

Facilities and Building Committee

Public Meeting Agenda

Wednesday, May 3, 2023 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/61338967088>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

2. Approve Minutes

Public minutes from meeting held April 5, 2023 attached.

3. Facilities Planning Update (standing item)

Report from the Executive Director, Facilities Services/Richmond Project Team attached.

4. Capital Projects Update (standing item)

Report from the Executive Director, Facilities Services/Richmond Project Team attached.

5. Facilities Services Update (standing item)

Report from the Executive Director, Facilities Services/Richmond Project Team attached.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held March 1, 2023 attached.

7. Next Meeting Date – Wednesday, June 7, 2023 at 4:30 pm

8. Adjournment

Facilities and Building Committee
Public Meeting Minutes

Wednesday, April 5, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice-Chairperson	D. Tablotney
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Trustee	R. Belleza
Acting Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
President, Richmond Teachers' Association	L. Baverstock
2nd Vice-President, Richmond Teachers' Association	S. Wenglowski
Representative, Richmond Management and Professional Staff	J. Canlas
Past President, Richmond District Parents Association	D. McFie
President, Richmond Association of School Administrators	M. Murray
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 4:31 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəmihəñ language group on whose traditional and unceded territories we teach, learn and live.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the March 1, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package.

The President of Richmond Teachers' Association commented on bringing clarity regarding the determination of portable and modular units for schools.

The Executive Director then responded to trustees' questions regarding how the Ministry makes decisions on Capital Plan projects and City Centre growth planning.

4. Capital Projects Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. The President of Richmond Teachers' Association thanked the Executive Director and his team for their on-going communication with teachers regarding the ventilation upgrade.

5. Facilities Services Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He then responded to a trustees' question regarding rental income and expenses and child care revenue. The Executive Director also responded to a question from the Past President of Richmond District Parents Association regarding lighting upgrades for McMath Elementary School.

6. Minutes for Information

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Minutes of Meetings held January 4, 2023 and February 1, 2023 were attached for information.

7. Next Meeting Date – Wednesday, May 3, 2023 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:26 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to Facilities and Building Committee (Public)

Date: May 3, 2023
From: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team
Subject: **Facilities Planning Update**

The following report is for information only. No further action on the part of the Facilities & Building Committee is required at this time.

STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.

DISCUSSION

Major Items of note:

1. Long Range Facilities Plan (LRFP)

The Planning Team continues to update the LRFP Action Plan to track planning actions, facilities decisions of the Board of Education and potential or recommended changes for the next revision of the LRFP in 2023. We are also preparing documentation for an upcoming Board workshop on specific items contained in the LRFP, including possible resumption of Phase 2 of the Comprehensive Boundary Review.

2. Seismic Mitigation Program (SMP)

Refer to Richmond Project Team report.

3. Childcare BC New Spaces Fund (NSF)

Received approval from MECC for four (4) NSF applications for new stand-alone childcare facilities at three elementary schools (preschool age – McKinney, Whiteside and Bridge) and Adult Education Centre (infant/toddler + preschool age). Currently executing the capital project agreements and preparing documentation for the procurement of the modular buildings.

4. Five-Year Capital Plan

Received the 2023/2024 Capital Plan Response from MECC on 09 March 2023. The following projects were supported:

Major Capital Projects

- Seismic Mitigation Program (SMP)
 - John G. Diefenbaker Elementary \$13,439,000

Minor Capital Projects

- School Enhancement Program (SEP)
 - Secondary School Dust Extraction System Replacement (Richmond) \$495,000
 - Secondary School Dust Extraction System Replacement (R.A. McMath) \$768,000
- Carbon Neutral Capital Program (CNCP)
 - Secondary School Lab Ventilation Safety Upgrades, Phase 2 (Hugh Boyd, Hugh McRoberts, J.N. Burnett, R.A. McMath, R.C. Palmer, Richmond): \$734,808
 - LED Lighting Upgrade (Hugh McRoberts Secondary, W.D. Ferris Elementary): \$636,000
 - Direct Digital Controls Upgrade (Hamilton Elementary, R.A. McMath Secondary, Samuel Brighthouse Elementary): \$471,562
 - Low Temperature Low Temperature Heating Retrofit and Hot Water Heater Replacement (Archibald Blair Elementary): \$64,000

The Planning Team is diligently at work preparing the 2024/2025 Five-Year Capital Plan, which will be due to the Ministry of Education and Child Care (MECC) by 30 June 2023.

5. City Centre Growth Planning

The Planning Team is continuing research, projections, planning and development of site and expansion strategies and will engage with the City of Richmond and the development community on the timing and financial viability of a suitable new elementary school in the City Centre at Dover Park, Lansdowne Village, or elsewhere in the City Centre.

