

Facilities and Building Committee

Public Meeting Agenda

Wednesday, January 10, 2024 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/69603558113>

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 December 6, 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 November 1, 2023 attached.
- 7. Next Meeting Date – February 7, 2024 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee

Public Meeting Minutes

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

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee
Trustee
Secretary Treasurer
Executive Director, Learning and Business Technologies
Director, Richmond Project Team
Director, Facilities Services
President, Richmond Teachers' Association
1st Vice President, Richmond Teachers' Association
3rd Vice President/Pro-D Chair, Richmond Teachers' Association
Representative, Richmond Management and Professional Staff
Executive Assistant (Recording Secretary)

K. Hamaguchi
D. Tablotney*
H. Larson
R. Belleza
A. Wong
C. Wang
R. Laing
S. Ahluwalia
K. Wilkins
L. Baverstock
S. Wenglowski
J. Cho
J. Canlas
T. Lee

Regrets:

President, Canadian Union of Public Employees 716

S. Robinson

*Present for a portion of the meeting

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqəmíñəm 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 November 1, 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. He then responded to an inquiry from the President of Richmond Teachers' Association about the involvement of Indigenous Gathering Spaces users in the design and resourcing process. The

Secretary Treasurer then noted the question will be passed on to the Learning Services department for a more detailed response.

Following another question from the President of Richmond Teachers' Association, the Director, Richmond Project Team provided further details on the design process of modular buildings.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team referred to his report as included in the agenda package. He then responded to questions from trustees' regarding projects completed on budget and the demand of child care facilities in the district. Discussion then ensued regarding child care facilities.

5. Facilities Services Update (standing item)

The Director, Facilities Services referred to his report as included in the agenda package. He then responded to questions from the President of Richmond Teachers' Association regarding rodents in schools and the custodial workload committee.

Following questions from trustees, the Director, Facilities Services provided further information regarding the timeline of the Feeding Futures program of installing kitchen equipment in schools and the progress of the District's Sustainability and Climate Action Plan goals. Discussion then ensued regarding the challenges related to sustainability.

6. Next Meeting Date – January 10, 2024 at 4:30 pm

7. Adjournment

The meeting adjourned at 4:55 pm.

Respectfully Submitted,

Ken Hamaguchi

Chairperson, Facilities and Building Committee

Report to Facilities and Building Committee Public

DATE: January 10, 2024

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.

2. Local Government Act Amendments ("Housing Statutes") and potential impact on Enrolment Growth Patterns:

In efforts to increase housing supply, the Provincial Government introduced the following Bills ('Housing Statutes') in Fall 2023 to amend the Local Government Act:

- Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023 ("Bill 44");
- Bill 46: Housing Statutes (Development Financing) Amendment Act, 2023 ("Bill 46");
- Bill 47: Housing Statutes (Transit-Oriented Areas) Amendment Act, 2023 ("Bill 47");

The Planning Team is engaging closely with the City of Richmond to consider potential impact of the implementation of these new Housing Statutes on local development, enrolment growth patterns across the District and long term expansion needs for school facilities.

The planning team is working closely with the City of Richmond to identify potential school sites and for updating expansion strategies for inclusion in the next update of their Official Community Plan.

3. Seismic Mitigation Program (SMP):

Refer to Richmond Project Team Report.

4. Childcare BC New Spaces Fund (NSF):

In preparation of the next intake of NSF applications for new stand-alone childcare facilities anticipated in Winter/Spring 2024, the Planning Team is undertaking a comprehensive review of suitable candidate sites for future childcare facilities.

5. Integrated Child & Youth Teams (ICY):

ICY are currently located at R.M. Grauer Elementary and Kathleen McNeely Elementary. 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.

6. Indigenous Gathering Spaces (IGS):

IGS 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.

7. Enrolment Projections:

The Planning Team has completed updated long term enrolment projections for 2024 to 2038 based on the actual enrolment data as of September 2023 and up to date demographic data, supplemented with local knowledge on growth including in-process residential development applications by school catchment and migration trends. The Planning Team 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 upcoming Capital Plan submission in spring 2024.

