

Facilities and Building Committee

Public Meeting Agenda

Wednesday, October 4, 2023 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/61833146223>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held September 6, 2023 attached.
- 3. Facilities Planning Update (standing item)**
Report from the Director, Richmond Project Team and Manager, Facilities Planning attached.
- 4. Capital Projects Update (standing item)**
Report from the Director, Richmond Project Team attached.
- 5. Facilities Services Update (standing item)**
Report from the Director, Facilities Services attached.
- 6. Minutes for Information**
 - (a) Child Care Development Advisory Committee Meeting**
Minutes of Meeting held June 7, 2023 attached.
- 7. Next Meeting Date – November 1, 2023 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee Public Meeting Minutes

Wednesday, September 6, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson
Vice-Chairperson
Trustee Member
Trustee Alternate
Trustee
Superintendent
Secretary Treasurer
Deputy Superintendent
Executive Director, Learning and Business Technologies
Director, Richmond Project Team
Director, Facilities Services
President, Richmond Teachers' Association
2nd Vice President, Richmond Teachers' Association
3rd Vice President/Pro-D Chair, Richmond Teachers' Association
President, CUPE 716
Representative, Richmond Management and Professional Staff
President, Richmond Association of School Administrators
Executive Assistant (Recording Secretary)

K. Hamaguchi
D. Tablotney
H. Larson
A. Wong
R. Belleza
C. Usih
C. Wang
R. Ryan
R. Laing
S. Ahluwalia
K. Wilkins
L. Baverstock
F. Marsic
J. Cho
S. Robinson
J. Canlas
G. Fitt
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 hən̓q̓əmi̓n̓əm̓ language group on whose traditional and unceded territories we teach, learn and live.

The Chairperson facilitated introductions among trustees, staff, and stakeholder representatives before moving to the agenda items.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the June 7, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team referred to his report as included in the agenda package.

The President of Richmond Teachers' Association inquired about stakeholder consultations and possible next phase of the implementation of the Long Range Facilities Plan (LRFP) and the progress of the new Indigenous Gathering Spaces (IGS). The Superintendent noted the implementation of LRFP is currently ongoing and there may be adjustments to the timelines following the updated enrolment projections. The Director, Richmond Project Team noted the team is working with the Learning Services to identify the locations of the two additional IGS. Further discussion ensued regarding the IGS.

The Director, Richmond Project Team then responded to Trustee Larson's question regarding the timing of short to medium term projects for City Centre Growth Planning.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team spoke to his report as included in the agenda package. He highlighted ongoing and completed capital projects in the district and thanked the Board for their approval and support on the Board funded capital projects.

The Director, Richmond Project Team then responded to trustees' questions regarding:

- Classroom Ventilation Program on portables;
- Funding for Dixon Elementary's seismic upgrade project;
- Location of the childcare facility at the Adult Education Centre;
- Challenges the projects may be facing; and
- Upcoming seismic projects.

The President of Richmond Teachers' Association noted her appreciation of portables being included in the Classroom Ventilation Program.

The Director, Richmond Project Team then responded to a question from the President of CUPE 716, regarding expected completion dates of projects and noted the timelines will be met in 2024.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package. He highlighted the focus of roof, flooring, and boiler replacements, and the exterior re-painting of McRoberts. He thanked staff for their hard work over the summer to prepare for school opening.

He then responded to trustees' questions regarding:

- Energy savings and costs of LED lighting;
- Security upgrades for sensor and system replacements;
- Completion date for the Sea Island daycare playground;
- Joint use agreement between the City of Richmond the Richmond School District; and
- 2024 Continuous Optimization, an overall review of programming for direct digital controls of the HVAC system.

Trustees thanked the Facilities team for all their work over the summer.

The Director, Facilities Services then provided further details on the vandalization and security of the rainbow crosswalk installations following questions from the President of CUPE 716 and the Chairperson.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held May 3, 2023 were attached for information.