The City of Richmond Parks, Recreation and Cultural Services Department (PRC) is presenting draft Guiding Principles as Phase 1 for preparing the Major Parks and Open Space Master Plan for the Lansdowne Village development. PRC staff have assured the District that it will be consulted as a major stakeholder in Phase 2, focusing on design and concept development for the Major Parks and Open Space Master Plan for urban redevelopment of Lansdowne Village. The planning and consultation work for Phase 2 will proceed after City Council approves the guiding principles.

In September 2023 there will be five (5) portable classrooms on site at Cook Elementary, four (4) units at Brighthouse Elementary, four (4) units at Tomsett Elementary and one (1) unit at Talmey Elementary after the relocation and placement of five (5) units is completed over the next few months, increasing the total number of portable classrooms in City Centre Area schools from 9 to 14 to accommodate enrolment growth in 2023/2024.

The combined increase of five (5) portable classrooms in City Centre Area elementary schools will provide temporary relief for accommodating the projected enrolment growth in September 2023, but rapid enrolment growth pressures will continue in the following years, resulting in growing space shortfall for City Centre Area elementary schools. Space shortfall in the City Centre Area will continue to grow until capital expansion proposals are supported by the Ministry and completed in future years.

The proposed expansion projects at Brighthouse and Talmey Elementary, contained in the past four Capital Plan submissions, have not yet been supported by MECC. The Planning Team met with the MECC Capital Management team on 25 April 2023 to discuss the need for timely Ministry support of capital expansion projects in the City Centre Area. The meeting also reviewed land use strategies impacting growth trends in the District and projections, based on local knowledge on development activity, Metro Vancouver Regional Growth Strategy and City Centre Area Plan and Official Community Plan for City of Richmond.

There is an urgency for capital project approvals to address the rapid enrolment growth, growing space shortfall and lack of space for portables in City Centre school sites and further meetings with MECC are being planned.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

Report to Facilities and Building Committee (Public)

Date: May 3, 2023
From: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team
Subject: **Capital Projects (Richmond Project Team) Update**

The following report is for information only. No further action on the part of the Facilities & Building Committee is required at this time.

STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.

DISCUSSION

A. Major Capital Projects (*capital projects \$1 Million or more funded by the Province*)

1. James Whiteside Elementary Enhanced Seismic Upgrade (\$15.1 Million)
 - Construction well underway, no issues; targeting substantial completion by end of July 2023; on budget.
2. William Bridge Elementary Seismic Upgrade (\$13.9 Million)
 - Construction underway; no new issues; targeting full occupancy by end of August 2023 but substantial completion by mid-October; on budget.
3. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (\$18.5 Million)
 - Design well underway; anticipating construction start of November 2023.
4. Alfred B. Dixon Elementary Seismic Upgrade (\$31.7 Million)
 - Project is working its way through Treasury Board, and we have been advised to expect project approval by July 2023.
5. John G. Diefenbaker Elementary Seismic Upgrade
 - Selected prime consultant to assist the Planning Team in the development of the Project Definition Report (business case); aiming for submission to Ministry by September 2023.
6. Manoah Steves Elementary and Maple Lane Elementary Childcare Facilities (\$1.5 Million each)
 - Modular building delivered and installed at Maple Lane, awaiting stairs and ramp; Steves delayed due to hold up with City as to building permit issuance.

B. Major Local Capital Projects (*capital projects greater than \$1 Million funded by Board of Education*)

1. Rideau Park Resource Centre (*\$1 Million*)

- Construction well underway, no issues; targeting substantial completion by end of May 2023 with occupancy over the Summer; on budget.

2. Classroom Ventilation Program (*\$12 Million max.*)

- Construction substantially completed at Mitchell, Cook, Ferris (Phase 1), Lee, McKay, Grauer, Garden City and Kidd; work underway at Blundell, Woodward, and Gilmore; planning work at Steves and Dixon; no major issues; targeting substantial completion by September 2023; on budget.

C. Minor Capital Projects (less than \$1 Million funded by the Province)

1. Mechanical System Upgrades

- Shop dust extraction system replacement at Matthew McNair Secondary underway – completion by August 2023 (*2022/23 SEP - \$472,000*).
- Lab ventilation system upgrades at three secondary schools (A.R. MacNeill, H.J. Cambie, Matthew McNair) underway; planning underway at Steveston-London Secondary; completion of all by September 2023 (*2022/23 SEP - \$252,730*).
- Lab ventilation system upgrades at six secondary schools (Hugh Boyd, Hugh McRoberts, J.N. Burnett, R.A. McMath, R.C. Palmer, Richmond) in design; completion by December 2023 (*2023/24 CNCP - \$734,808*).
- Shop dust extraction system replacements at R.A. McMath Secondary and Richmond Secondary in design; completion by September 2024 (*2023/24 SEP - \$768,000 + \$495,000*).
- Direct Digital Control (building automation system) replacements at R.A. McMath Secondary, Samuel Brighthouse Elementary and Hamilton Elementary in design; completion by December 2023 (*2023/24 CNCP - \$471,562*).

