

Facilities and Building Committee

Public Meeting Agenda

Wednesday, September 6, 2023 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/64600297170>

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 June 7, 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 May 3, 2023 attached.
- 7. Next Meeting Date – October 4, 2023 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee

Public Meeting Minutes

Wednesday, June 7, 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 Deputy Superintendent	C. Brautigam
Secretary Treasurer	C. Wang
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
Manager, Facilities Planning	U. Olcay
Facilities Planner	J. Balderston
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

Regrets:

President, CUPE 716	S. Robinson
---------------------	-------------

The meeting was called to order at 4:30 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəḥ̓ 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 May 3, 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. He noted the next revision of the Long Range Facilities Plan should be provided to the Board in fall 2023. The Manager, Facilities Planning then provided additional details regarding the short-term and long-term objectives for City Centre growth planning.

The President of Richmond Teachers' Association inquired about portables from Spul'u'Kwuks and the growth in City Center.

Trustee Larson expressed her appreciation to the Executive Director, Facilities Services/Richmond Project Team and his team for the positive working relationship they have built with the Ministry of Education and Child Care.

Following a question from a trustee, the Executive Director, Facilities Services/Richmond Project Team further explained the priority list that the Five-Year Capital Plan is built based on where there is growth taking place in the district, the conditions of the facilities, and building code requirements.

Capital Projects Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He noted the Richmond Project Team has been renewed for another five years, as the agreement has been signed by the Minister and Chairperson of the Board of Education.

The President of Richmond Teachers' Association inquired regarding ventilation and digital control, and guidance on how schools will be kept cool in the summer in the future. The Executive Director, Facilities Services/Richmond Project Team responded only secondary schools and administration spaces that are occupied year-round are eligible for funding from the Ministry. Therefore, direct digital control is essential as it will be able to start the fans in the morning to bring in cool air before school starts.

4. 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 trustees' questions regarding the transportation schedule for students and the amount of funding allocated from the Ministry.

5. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held April 5, 2023 were attached for information.

6. Next Meeting Date – September 2023

7. Adjournment

The meeting adjourned at 5:23 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to Facilities and Building Committee (Public)

DATE: September 6, 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 of the Board of Education and potential or recommended 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. Seamless Day Kindergarten Program:

James Whiteside Elementary is the first school in Richmond to host a "Seamless Day Kindergarten" program beginning in September 2023. Facilities Planning has supported Learning Services throughout the licensing process at James Whiteside Elementary.

5. 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. As plans are underway to grow to four teams from the initial two in the coming year, the Planning Team is working with Learning Services to identify future location spaces within the district to accommodate the new teams.

6. Indigenous Gathering Spaces (IGS):

Indigenous Gathering Spaces are currently located at H.J. Cambie Secondary and R.M. Grauer Elementary. The Planning Team has been reviewing the availability of locations with regards to the addition of two additional spaces within the district. Funding was approved by the Board in Fall 2022 for the development of these spaces, and the Planning Team is assessing the viability of available space within school locations across the district, as well as other options, to secure the additional spaces.

7. 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 City of Richmond Development Services and Policy Planning staff. In addition, our team continues to track development applications by school catchment, including the anticipated timing and phasing of residential development projects. The Planning Team will be closely monitoring enrolment growth in the City Centre and District as-a-whole throughout September 2023 and the District's annual update to enrolment projections based on month-end enrolment results, local knowledge and other demographic factors and trends.

In the short to medium term, the District will be prioritizing expansions to a number of elementary schools proposed in the 2024-25 Five Year Capital Plan to address the rapid enrolment growth in the City Centre Area. District staff has been engaging with Ministry Capital Management to explore the potential opportunity for expediting the implementation of the capital expansion program in the region.

It is also a District priority to find and acquire a suitable location for a new elementary school in the City Centre Area, to accommodate the projected medium to longer term enrolment growth at elementary schools in City Centre Area.

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

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

Report to Facilities and Building Committee (Public)

DATE: September 6, 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)
 - Construction in progress and targeting completion by 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 (\$31.7 Million)
 - Awaiting Provincial approval.
5. John G. Diefenbaker Elementary Seismic Upgrade
 - Planning Team developing the Project Definition Report (business case) and aiming for draft submission to Ministry by September 2023.
6. Maple Lane Elementary Childcare Facility (\$1.5 Million)
 - Construction completed with targeted occupancy for September 2023 by the Childcare Operator.
7. Manoah Steves Elementary Childcare Facility (\$1.5 Million)
 - Construction is in progress with expected completion in September 2023. Delays were related to Permit issuance by the City of Richmond.

