

Facilities and Building Committee

Public Meeting Agenda

Wednesday, November 1, 2023 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/66421930756>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held October 4, 2023 attached.
- 3. Facilities Planning Update (standing item)**
Report from the Director, Richmond Project Team 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 September 6, 2023 attached.
- 7. Next Meeting Date – December 6, 2023 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee

Public Meeting Minutes

Wednesday, October 4, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson
Trustee Member
Trustee Alternate
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 2nd Vice
President, CUPE 716
Vice President, Richmond Association of School Administrators
Executive Assistant (Recording Secretary)

K. Hamaguchi
H. Larson
A. Wong
C. Usih
C. Wang
R. Ryan
R. Laing
S. Ahluwalia
K. Wilkins
L. Baverstock
F. Marsic
N. Williams
A. Goulas
T. Lee

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəṇ 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 September 6, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team spoke to his report as included in the agenda package. He then responded to a trustee's question regarding the criteria for selecting the two new Indigenous Gathering Spaces. The Deputy Superintendent then responded to an inquiry from the President of Richmond Teachers' Association regarding whether teachers were using the potential spaces and were they engaged in the discussions.

The Director, Richmond Project Team then responded to a trustee's question on the criteria for the Long Range Facilities Plan and noted feedback from trustees and the public are welcome.

4. Capital Projects Update (standing item)

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

A trustee commented their appreciation for the child care facilities. The Director, Richmond Project Team and the Director, Facilities Services provided further details regarding ventilation in portables following a question from the President of Richmond Teachers' Association. Discussion then ensued regarding portable and modular classrooms.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package. He then responded to a question from the President of Richmond Teachers' Association regarding pest control and prevention.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held June 7, 2023 were attached for information.

7. Next Meeting Date – November 1, 2023 at 4:30 pm

8. Adjournment

The meeting adjourned at 4:56 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to Facilities and Building Committee (Public)

DATE: November 1, 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, enrolment numbers, 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):

In September 2022, R.M. Grauer Elementary and Kathleen McNeely Elementary were chosen as the designated locations for ICY. By March 2024, Learning Services will inform us if there is a need for additional space, and we will then explore the possibility of identifying future locations.

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. Kidd Elementary and Boyd Secondary have been selected and are expected to be operational by spring 2024.

6. Enrolment Projections:

The Planning Team is currently updating the District's enrollment projections. This revision is based on the actual enrollment data as of September 2023, supplemented with local insights, which encompass in-process residential development applications. Additionally, we have accounted for updated demographic information from sources like Baragar Systems, BC Stats, and Census Canada.

These projections play a vital role in shaping our facilities planning and investment decisions. The current update will serve as a guiding reference for the City Centre Growth Planning initiative and our forthcoming submission for the Five-Year Capital Plan in spring 2024.

7. City Centre Growth Planning:

The Planning Team is actively involved in ongoing research, planning, and the development of site and expansion strategies by maintaining a continuous dialogue with the City of Richmond.

As of September 2023, there has been a notable increase in enrollment at City Centre elementary schools, including Brighthouse, Cook, Talmey, and Tomsett, with 231 additional students, representing approximately a 12% growth compared to the figures from September 2022.

In the 2024/25 Five Year Capital Plan, numerous expansions will take precedence to effectively manage the enrollment surge within the City Centre. The Planning Team has explored expediting the capital expansions by collaborating with the Ministry of Education and Child Care with modular classrooms at Brighthouse, Cook, Talmey, and Tomsett schools.

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

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

Report to Facilities and Building Committee (Public)

DATE: November 1, 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 of April 2024.
5. John G. Diefenbaker Elementary Seismic Upgrade
 - Project Definition report submitted to Ministry. In December 2023, the Ministry will provide an update.
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 November 2023, on budget.
8. Childcare Facility – James Whiteside Elementary (*\$1.98 Million*)
 - Expected completion in September 2024, on budget.

9. Childcare Facility – James McKinney Elementary (\$1.98 Million)
 - Expected completion in September 2024, on budget.
 10. Childcare Facility – William Bridge Elementary (\$1.98 Million)
 - Expected completion in September 2024, on budget.
 11. Childcare Facility – Adult Education Centre (\$2.3 Million)
 - Expected completion in September 2024, on budget.
 12. Brighthouse Building Addition
 - Approved for a six modular classroom addition. Currently awaiting project funding agreement.
 13. Cook Building Addition
 - Approved for a five modular classroom addition. Currently awaiting project funding agreement.
- 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 deficiencies 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 completed (*2022/23 SEP \$472,000*). Currently, completing deficiencies.
 - Wood shop dust extraction system replacements at R.A. McMath Secondary and Richmond Secondary are in the tendering process; anticipated completion by September 2024 (*2023/24 SEP - \$768,000 + \$495,000*).
 - Lab ventilation system upgrades at all ten secondary schools have been completed. Currently, completing deficiencies at seven schools. (*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 completed. In October 2023 (*2023/24 CNCP \$471,562*). Currently, completing deficiencies.

2. Electrical System/Energy Upgrades

- LED lighting upgrade at Hugh McRoberts Secondary and Lord Byng Elementary are currently being tendered. Expected 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 completed. Upgrade was necessary to support the 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 (\$320,000).

