

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: Monday May 27, 2019
LOCATION: 1st Floor Boardroom
School Board Office
TIME: 5:00 pm – 6:00 pm

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Minutes of meeting held April 24, 2019
- 3. EARLY EARTHQUAKE WARNING SYSTEM – UPDATE**
Attachment: Manager, Health & Safety
- 4. CAPITAL PROJECTS UPDATE [standing item]**
Attachment: Executive Director, Planning & Development
- 5. LONG RANGE FACILITIES PLAN LRFP [standing item]**
Attachment: Executive Director, Planning & Development
- 6. NEXT MEETING DATE – MONDAY JUNE 24, 2019 at 5:00 pm**
- 7. MINUTES FOR INFORMATION**
 - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Minutes from April 3, 2019, February 6, 2019 and January 6, 2019 attached.
- 8. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held in the 1st floor Boardroom of the School Board Office, 7800 Granville Road, Richmond, BC, on Wednesday, April 24, 2019 at 4:00 p.m.

Present:

Debbie Tablotney, Committee Chairperson
Sandra Nixon, Committee Vice-Chairperson
Norm Goldstein, Trustee
Donna Sargent, Trustee
Scott Robinson, Deputy Superintendent of Schools
Cathy Thornicroft, Assistant Superintendent*
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director Planning and Development
Richard Steward, Director of Instruction, Learning Services*
Mike Beausoleil, Director, Maintenance, Operations and Transportation
Tim McCracken, 1st Vice President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Jose Pelayo, Co-President, RMAPS
Rebeca Avendano, Co-President, RMAPS
Wanda Plante, Executive Assistant (Recorder)

Regrets: Liz Baverstock, President, Richmond Teachers' Association

The Chairperson called the meeting to order at 4:08 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

Assistant Superintendent Thornicroft joined the meeting at 4:09 pm.

2. APPROVAL OF MINUTES

Minutes from the February 25, 2019 meeting were approved as circulated.

3. CAPITAL PROJECT UPDATE (Standing Item)

The Executive Director, Planning and Development provided numerous seismic project updates and target completion dates for Cook, Tait and Ferris Elementary and Boyd Secondary. He advised that a Ministry announcement was held earlier today approving the Capital Project Funding Agreement for Manoah Steves Elementary which will include a seismic upgrade and partial replacement. The Executive Director, Planning and Development noted the resubmission of the Project Definition Report for Tomsett for Ministry approval which recommends the option of a Seismic Upgrade and addition of 4 classrooms. He also

highlighted future seismic mitigation projects and the structural re-assessment of 29 pre-1990 school based on the 2018, assumed soil classification guidelines that have now been reassessed as high seismic risk.

4. LONG RANGE FACILITIES PLAN (LRFP) UPDATE

The Executive Director, Planning and Development advised that work continues on the completion of the LRFP as feedback results are collected and updated from public consultation including Open House events and online surveys. The LRFP will be collected and finalized for Board approval in mid-late June.

5. GENDER NEUTRAL WASHROOM UPDATE

A Summary information document was distributed at the meeting and the Director, Maintenance, Operations and Transportation advised that each elementary and secondary school is equipped with at least 1 gender neutral washroom.

6. RENTAL INCREASED FOR SCHOOL USE OF FACILITIES AND DAYCARES 2019/2020

a) CHARGES TO SCHOOL USE

The Director, Maintenance, Operations and Transportation spoke to the Schedule of Charges for Use of School Facilities attachment. He advised that the rental rates for the use of school facilities are reviewed every year and added that a 2.5% increase is being considered to cover inflationary costs to both non-commercial (not-for-profit) and commercial rates (for profit).