8. James Whiteside Elementary Childcare Facility (\$1.98 Million)
 - Construction is in progress with expected completion in 2024.
 9. James McKinney Elementary Childcare Facility (\$1.98 Million)
 - Construction is in progress with expected completion in 2024.
 10. William Bridge Elementary Childcare Facility (\$1.98 Million)
 - Construction is in progress with expected completion in 2024.
 11. Adult Education Centre Childcare Facility (\$2.3 Million)
 - Construction is in progress with expected completion in 2024.
- 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 are moved in.
 2. Classroom Ventilation Program (\$12 Million max.)
 - Construction completed at all 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)
 - By December 2023 we will complete mechanical ventilation retrofits in 27 portable classrooms.
- 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 September 2023 (*2022/23 SEP - \$472,000*).
 - Wood 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*).
 - Lab ventilation system upgrades at all 10 secondary schools planned for completion by September 2023 (*2022/23 SEP - \$252,730 / 2023/24 CNCP - \$734,808*). Three are fully completed.
 - Direct Digital Control (building automation system) replacements at R.A. McMath Secondary, Samuel Brighthouse Elementary and Hamilton Elementary; completion by December 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)

- BC Hydro electrical service upgrade at Manoah Steves Elementary completed. This was undertaken to accommodate the new classroom ventilation systems and 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: September 6, 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 summer projects:

- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Mechanical, Electrical and Grounds Departments.
- Projects supported by the 2023/2024 Facilities Renewal Program, funded by the Annual Facilities Grant, School Enhancement Program, Carbon Neutral Capital Program and other sources (total \$9.5 Million) are well underway.
- Carpentry:
 - Roof replacement completed at Facilities Services Centre;
 - Roof replacements substantially complete at Steves, Palmer, Tomsett, Gilmore, Ferris;
 - Roof replacement nearing completion at the Board Office;
 - Metal roof coating substantially completed at Cambie;
 - Gym wall acoustic panel upgrade substantially completed at Blundell and Gilmore;
 - Gym ceiling acoustic panel replacement completed at Boyd;
 - Flooring replacements completed at Spul'u'kwuks, McRoberts, Kingswood, Wowk, Kilgour, Richmond Secondary, Westwind and Gilmore;
 - Replacement of sliding partitions with new mall sliders nearing completion at Kingswood;
 - Completed several minor renovations to spaces in multiple schools (McKay, Westwind, Garden City, and Quilchena) to prepare for new classroom spaces; and
 - Completed renovations at McRoberts, including the library, new counselling office and

meeting room.

- Grounds:
 - Major paving project nearing completion at Mitchell;
 - Minor paving substantially completed at Dixon, Garden City, Homma and Gilmore;
 - Playground expansion completed at DeBeck;
 - Replacement of playground borders at Anderson is complete, work is underway at Byng;
 - Outdoor classroom and learning area expansion completed at Gilmore, with work to start in September at MacNeill;
 - Major site cleanups across District sites completed for school re-opening; and
 - Summer playground inspections and fall protection top-up across the District completed.

- Finishes:
 - Interior re-painting completed at Rideau Park;
 - Gym and change room re-painting substantially completed at Boyd;
 - Exterior re-painting completed at McRoberts;
 - Exterior and interior re-painting to commence in September at General Currie;
 - Gym floors recoated at six sites, and full sand and re-coat at one site (three additional sites to be completed at Winter/Spring Break);
 - Completed the installation of rainbow crosswalks at McRoberts, Palmer and Woodward; and
 - Completed parking lot lines and play area game lines refresh and updates at multiple District sites.

- Mechanical:
 - Replacement of domestic hot water system and boiler, and kitchen grease trap substantially complete at Cambie;
 - Replacement of sprinkler heads at Rideau Park and Palmer is completed;
 - Boiler replacements substantially completed at Talmey and Homma;
 - Awaiting equipment delivery for rooftop heating units at Tomsett; and
 - Duct cleaning completed at multiple sites.

- Electrical/Security:
 - Pending scheduled shut down to complete replacement of electrical main distribution panels at Ferris and McKay;
 - Fire alarm panel upgrades underway at multiple sites (five complete and five in progress);
 - Security upgrades in progress at six sites (Spul' u'kwuks, Thompson, Gilmore, McKay, Steves, and Byng);
 - Electrical support of Rideau Park renovation completed; and
 - Annual summer preventative maintenance substantially completed on generators.

