

Facilities and Building Committee

Public Meeting Agenda

Wednesday, February 7, 2024 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/64520641205>

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 January 10, 2024 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 December 6, 2023 attached.
- 7. Next Meeting Date – March 6, 2024 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee
Public Meeting Minutes

Wednesday, January 10, 2024 - 4:30 pm
Via Zoom

Present:

Chairperson
Trustee Member
Trustee
Trustee
Trustee
Deputy Superintendent
Secretary Treasurer
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
Representative, Richmond Management and Professional Staff
Vice President, Richmond Association of School Administrators
Executive Assistant (Recording Secretary)

K. Hamaguchi
H. Larson
R. Belleza
A. Wong
D. Yang*
R. Ryan
C. Wang
R. Laing
S. Ahluwalia
K. Wilkins
L. Baverstock
F. Marsic
J. Cho
J. Canlas
A. Goulas
T. Lee

Regrets:

Vice Chairperson

D. Tablotney

*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 hən̓q̓əmiñəm 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 December 6, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team noted there were no further updates to his report which is

included in the agenda package. He then responded to a question from the President of Richmond Teachers' Association regarding the impact of the *Local Government Act* amendments.

4. Capital Projects Update (standing item)

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

Trustee Larson expressed her appreciation for the completed projects and thanked staff for their work.

The Director, Richmond Project Team then responded to a question from the Chairperson regarding future childcare facilities sites.

5. Facilities Services Update (standing item)

Trustee Yang joined the meeting at 4:39 pm.

The Director, Facilities Services referred to his report as included in the agenda package. He highlighted the plumber position has been reposted and is currently vacant again since the agenda package has been published.

The Director, Facilities Services then responded to a question from the President of Richmond Teachers' Association regarding the process and procedures for the anticipated cold weather and snow.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held November 1, 2023 were attached for information.

7. Next Meeting Date – February 7, 2024 at 4:30 pm

8. Adjournment

The meeting adjourned at 4:41 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to Facilities and Building Committee (Public)

DATE: February 07, 2024

FROM: Steve Ahluwalia, Director, Richmond Project Team
Umur Olcay, Manager, Facilities Planning
Joseph Balderston, Assistant Manager, 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):

The Richmond Project Team plans to submit two (2) NSF applications on February 08, 2024 for stand-alone childcare facilities at Spul'u'kwuks and Garden City (preschool and school age care). In April 2024, the Ministry of Education and Child Care will be introducing a new application process for the next intake of applications.

5. 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.

6. 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, Talmey and Anderson Elementary Schools 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.

7. 2025-2026 Five Year Capital Plan:

The Planning Team is preparing the 2025-2026 Five Year Capital Plan, due to the Ministry of Education and Child Care by the end of June.

Steve Ahluwalia, PEng, MBA

Director, Richmond Project Team

Umur Olcay, RPP, ALEP

Manager, Facilities Planning

Joseph Balderston, RPP, MCIP

Assistant Manager, Planning

Report to Facilities and Building Committee Public

Date: February 7, 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. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
 - Building permits are pending and anticipating construction in February or March 2024.
2. Alfred Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
 - Design underway; anticipating construction start of July 2024.
3. Samuel Brighthouse Building Addition (*\$9.0 Million*)
 - Site servicing permits pending, completing work on Building Permit application.
 - Staff meeting was completed in January 2024.
 - Expected completion in September 2024, on budget.
4. Cook Building Addition (*\$7.5 Million*)
 - Site servicing permits pending, completing work on Building Permit application. Project
 - Expected completion in September 2024, on budget.
5. John Diefenbaker Elementary Seismic Upgrade
 - We are completing the business case for this project.
6. Childcare Facility – James Whiteside Elementary (*\$1.98 Million*)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.
7. Childcare Facility – James McKinney Elementary (*\$1.98 Million*)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.

8. Childcare Facility – William Bridge Elementary (\$1.98 Million)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.
9. Childcare Facility – Adult Education Centre (\$2.3 Million)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.

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

1. 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 replacements at McMath Secondary and Richmond Secondary are underway. Expected completion date set for September 2024 (2023/24 SEP - \$768,000 + \$495,000).
2. Building Envelope Replacement at Blair Elementary, currently with the Province to approve tender results.

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

Report to Facilities and Building Committee (Public)

DATE: February 7, 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:

- Planning is underway for Annual Facility Grant (AFG) projects for submission to the Ministry of Education for 2024/2025 budget year;
- Repairs and restoration work is underway at the 4 sites affected by the cold weather mid-January with sprinkler head bursts or heating unit leaks at Woodward, Burnett, Boyd, and Rideau Park;
- 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;
- 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 all sites ready for the new fridges, and approximately 40% delivered and installed;
- Paint Department is continuing the interior re-paint project at Currie, and plan to complete the project in March;