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

The Chairperson noted the meeting format of future Committee meetings will continue via Zoom.

8. Adjournment

The meeting adjourned at 5:07 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

DRAFT

Report to Facilities and Building Committee (Public)

DATE: October 4, 2023

FROM: Steve Ahluwalia, Director, Richmond Project Team
Umur Olcay, Manager, Facilities Planning

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, and potential changes for the next revision of the LRFP in 2024.

2. Seismic Mitigation Program (SMP):

Refer to Richmond Project Team Report.

3. Childcare BC New Spaces Fund (NSF):

Refer to Richmond Project Team Report.

4. Integrated Child & Youth Teams (ICY):

R.M. Grauer Elementary and Kathleen McNeely Elementary were selected to host the office spaces for ICY teams as of September 2022. Learning Services has indicated that in March 2024 they would like to investigate and identify two additional spaces with the assistance of the Planning Team.

5. Indigenous Gathering Spaces (IGS):

Indigenous Gathering Spaces are currently located at H.J. Cambie Secondary and R.M. Grauer Elementary. Funding was approved by the Board in Fall 2022 for the development of two additional spaces. The Planning Team has identified potential locations at Kidd Elementary and Boyd Secondary, and collaborating with Learning Services and the perspective schools on finalizing the project plan.

6. City Centre Growth Planning:

The Planning Team is continuing research, projections, planning and development of site and expansion strategies while engaging in ongoing discussions with the City of Richmond. The Planning Team continues to track development applications by school catchment, including the anticipated timing and phasing of residential development projects.

Throughout September 2023, the Planning team has been closely monitoring enrolment with a particular focus on City Centre schools, including Brighthouse, Cook, Talmey and Tomsett. This area has seen growth of more than 200 students, which is equivalent to approximately 12%, compared to September 2022.

Several expansions in the 2024/25 Five Year Capital Plan will be prioritized to address the rapid enrolment growth of the City Centre. The Planning Team has investigated the possibility of accelerating the capital expansion program by collaborating with the Ministry of Education and Child Care to introduce modular classrooms at Brighthouse, Cook, Talmey and Tomsett.

*Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team*

*Umur Olcay, RPP, ALEP
Manager, Facilities Planning*

Report to Facilities and Building Committee (Public)

DATE: October 4, 2023

FROM: Steve Ahluwalia, Director, 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 completed, on budget.
2. William Bridge Elementary Seismic Upgrade (*\$13.9 Million*)
 - Expected completion in October 2023, on budget.
3. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
 - Design underway; anticipating construction start of November 2023.
4. Alfred B. Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
 - Design underway; anticipating construction start in 2024.
5. John G. Diefenbaker Elementary Seismic Upgrade
 - Project Definition report submitted to Ministry for comments.
6. Childcare Facility – Maple Lane Elementary (*\$1.5 Million*)
 - Construction completed, on budget.
7. Childcare Facility – Manoah Steves Elementary (*\$1.5 Million*)
 - Expected completion in October 2023, on budget.
8. Childcare Facility – James Whiteside Elementary (*\$1.98 Million*)
 - Expected completion in 2024, on budget.