RECOMMENDATION

THAT a 2.5% increase to both non-commercial (not-for-profit) and commercial rates (for-profit) on the Schedule of Charges for the Use of School Facilities be approved by the Board effective July 1, 2019.

b) DAYCARE RATES

The Director, Maintenance, Operations and Transportation spoke to Daycare Rates. The district reviews Daycare rates every three years with the last review in 2015. He spoke to cost increases in wages and benefits of CUPE staff, increased utility costs and other inflationary cost increases. Discussion ensued and the Secretary Treasurer recommended an increase of custodial costs for rental charges to be increased to \$28.05/hr. from \$27.50/hr.

RECOMMENDATION

WHEREAS a review of changes in the district's cost structure has indicated increases in wages/benefits, utilities and maintenance costs all of which impact the cost of rental space provided;

BE IT RESOLVED THAT the Schedule of Charges for the Use of School Facilities (Policy 804.4-G) be amended to add the following rental charges per hour per room for all daycares as follows:

- 2019/20 - \$8.00
- 2020/21 - \$8.25

- 2021/22 - \$8.50

AND FURTHER THAT custodial costs will be \$28.05 per hour.

7. MINISTRY OF EDUCATION PROVISION OF MENSTRUAL PRODUCTS

The Secretary Treasurer spoke to the Ministry of Education April 5, 2019 bulletin noting a Ministerial Order requiring all B.C. public schools to provide access to free menstrual products for students in school washrooms by December 31, 2019. The Ministry's direction comes with \$300,000 in provincial start-up funding to improve access as they continue to work with school districts, community and education partners to identify gaps and look at the needs of each district. The district is awaiting further direction and clarity for the Ministry on guidelines for implementation.

8. NEXT MEETING DATES

Monday, May 27, 2019 and Monday, June 24, 2019

2019-2020 Meeting Schedule will be the last Thursday of each month with some exceptions.

Director of Instruction, Learning Services joined the meeting at 4:50 pm.

9. ADJOURNMENT

The meeting adjourned at 4:51 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Facilities and Building Committee

DATE: May 27, 2019
FROM: Gus Lee, Manager, Health & Safety
SUBJECT: Early Earthquake Warning System (EEWS)

Why have EEWS?

- Risk of exploding windows, collapse of non-supporting walls, falling debris
- EEWS provides 1 to 1.5 minutes of pre-warning before the earthquake arrives
- EEWS data-log all earthquake but will audio activate on a 4.0 and above

Possibility of Connecting Projects/Components

1. PA Upgrade
2. Early Earthquake Warning System units
3. Lockdown Buttons
4. Mass Communication System

Cost of EEWS

- Pilot funded by Health & Safety Dept. over 3 years
- Purchased 22 Units (1,345/unit incl. taxes) = \$30,000
- Additional 30 units (\$40,000)
- Avcom is a local supplier - Free support for the life of unit (no monthly user charges)

Go Forward Decisions

- Do we install one EEWS unit in each site?
- Do we connect the Mass Communications system to the PA systems?

PA Update as of 2019-05-27

- IT hope to complete 25 schools by the end of summer.

Update of Installed EEWS as of 2019-05-27

7772

Name	Total	Online	Alarm	Local	Remote	Trouble	Trigger
SchoolDistrict38	23	7	0	0	0	0	
DEMO	2	2	0	0	0	0	
Diefenbaker		●	●	●	●	●	●●●
Ferris		●	●	●	●	●	●●●
Kidd		●	●	●	●	●	●●●
McNeely		●	●	●	●	●	●●●
Quilchena		●	●	●	●	●	●●●
Tech_Centre		●	●	●	●	●	●●●
wd-test-100		●	●	●	●	●	●●●
wd-test-101		●	●	●	●	●	●●●
wd-test-103		●	●	●	●	●	●●●
wd-test-104		●	●	●	●	●	●●●
wd-test-105		●	●	●	●	●	●●●
wd-test-106		●	●	●	●	●	●●●
wd-test-108		●	●	●	●	●	●●●
wd-test-109		●	●	●	●	●	●●●
wd-test-110		●	●	●	●	●	●●●
wd-test-112		●	●	●	●	●	●●●
wd-test-114		●	●	●	●	●	●●●
wd-test-115		●	●	●	●	●	●●●
wd-test-44		●	●	●	●	●	●●●
wd-test-499		●	●	●	●	●	●●●
Woodward		●	●	●	●	●	●●●

Picture above: Amazon/Avcom On-Line Portal.