2. Electrical System/Energy Upgrades

- LED lighting upgrade at R.A. McMath Secondary substantially complete (*2022/23 SEP - \$547,287*)
- LED lighting upgrade at Hugh McRoberts Secondary and Lord Byng Elementary in design (*2023/24 CNCP - \$636,000*)

D. Minor Capital Projects (less than \$1 Million, but of significance)

- Awaiting equipment delivery on BC Hydro electrical service upgrade at Steves Elementary needed to accommodate new classroom ventilation system and modular childcare facility (*\$200,000*).

- Work on SD38 Plumbing Upgrade Program well underway: re-piping 39 existing designated drinking water stations (sinks, fountains, bottle fillers) with elevated lead levels to avoid having to flush daily, and installing 12 handwashing sinks to service classrooms without sinks that currently use portable handwashing stations; aiming for September 2023 completion.

*Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team*

Report to Facilities and Building Committee (Public)

Date: May 3, 2023
From: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team
Subject: **Facilities Services Branch Update**

The following report is for information only. No further action on the part of the Facilities & Building Committee is required at this time.

STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

DISCUSSION

Richmond Project Team Activities

- Refer to separate reports on projects and planning updates.

Maintenance Activities

Highlights in the Maintenance Departments:

- Submitted list of projects to the Ministry and starting work on the 2023/2024 Facilities Renewal Program projects, funded by the Annual Facilities Grant (total \$5.1 Million);
- Dust extraction system replacement in the Millwork Shop substantially complete;
- Roof replacement at Facilities Services Centre well underway;
- Continuing work on preventative, scheduled and service call maintenance in Architectural, Mechanical, Electrical and Grounds Departments; as well as capital maintenance work (refer to projects update report).

Operations Activities

Highlights in the Operations & Rentals, Transportation, Assets & Safety, and Energy & Sustainability Departments:

- Operations & Rentals
 - Continuing to restructure the Rentals Department, updating website rentals information, implementing credit card payment option, changed selection process for daycares.
 - Custodial Workload Committee has reconvened, additional custodial time has been added to offset the District's growth in square footage, approved budget increase for renewal of aging custodial equipment, large scale project in progress to assess custodial workload on an

individual level.

- Continuing to deal with the issue of rodents in our buildings – added a temporary second pest control technician to deal with preventative measures and service calls; positive outcome with the additional technician support.
 - Continuing to implement recommendations contained in the Operations & Rentals Department independent review report, including updating of procedural manual which is to be completed this summer. All the job descriptions have been updated and are ready for review.
 - Implemented a training and coaching program for custodial staff including a new process for the quality assurance for cleaning standards and a performance improvement plan to assist staff in meeting job requirements.
 - Assistant Manager Operations & Rentals has implemented site visits and follow up with administrators, providing general duties lists and addressing any concerns brought forward.
 - Review of the agreements between the City of Richmond and the Richmond School District underway.
- Transportation & Assets
 - An issue exists whereby a small number of students with inclusive education are arriving late for school and/or departing from school prior to the regular dismissal time. To address this concern, the Transportation Department in coordination with Learning Services staff have contracted an independent consultant to review the matter and make recommendation by the end of the current school year that will address the concern moving forward.
 - New forklift for our warehouse operations, which was ordered in 2020, finally arrived.
- Energy and Sustainability
 - Reporting to the Climate Action Secretariat under the Clean Government Reporting Tool (CGRT) has been completed for calendar year 2022. Summary of results:
 - ✓ Total GHG emissions was 6,480 tonnes CO₂e, a 7.7% decrease from 2021.
 - ✓ Main drivers are a 15% reduction in mobile sources due to our two Type C electric buses and an 8% reduction in natural gas consumption.
 - ✓ The District's Carbon Neutral Action Report is due May 31, 2023.
 - The Richmond Sustainability Advisory Committee (RSAC) met on April 26. An update on the District's progress towards its Sustainability and Climate Action Plan targets was presented. Feedback was solicited on aspects of the plan that the Committee felt required greater focus.