9. Childcare Facility – James McKinney Elementary (\$1.98 Million)
 - Expected completion in 2024, on budget.
 10. Childcare Facility – William Bridge Elementary (\$1.98 Million)
 - Expected completion in 2024, on budget.
 11. Childcare Facility – Adult Education Centre (\$2.3 Million)
 - Expected completion in 2024, on budget.
- B. Major Local Capital Projects** (*capital projects greater than \$1 Million funded by Board of Education*)
1. Rideau Park Resource Centre (*\$1 Million*)
 - Construction completed and staff have moved in.
 2. Classroom Ventilation Program (*up to \$12 Million*)
 - Construction completed at 12 elementary schools (Mitchell, Manoah Steves, Walter Lee, Blundell, Donald E. McKay, William Cook, Garden City, R.M. Grauer, Thomas Kidd, Daniel Woodward, Alfred B. Dixon, and W.D. Ferris).
 - Expected completion of portable classroom ventilation expected by December 2024. Currently underbudget.
- C. Minor Capital Projects** (*less than \$1 Million funded by the Province*)
1. Mechanical System Upgrades
 - Wood shop dust extraction system replacement at Matthew McNair Secondary planned completion by October 2023 (*2022/23 SEP \$472,000*).
 - Wood shop dust extraction system replacements at R.A. McMath Secondary and Richmond Secondary in design; anticipated completion by September 2024 (*2023/24 SEP - \$768,000 + \$495,000*).
 - Lab ventilation system upgrades at all 10 secondary schools have been contracted. Three are fully constructed and seven are currently in the commissioning stage. The expected completion is October 2023 (*2022/23 SEP \$252,730 and 2023/24 CNCP \$734,808*).
 - Direct Digital Control (building automation system) replacements at R.A. McMath Secondary, Samuel Brighthouse Elementary, and Hamilton Elementary are expected to be completed in October 2023 (*2023/24 CNCP \$471,562*).
 2. Electrical System/Energy Upgrades
 - LED lighting upgrade at Hugh McRoberts Secondary and Lord Byng Elementary; completion by March 2024 (*2023/24 CNCP \$636,000*)

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

- The BC Hydro electrical service upgrade at Manoah Steves Elementary has been completed. This upgrade was necessary to support the installation of classroom ventilation systems and a new modular childcare facility (\$200,000).
- Plumbing Upgrade Program completed. 39 drinking water stations (sinks, fountains and bottle fillers) with elevated lead levels were remediated and 15 handwashing sinks were installed under the program (\$320,000).

*Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team*

Report to Facilities and Building Committee (Public)

DATE: October 4, 2023
FROM: Kristopher Wilkins, Director, Facilities Services
SUBJECT: **Facilities Services Division 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

Maintenance Activities

Highlights in the Maintenance Departments:

- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all District Sites;
- Hired Steve Jones, as Manager, Maintenance Planning and Improvements to fill the vacant position;
- Board Office Board Room refresh is nearly complete, with door and window package tentatively scheduled for install in October;
- Boiler start up is underway at all sites for the heating season; and
- Facilities Services Centre exterior trim re-painting completed.

Operations Activities

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

- *Operations & Rentals*
 - Transitioned into the regular routine of building service and cleaning after school hours.
- *Transportation and Assets*
 - Continuing to work closely with Learning Services staff to review new applications for Busing

from students with diverse needs;

- Design stage underway of electric bus charging infrastructure expansion; and
- Drivers and bus aides are back and working. Bus schedules are in place and operating for the 23/24 school year.
- *Energy and Sustainability*
 - Completed troubleshooting of new Rideau Park Level 2 EV chargers for our Nissan Leaf fleet;
 - Completed troubleshooting of DC chargers for our electric buses that experienced an operational fault at beginning of the school year;
 - Developing Energy Wise Network Behaviour Change campaign for plug loads, called “Plug Load Pirates”, focused on elementary schools. Expect roll-out in October, with the program running through March 2024; and
 - Coordinated with Metro Vancouver’s Liquid Waste Services, City of Richmond, and associated contractors to supply Steveston-London with temporary electrical power to facilitate the re-routing of the main power cable supplying the school as part of the Gilbert Road Sewer Upgrade project. The temporary generator will supply Steveston-London with full power from Thu Sep 28 through Mon Oct 2, when BC Hydro power will be restored.

Kristopher Wilkins, BEng
Director, Facilities Services



Child Care Development Advisory Committee

June 7, 2023

7:00 PM

Virtual Meeting

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice- Chair) Tania Lam, Diana Ma, Elana van Veen, Jocelyn Wong, Joyce Lin, Zolzaya Tuguldur, William Tsai, Chris Duggan (Staff Liaison), Heather Larson (Trustee Liaison), Tiffany Mallen (Recording Secretary).