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

Report to Facilities and Building Committee (Public)

DATE: November 1, 2023

FROM: Kristopher Wilkins, Director, Facilities Services

SUBJECT: **Facilities Services 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:

- Learning Environment Support (LES) grant funded outdoor learning area construction is complete at MacNeill;
- LES grant funded renovation at McKay library is in progress with the new millwork construction currently underway in the millwork shop, anticipate completing installation by December;
- HVAC is supporting the Board Office Direct Digital Controls heating controls upgrade;
- Final commissioning in progress of new boiler systems at Homma and Hamilton;
- Electrical is wrapping up final installation and commissioning on AFG projects, several security and fire alarm upgrades;
- Board Office Board Room maintenance is nearly complete, with door and window package tentatively scheduled for installation in early November; and
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all District Sites.

Operations Activities

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

- **Operations & Rentals**
 - Halloween Preparation completed. During the weekend prior to Halloween, we will have two security and two district roving patrols patrolling all sites. McMath will have two stat guards on site in the evening from Friday October 27 up to and including Halloween night;
 - On Halloween night we have two security and six roving patrols patrolling all sites. All the secondary schools and 14 elementary schools will have stat guards on site;
 - The Operations department is working on the recruitment of substitute custodians to mitigate the staffing shortages we have been dealing with. Over the next few weeks, we will have eight new custodians starting with the District; and
 - The custodial staff continues to provide a safe and healthy learning environment for the students and staff of the Richmond School District.
- **Transportation and Assets**
 - Ridership application reviews have been completed, and bus schedules are finalized and operating for the 2023/24 school year.
- **Energy and Sustainability**
 - McRoberts and Byng LED Upgrade projects: targeted completion date is March 2024. The project will result in anticipated combined 241,987 kWh annual electricity savings (equivalent to powering 20 homes for a year), with \$30,304 in combined incentives received from BC Hydro;
 - Updating annual Strategic Energy Management Plan, which reports on the energy conservation measures and low carbon electrification projects as required by BC Hydro;
 - Applied for a number of Fortis BC incentives for high efficiency boilers at various school sites.
 - Support the Board Office Direct Digital Controls upgrade project;
 - Initiated detailed design for electrical infrastructure upgrades at the Facilities Service Centre to support our fleet electrification plans. Full funding for this work has been provided by the federal Ministry of Infrastructure Zero Emission Transit Fund and BC Hydro's Fleet Ready program;
 - Issued annual Eco-Wise Grant applications, for all schools to apply for up to \$1,000 in funds to support sustainability initiatives at the school level; and
 - Kicked-off a new behaviour change campaign called "Plug Load Pirates", aimed at elementary schools. This pilot program will engage up to 12 elementary schools, which will be provided with five "smart" power bars that measure electricity consumption. The goal is for students to understand which plug loads "pirate" our power when plugged in, even when not in use. Prizes will be awarded for schools that demonstrate the greatest reduction in plug load power consumption.

Kristopher Wilkins, BEng
Director, Facilities Services



Child Care Development Advisory Committee

September 6, 2023

7:00 PM

Virtual Meeting

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

Regrets: Kevin Ching (Vice- Chair) Jocelyn Wong, William Tsai, Harinder Mahli, Vedrana Tomic, Tiffany Mallen (Recording Secretary).

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 September 6, 2023

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of June 7, 2023

CARRIED

Guest Speaker/Presentation

“The City of Richmond’s Child Care Grants Overview” presented by Chris Duggan, Program Manager, Child Care and Youth. A presentation regarding the City’s Child Care Grants was provided followed by a discussion.

Correspondence

None.

Business Arising

None.

New Business

a. Changes to Child Care Fee Reduction Initiative Eligibility

The Provincial government has recently updated the eligibility for the Child Care Fee Reduction Initiative to include licensed part day preschool and school age programs. This will enable families accessing these programs to access fee reductions that have previously only been available to full day programs or school age care for children in their kindergarten year.

b. Child Care Strategy Engagement Plan

The engagement plan for the Child Care Strategy is being finalized and will include a survey on Letstalkrichmond.ca, focus groups, key informant interviews and some pop up engagement events. Additional information will be shared once it is available.

Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

A summary of feedback from the Child Care Month activities (the Symposium, the Children's Art Exhibition and the Art Appreciation event) was shared.

iii. Child Care Grants Sub-committee

The City of Richmond Child Care Grants will open for applications on September 13. The program guidelines have been updated to provide information about the Early Development Instrument (EDI) data from the Human Early Learning Partnership (HELP) at UBC and a question has been added for applicants to relate their grant project to the key priorities in the community.

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:

- An affordable housing project for women and children at Steveston Highway and Railway has been approved by City Council. It will be operated by Turning Point Recovery Society.
- The Richmond tree sale is underway.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

None.

School District Reports

i. School Board Liaison

The Richmond School District has a new Superintendent who started September 1.

A new modular child care facility has opened at Maple Lane Elementary School. It is a beautiful space and a great support for families.

ii. Community Updates

i. Richmond Children First

Richmond Children First will meet in September and an update will be provided at the next meeting.

ii. Child Care Resource and Referral (CCRR) Update

None.

Next Meeting

October 4, 2023 at 7:00 p.m. – virtual meeting via Zoom.

Adjournment

The Committee Chair adjourned the meeting at 7:52 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 September 6, 2023.

via email_____

Chantelle Pereira
Chair

October 4, 2023

Date

via email_____

Chris Duggan
Recorder

October 4, 2023

Date