and Planning Committee recommend to the Board of Education of School District No.40 (New Westminster) to direct staff to send an expression of interest for Audit Committee representation as presented.

CARRIED UNANIMOUSLY

8. Adjournment

The meeting adjourned at 10:30 pm.