8. City Centre Growth Planning:

The Planning Team is actively involved in ongoing research, planning, and the development of school site acquisition and facility expansion strategies by maintaining a continuous dialogue with the City of Richmond. Combined enrolment at the district's City Centre elementary schools, including Brighthouse, Cook, Talmey and Tomsett, is projected to increase by nearly 200 students next year. As a temporary measure to accommodate expected growth, portable classrooms are planned for Tomsett and Talmey for occupancy in September 2024.

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: January 10, 2024

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 completed, on budget.
3. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
 - Building permits are pending and anticipating construction in February 2024.
4. Alfred B. Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
 - Design underway; anticipating construction start of July 2024.
 - Project Design Advisory Committee meeting was completed in December 2023.
5. John G. Diefenbaker Elementary Seismic Upgrade
 - The Ministry has offered feedback on the preliminary Project Definition Report. The consulting team is in the process of revising the report.
6. Childcare Facility – Maple Lane Elementary (*\$1.5 Million*)
 - Construction completed, on budget.
7. Childcare Facility – Manoah Steves Elementary (*\$1.5 Million*)
 - Construction completed, 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. Samuel Brighthouse Building Addition (\$9.0 Million)
 - Site servicing permits pending, completing work on Building Permit application. Project Design Advisory Committee meeting was completed in December 2023.
 - Expected completion in September 2024, on budget.
 13. Cook Building Addition (\$7.5 Million)
 - Site servicing permits pending, completing work on Building Permit application. Project Design Advisory Committee meeting was completed in December 2023.
 - Expected completion in September 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, Steves, Lee, Blundell, McKay, Cook, Garden City, Grauer, Kidd, Woodward, Dixon, and Ferris). Currently underbudget.
 - Deficiencies expected to be completed by spring break 2024.
- C. Minor Capital Projects** (less than \$1 Million funded by the Province)
1. Wood shop dust extraction system replacement at Matthew McNair Secondary completed (2022/23 SEP \$472,000).
 2. Wood shop dust extraction system replacements at R.A. McMath Secondary and Richmond Secondary have been designed. The contracts for the supply and construction of the systems have been awarded. The anticipated completion is September 2024 (2023/24 SEP - \$768,000 + \$495,000).
 3. Lab ventilation system upgrades at all ten secondary schools are completed. (2022/23 SEP \$252,730 and 2023/24 CNCP \$734,808).
 4. Direct Digital Control (building automation system) replacements at R.A. McMath Secondary, Samuel Brighthouse Elementary, and Hamilton Elementary are completed. (2023/24 CNCP \$471,562).

5. Building Envelope Replacement at Blair Elementary, currently with BC Housing at Tender Phase.

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

1. The BC Hydro electrical service upgrade at Manoah Steves Elementary is completed. The upgrade was necessary to support the classroom ventilation systems and a new modular childcare facility (\$200,000).
2. 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: January 10, 2024

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:

- HVAC Department has been catching up on preventative maintenance balanced with responding to service request calls relating to heating. They have also been supporting the Energy and Sustainability team with the results of the Continuous Optimization analyses. Preparations are also underway for the Spring Break installation of three rooftop units at Tomsett;
- HVAC is also continuing to support the Board Office Direct Digital Controls heating controls upgrade;
- Plumbing Department has hired a new plumber to fill a vacant position, starting early January;
- Electrical Department is continuing to work on Fire Alarm panel upgrade and replacements, security panel and motion detector upgrades, removal of analog phone lines and their replacement with network and cellular connections, and the change over to the new "running man" exit signs;
- Electrical and Carpentry Departments are supporting the new initiative through the Feeding Futures program to have kitchen equipment installed at various schools with approximately 35 sites ready for the new fridges;
- Winter Break preventative maintenance of industrial shop equipment completed at Secondary Schools;
- Paint Department repainted the entire main corridor and student study centre at McNair, and are continuing work on the interior re-paint project at Currie;
- Hamilton gym floor was re-finished over the Winter Break;