Operations Activities

Highlights in the Operations & Rentals, Transportation, Assets & Safety, and Energy & Sustainability Departments to prepare for the school year:

- **Operations & Rentals**
 - Completed summer clean up duties, while working around summer programs, daycares, city rentals, and project work;
 - Successfully ran Operations Day Professional Development event for Operations Staff;
 - Allocated cleaning hours for the additional portables and modular buildings;
 - Reviewing the BSW (Building Service Worker) substitute roster to ensure adequate replacement staff are available;
 - Continuing to restructure the Rentals Department, updating website rentals information, implementing credit card payment option, changed selection process for daycares; and
 - Review of the agreements between the City of Richmond and the Richmond School District underway.
- **Transportation & Assets**
 - Collaborating with Learning Services staff and engaging the independent consultant to review student transportation, with a primary emphasis on developing and implementing recommendations to ensure timely student arrival to schools under the student transportation policies;
 - Will be continuing to work closely with Learning Services staff to best allocate Transportation resources;
 - Buses cleaned and serviced for the new school year; and
 - Successful summer with International Education Program field trips, and new student orientation field trips.
- **Energy and Sustainability**
 - Hired Travis Wong as our new Energy Specialist to fill the vacancy created by recent resignation;
 - Working on McRoberts and Byng LED Lighting upgrades with planned project completion by March 2024;
 - Working on Facilities Services Centre electrical upgrade to support fleet electrification, jointly funded by the federal Ministry of Infrastructure and BC Hydro. This is the first phase of the three-year funding from the Ministry of Infrastructure for electric bus purchases to be completed by December 31, 2025; and
 - Initiating the 2024 Continuous Optimization investigation phase at 10 elementary schools.

Kristopher Wilkins, BEng
Director, Facilities Services



Child Care Development Advisory Committee

May 3, 2023

7:00 PM

In Person Meeting held at Richmond City Hall, Room M.1003

Members in Attendance: Chantelle Pereira (Chair), Tania Lam, Diana Ma, Elana van Veen, Karen Jensen, Harinder Mahli, Rowena Raber, Vedrana Tomic, Jocelyn Wong, Rowena Raber, Joyce Lin, Chris Duggan (Staff Liaison), Carol Day (Council Liaison), Heather Larson (Trustee Liaison).

Regrets: Kevin Ching (Vice-chair), Zolzaya Tuguldur, William Tsai.

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 May 3, 2023

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of April 5, 2023

CARRIED

Guest Speaker/Presentation

“The Current State of Richmond’s Children” presented by Chris Duggan, Program Manager, Child Care and Youth. Chris Duggan presented an overview of the Wave 8 data from the Human Early Learning Partnership (HELP), collected from 2019-2022, which a focus on the outcomes for BC and Richmond.

Correspondence

None.

Business Arising

None.

New Business

None.

Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

Members who are interested in joining the Advocacy Sub-committee are to register their interest via email to Chris Duggan.

ii. Child Care Month Sub-committee

A reminder was provided regarding the Child Care Symposium for 2023 taking place on Saturday, May 6 from 8:30am-12:30pm at Richmond City Hall. Registration closes May 4.

An update was provided on the Children's Art Exhibition for 2023 to be held May 8 – May 31 at the Brighthouse Branch of the Richmond Public Library. Information was also provided on the Artist Appreciation event to be held at the Brighthouse Library May 24, 4:00- 6:00p.m. for children who contributed art and their families. Pre-registration is required.

iii. Child Care Grants Sub-committee

City of Richmond Child Care Grant approval letters and cheques were mailed out on April 3, 2023. Grant recipients should have received their letters.

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:

- School food programs are expanding. The Province of BC is investing \$214 million over three years to expand or create local food programs.
- Renovation of Minoru Place Activity Centre which will become the Richmond Cultural Centre Annex is underway and will include performing art studios, a creativity studio, and media and history labs.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

- The 2022 Update to the 2017-2022 Richmond Child Care Needs Assessment and Strategy has been published and is now available online and can be downloaded at:
https://www.richmond.ca/_shared/assets/childcareneedsassessstrat202266553.PDF.
- If any members wish to have a printed copy please email Chris Duggan.

School District Reports

i. School Board Liaison

Trustee Larson provided an update that the School District has received approval from the Child-Care-BC New Spaces Fund to construct four new standalone child care facilities at three elementary schools: McKinney Elementary, Bridge Elementary and Whiteside Elementary. These facilities will be modular buildings.

ii. Community Updates

i. Richmond Children First

No report, next meeting scheduled for end of May.

ii. Child Care Resource and Referral (CCRR) Update

The Richmond CCRR has been hosting workshops, with the next workshop scheduled for May 9th. The Richmond CCRR will be hosting a child care month dinner combined with a professional development workshop on May 23, 2023 with guest speaker Dr. Mariana Brussoni. Tickets are now available to buy on the website.

Next Meeting

June 7, 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 May 3, 2023.

via email

Chantelle Pereira
Chair

June 7, 2023

Date

via email

Tiffany Mallen
Recorder

June 7, 2023

Date