- Grounds Department repaired and installed new chain-link fencing at three sites, Tomsett, Garden City and Blundell;
- Grounds Department worked significant hours over the period of inclement weather salting all District sites and clearing snow;
- Carpentry Department replaced flooring in one room at Lee and 2 rooms at Currie;
- Carpentry Department has completed the installation of new millwork for the Westwind library; 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;
 - Utilizing Asset Recovery through the BC Auction House to sell old custodial equipment. Working closely with Stores to reorganize custodial tools, equipment, and supplies;
 - Revision of the on-boarding and training process for new substitute custodian is underway to provide better support for new hires;
 - Additional effort on pest control to provide more frequent service to schools and improve our current pest management system, including the hiring of a second Pest Control Technician; 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
 - Two buses have been equipped with safety cameras (pilot program) to aid drivers in safely backing out of tight spaces or around obstacles in parking lots; and
 - New Grounds trucks with snow plow and salt spreader performed well in the recent inclement weather.
- Energy and Sustainability
 - Applied for Clean BC Better Buildings funding support to partially fund replacing existing rooftop units with 8 new air sourced heat pumps;
 - Mitchell Elementary LED lighting upgrade final phase is substantially complete;
 - McRoberts LED lighting upgrade is underway, approximately 15% complete, with full completion planned for end of February 2024;
 - Byng LED lighting upgrade will begin this week, with full completion planned for March 2024;
 - Climate Risk Assessment for three sites (Steveston-London, Boyd, Byng) scheduled for February 7th. This is part of the implementation of the District Sustainability and Climate Action Plan, and

- will involve participation from Facilities Services, Learning Services, and Finance; and
- Eco Wise Café is scheduled for February 21, with all Green and Eco Team to share their sustainability success stories.

Kristopher Wilkins, BEng
Director, Facilities Services



Child Care Development Advisory Committee

December 6, 2023

7:00 PM

Held in person at City Hall

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Chris Duggan (Staff Liaison), Heather Larson (Trustee Liaison), Elana van Veen, Karen Jensen, Rowena Raber, Tiffany Mallen (Recording Secretary), Joyce Lin, Carol Day (Council Liaison), Zolzaya Tuguldur, Vedrana Tomic.

Regrets: William Tsai, Tania Lam, Harinder Mahli, Jocelyn Wong, Diana Ma.

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 December 6, 2023

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of November 1, 2023

CARRIED

Guest Speaker/Presentation

None.

Correspondence

- Ms. Raber and Ms. Tuguldur were participating in their final meeting with the Committee and were thanked for their service.
- Committee re-appointments are complete and selected applicants should have now received notification of Council's appointments.

Business Arising

- Tiffany Mallen provided an update on the engagement activities for the City's new 10 year Child Care Strategy. The engagement period has now ended and was comprised of two online surveys for residents, parents and guardians and child care operators, focus groups, interviews and outreach sessions. Feedback from the engagement period is being analyzed and a 'What We Heard' document is being created. A set of priorities and actions will be drafted utilizing the feedback received. Progress updates will be provided to CCDAC when available.

New Business

a. Provincial Announcements

The Province of British Columbia recently announced an increase in the ECE Wage Enhancement Program, raising Early Childhood Educators' wage enhancements from \$4 per hour to a total of \$6 per hour. There are also new grants for ECEs who hold infant

Toddler Educator Certificate or Special Needs Educator Certificate. The Province also announced a new Child Care BC Operating Funding Model which is being tested by a small number of existing \$10 a Day operators.

b. **Annual Report and Work Program**

An annual report is being prepared that will outline the successes, achievements and activities of the committee for 2023. A draft work plan is also being prepared and will be brought to the committee in January for final discussion and approval. A short questionnaire related to committee members experience in 2023 was circulated and will enable all members to provide input into these two documents.

c. **2024 Meeting Schedule**

Due to the schedule of Winter Break, the next meeting will be held on January 10, 2024 instead of January 3, 2024.

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**

Prior to the discussion of this agenda item two committee members; Ms. Jensen and Ms. van Veen, declared a conflict of interest and excused themselves from the meeting.

A summary of the 2024 Child Care Grant Program applications was presented to CCDAC by the Grants Sub-committee. The Grants Sub-committee outlined their recommendations for endorsement and a discussion took place.

Motion: That CCDAC endorse the funding recommendations as presented for the 2023 Child Care Grant Program. This item was carried without the presence of Ms. Jensen and Ms. van Veen. **CARRIED**

Ms. Jensen and Ms. van Veen returned to the meeting

b. **City Reports**

i. **Council Liaison**

Councillor Day shared a number of items with the Committee via email prior to the meeting. Information was shared regarding: Winter Wonderland at City Hall, a new Digital Library Card and the Bark Park Lets Talk Richmond Survey.

ii. **Staff Liaison**

a. New developments proposing Child Care Amenities

None.

b. Other Updates

None.

School District Reports

i. School Board Liaison

Ms. Larson announced she has accepted the position of Chair of the School Board effective for 2024.

Community Updates

i. Richmond Children First

Highlights were shared from the Richmond Children First meeting held on November 28, 2023. These included:

- Aspire recently participated in a Community Led-Collaboration facilitated by Inclusion BC regarding children and families that require additional support.
- At the School District, the Just B4 preschool programs are almost filled, there are a small number of spots left in one of the programs. The Seamless Day before and after school pilot at Whiteside is going very well and is at full capacity.
- Janice Lambert is retiring from Richmond Family Place on December 31, 2023 and Ruth Taverner will be the new Executive Director.

ii. Child Care Resource and Referral (CCRR) Update

The CCRR workshop with Shelley Moore has 86 ECEs registered to attend, which is an excellent response. CCRR is hosting a workshop on December 9 for the applicants of their inclusion grant. CCRR were able to fund 29 of the grant applications and is providing training and a list of resources for the all of the other applicants.

Next Meeting

January 10, 2024 at 7:00 p.m. – virtual meeting.

Adjournment

The Committee Chair adjourned the meeting at 8.45 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 December 6, 2023.

via email
Chantelle Pereira, Chair

January 10, 2024
Date

via email
Tiffany Mallen, Recording Secretary

January 10, 2024
Date