- Carpentry Department has completed the production of millwork for the Westwind library, and work is underway on site for installation; 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**
 - Continuing to restructure the rentals department, updating website rentals information, and implementing credit card payment option;
 - Custodial Workload Committee met late November and will reconvene in February to continue with the discussions on evaluation and comparison of workloads;
 - Utilizing Asset Recovery through the BC Auction House to sell old custodial equipment. Working closely with Stores to reorganize custodial tools, equipment, and supplies;
 - Additional effort on pest control to provide more frequent service to schools and improve our current pest management system;
 - Completed Winter Break scheduled duties in our schools; 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**
 - Wrapped up the calendar year with a very busy month of field trips;
 - Reviewing the 2024 bus schedule to improve school drop off times as some students no longer require bus service after December; and
 - Grounds trucks with snow plow and salt spreader have been outfitted and ready for use.
- **Energy and Sustainability**
 - Formal kick-off meeting for McRoberts LED upgrade completed with Administrators and Contractors. Lighting fixtures expected to arrive by 3rd week of January, with installation to begin immediately;
 - Byng LED upgrade is expected to start in January, delivery date of lighting fixtures is expected by end of January;
 - Applied for several Fortis BC incentives for boiler upgrades as well as boiler purchase to inventory before the end of the calendar year. Due to a change in provincial legislation, boiler incentives are no longer available as of January 1, 2024; and
 - Met with BC Hydro and our engineering consultant regarding Clean BC incentives for the eight heat pumps at Rideau Park that has allowed us to apply for incentives under the Commercial Express program.

Kristopher Wilkins, BEng
Director, Facilities Services



Child Care Development Advisory Committee

November 1, 2023

7:00 PM

Virtual Meeting

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Chris Duggan (Staff Liaison), Heather Larson (Trustee Liaison), Tania Lam, Diana Ma, Elana van Veen, Karen Jensen, Rowena Raber, Jocelyn Wong, Vedrana Tomic, Tiffany Mallen (Recording Secretary), Joyce Lin.

Regrets: Carol Day (Council Liaison), Zolzaya Tuguldur, Harinder Mahli, 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 November 1, 2023

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of October 4, 2023

CARRIED

Guest Speaker/Presentation

Child Care Strategy Engagement Presentation, by Chris Duggan and Tiffany Mallen.

The presentation provided an overview of the community engagement activities, which have been ongoing throughout October and November 2023. This includes a Let's Talk Richmond Survey on the City's website, open until December 3, 2023, focus group sessions, outreach sessions and key informant interviews. Discussion ensued and members of CCDAC shared their thoughts, ideas and experiences on child care in Richmond. Discussion topics included, 'what is going well', 'what could be improved' and 'what would an ideal child care system look like in the future'.

A 'what we heard' document detailing the feedback received will be created and used to inform a draft set of priorities and actions for the Strategy. CCDAC will have further opportunities to provide input into the draft priorities and actions in 2024.

Correspondence

None.

Business Arising

None.

New Business

None.

Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

Planning for the 2024 Symposium and the Children's Art Exhibition will take place in January.

iii. Child Care Grants Sub-committee

The City of Richmond Child Care Grants Program has now closed and applications will be reviewed by the Child Care Grant Sub-committee. Recommendations will be presented to CCDAC at the meeting on December 6 for endorsement.

b. City Reports

i. Council Liaison

None.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

None.

School District Reports

i. School Board Liaison

Schools and school facilities are becoming increasingly busy, particularly in the City Centre.

Community Updates

i. Richmond Children First

Richmond Children First's next meeting is scheduled for November 28, 2023 and an update will be provided at the next CCDAC meeting.

ii. Child Care Resource and Referral (CCRR) Update

There are a series of workshops over the next few weeks, including:

- 'Beyond the Playground: Promoting Risky Play in Outdoor Spaces' will take place on November 21. This is a workshop about risky play, with presenter Cristovao Janicas from the Vancouver School Board.

- ‘Supporting One, Supporting All: Collaborative Support for Models for Inclusive Learning Communities’ presented by Shelley Moore. This will be held in partnership with the School District, at Burnett Secondary School on December 2, 2023. This workshop is now full and has a waitlist.
- The Resource and inclusion kit and training grant applications have now closed. CCRR received a large number of applications and these are currently being reviewed.

Next Meeting

December 6, 2023 at 7:00 p.m. – in person meeting to be held at Richmond City Hall. A light supper will be served prior to the meeting starting at 6:30pm.

Adjournment

The Committee Chair adjourned the meeting at 8 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 November 1, 2023.

via email

Chantelle Pereira
Chair

December 06, 2023

Date

via email

Tiffany Mallen
Recorder

December 06 2023

Date