Regrets: Carol Day (Council Liaison), Harinder Mahli, Karen Jensen, Rowena Raber, Vedrana Tomic.

Guests: Dorothy Jo

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting.

2. Approval of the Agenda

Motion: Approval of the Agenda for June 7, 2023

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of May 3, 2023

CARRIED

Guest Speaker/Presentation

“The City of Richmond’s Social Development Strategy” presented by Dorothy Jo, Program Manager, Social Development. A presentation regarding the update of the City’s Social Development Strategy was provided followed by a discussion.

Correspondence

None.

Business Arising

None.

New Business

None.

Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

Metro Vancouver is hosting a series of consultation sessions on their draft Facility Design Guidelines. There will be opportunity for local governments to participate in a presentation and consultation session on June 19 and Tiffany will be attending from the City. Following review, CCDAC will have the opportunity to consider whether they would like to provide comment on the design guidelines. More information will be provided once received.

The City has requested a meeting with the Minister of Education and Child Care and the Minister of State for Child Care to highlight some of the issues the community in Richmond are facing. Chris Duggan will provide more information on this once it becomes available.

ii. Child Care Month Sub-committee

The Child Care Month activities; the Symposium, the Children’s Art Exhibition and the Art Appreciation event, went really well. A full report on Child Care Month events will be prepared for the September meeting.

iii. Child Care Grants Sub-committee

City Staff are making updates to the City’s grant website to make it easier for people to use. The program guidelines will also have revisions to provide information about the Early Development Instrument (EDI) data from the Human Early Learning Partnership (HELP) at UBC (as presented at the last meeting) and a question will be added for applicants to relate their grant project to the key priorities in the community. Additional information will be provided in September.

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:

- ParticipACTION Community Challenge will be running in Richmond from June 1 to 30, 50+ free or low cost activities are being offered by the City of Richmond and its community partners; and
- Hummingbird Child Care Facility was officially opened by the Mayor and Councillors, local MLA’s and guests on May 31. It will provide 37 new licensed child care spaces for infants, toddlers and children up to 6 years old.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

City staff held the first Advisory Committee meeting for updating the Child Care Strategy. Staff are also in the final stages of selecting a consultant to help create a public engagement plan, with public engagement planned to commence in Fall 2023.

Richmond has submitted a successful expression of interest to host Play Streets, a program run by the Society of Children and Youth. Play Streets is an initiative where a street is temporally closed for play, with a goal of improving

physical activity and getting people out into their community. City staff will begin work on finding suitable locations to host a Play Street and co-design workshops with Youth in Richmond over the summer, in preparation for street activations in Fall 2023 and/or Spring 2024.

The Canadian Centre for Policy Alternatives has released their annual report on child care fees and spaces. The report states that City of Richmond has licensed child care spaces for 56% of children not yet in Kindergarten, which is the highest of all areas surveyed in B.C.

School District Reports

i. School Board Liaison

School District is preparing their new Long Range Facilities Plan and reviewing their Strategic Plan. School District have advocated with MLAs, MPs and City Council who gave direction and advice in relation to funding new schools and facilities.

ii. Community Updates

i. Richmond Children First

Richmond Children First met May 30, Chris Duggan presented the HELP EDI data which has been previously shared with CCDAC Committee.

ii. Child Care Resource and Referral (CCRR) Update

The Richmond CCRR hosted a Child Care Month dinner combined with a professional development workshop on May 23, 2023 with guest speaker Dr. Mariana Brussoni. The event was a success and received positive feedback.

Next Meeting

September 6, 2023 at 7:00 p.m. – virtual meeting via Zoom.

Adjournment

The Committee Chair adjourned the meeting at 8:30 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 June 7, 2023.

via email

Chantelle Pereira
Chair

September 6, 2023

Date

via email

Tiffany Mallen
Recorder

September 6, 2023

Date