Highlights of our progress towards the DSCAP goals:

Target (compared to 2007 baseline)	Target Year	Progress (April 2023)
50% Reduction in Building GHG Emissions	2030	23% Reduction
40% Reduction in Fleet GHG Emissions	2030	22% Reduction
10% Net Electricity Reduction	2026	10.8% Reduction
25% Natural Gas Reduction	2026	8.3% Increase
Corporate Average Fuel Economy Increase by 27%	2026	28% Increase
15% Reduction in Water Use per Capita	2026	5.7% Reduction
70%/75% Waste Diversion	2023/2026	37% Diversion

- ✓ Electricity reductions driven by Continuous Opti.mization of building HVAC systems and LED upgrades at several schools
- ✓ Natural gas consumption saw increases due to increased ventilation as an initial response to COVID-19.
- ✓ Water consumption per capita reduced, driven by replacement of piping in potable water systems and reducing the need to flush.
- ✓ Waste audits conducted at a number of elementary and secondary schools, as well as the Board Office, has identified paper towels and organics as the largest portion of the garbage stream that can be readily diverted to organics. The increase in hand washing as a response to the pandemic has resulted in an increase in organics waste compared to pre-pandemic levels. Efforts under way to update messaging to all stakeholders that paper towels belong in organics.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team



Child Care Development Advisory Committee

March 1, 2023

Held via Zoom

7:00 PM

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice-chair), Tania Lam, Diana Ma, Zolzaya Tuguldur, Elana van Veen, Karen Jensen, Rowena Raber, Vedrana Tomic, Jocelyn Wong, Chris Duggan (Staff Liaison), Carol Day (Council Liaison), Heather Larson (Trustee Liaison)

Regrets: Joyce Lin, Harinder Mahli, William Tsai

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting. A round table introduction ensued including an overview of which members are voting and non-voting members.

2. Approval of the Agenda

Motion: Approval of the Agenda for March 1, 2023

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of January 4, 2023 and February 1, 2023

CARRIED

Guest Speaker/Presentation - Chris Duggan, Program Manager, Child Care and Youth and Tiffany Mallen, Planner 1 (Child Care from the City gave a presentation on the overview of the 2022 Update to the 2017-2022 Child Care Needs Assessment and Strategy. Highlights from the presentation included:

- An overview of Richmond's child care supply for 2022 was provided and it was identified that there was a 44% increase in licensed child care spaces in Richmond from 2016-2022.
- It was noted that a new strategy is being created to cover the next 10-year period. Community engagement will take place with families, child care providers and the Richmond community to assess child care needs and priorities for Richmond.

Correspondence

None.

Business Arising

None.

New Business

The City's Clerk's Office has proposed a revised structure to the agenda for committee meetings to move the Council Liaison and Trustee Liaison updates to the beginning of the meeting. Staff will discuss with Councillor Day and Trustee Larson to see if this arrangement will work for them and provide an update at the next meeting.

Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

An update was provided on the Child Care Symposium for 2023. The sub-committee is proposing an in-person symposium. Two options are being explored for the event including either 3-4 short presentations from local presenters or a single session presentation from a more high profile speaker. The sub-committee will be looking at budget options for both and will provide more information via email for the committee. Discussion ensued around topic options.

An update was provided on the Children's Art Exhibition for 2023. An application form for interested child care programs is in progress. The location of the exhibition is being confirmed and additional details will be circulated soon.

iii. Child Care Grants Sub-committee

Child care grant recommendations were presented to City Council on February 13, 2023 and were approved as per the recommendations of the CCDAC. Recipients of the grants will receive confirmation letters and cheques towards the end of March or early April.

b. City Reports

i. Council Liaison

Councillor Day submitted a series of highlights to the Committee on various City initiatives and announcements. Some highlights include the following:

- The City is participating in the new BC Accessibility Grants 2022;
- The City's 2023 Neighbourhood Celebration Grant Program is open for applications until Sunday February 26;
- Art at Work series has launched seven free professional development workshops for professional artists and arts organizations; and
- Nominations for the 2023 U-ROC (Richmond Outstanding Community) Awards are now open until March 27, 2023. This is to recognize and celebrate the contributions of youth and supportive adults in Richmond.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

Planning is underway for the Opening Ceremony of the Hummingbird Child Care Centre. A formal invitation will be shared with the Committee in late April.

School District Reports

i. School Board Liaison

Trustee Larson provided an update that there was a Provincial Council meeting this weekend with Deputy Minister Christina Zacharuk and Patricia Boyle. It was noted that there is excitement around the new child care initiatives.

ii. Community Updates

i. Richmond Children First

No report.

ii. Child Care Resource and Referral (CCRR) Update

The Richmond CCRR was a successful recipient of a Child Care Grant from the City to support a workshop for child care providers with Dr. Mariana Brussoni. This will be a keynote presentation and workshop that will take place during the Child Care Month Gala.

CCRR is hosting an upcoming workshop called “Young, Wild and Growing”, which is a 3 part series with Dr Minnie Mossop on March 29, April 5 and April 12. Registration is now open at <https://www.richmondkids.ca/en/workshops/young-wild-and-growing>.

Next Meeting

Next meeting will take place on April 5, 2023 at 7:00 pm via Zoom

Adjournment

The Committee Chair adjourned the meeting at 8:03 p.m. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on March 1, 2023.

via email

Chantelle Pereira
Chair

April 5, 2023

Date

via email

Kristy Ng
Recorder

April 5, 2023

Date