Respectfully submitted,

Gus Lee
Manager, Health & Safety

DATE: 27 May 2019
FROM: Frank Geyer, Executive Director, Planning & Development
SUBJECT: Capital Projects Update

- 1. William Cook Elementary Seismic Upgrade, Partial Replacement & Addition (\$13.9 Million)**
 - Concrete floor slab, wall framing, exterior doors and windows, roofing complete, electrical and plumbing rough-in underway for addition, seismic foundation upgrading work continuing around existing building to remain.
 - Project is still on track for substantial completion in August 2020.
- 2. Hugh Boyd Secondary Seismic Upgrade & Partial Replacement (\$10.7 Million)**
 - Partial demolition of the south end of Block 2 complete, foundations and underslab plumbing and electrical rough-ins complete for new Tech Ed addition (replacing Block 4), concrete slab to be poured shortly. Temporary accommodations all in place.
 - Project still on track for substantial completion targeted for August 2020.
- 3. Robert J Tait Elementary Seismic Upgrade (\$7.6 Million)**
 - Design 98% complete and submitted for Building Permit and tender of Trade Contractors work.
 - Construction start in late May 2019 with substantial completion targeted for August 2020.
- 4. W D Ferris Elementary Seismic Upgrade (\$8.5 Million)**
 - Design 94% complete with completion targeted by the end of May 2019. Application for Building Permit completed. Temporary accommodations (four portables) in place.
 - Expect construction start in July 2019 with substantial completion targeted for August 2020.
- 5. Mitchell Elementary Seismic Upgrade & Partial Replacement (\$11.4 Million)**
 - Project approval letter from Minister of Education received 06 March 2019. Design commenced in March 2019 on the approved option (Seismic Upgrade of 1975 and 1992 Blocks and Replacement of Pre-1975 Blocks) and is 35% complete.
 - Advised by the City of Richmond that a variance in floor elevation will not be granted, thus requiring a “bridge” to connect existing school to new addition that will be 650mm higher. However, preloading of the site for the addition is no longer likely (awaiting confirmation from geotechnical engineer).
 - Targeting construction start in November 2019 and completion by June 2021.

6. Manoah Steves Elementary Seismic Upgrade & Partial Replacement (\$12.8 Million)

- Project approval letter from Minister of Education received 18 April 2019. Design commenced in March 2019 on the approved option (Replacement of 1964 Administration Block and Seismic Upgrade of Remaining Building).
- Temporary relocation of Montessori Program to R.M. Grauer Elementary scheduled for Summer 2019.
- Targeting construction start in November 2019 and completion by August 2021.

7. F A Tomsett Elementary Seismic Upgrade & Addition (PDR Stage - \$11.4 Million)

- Project submitted to and awaiting approval from the Ministry for recommended option: Seismic Upgrade and 20K/75E (4 classroom) Addition. Extent of liquefaction mitigation (currently in reserves) to be determined in design phase.
- Targeting construction start in June 2020 and completion by January 2022.

8. James McKinney Elementary & Maple Lane Elementary Seismic Upgrades (PDR Stage)

- Received Ministry support for these projects contained in the 2019/2020 Capital Plan 01 March 2019.
- Consultants retained, work underway. Targeting completion 31 August 2019

9. James Whiteside Elementary & William Bridge Elementary Seismic Upgrades (PDR Stage)

- Received Ministry support for these projects contained in the 2019/2020 Capital Plan 01 March 2019.
- Currently retaining consultants. Targeting completion 31 October 2019

10. 2020/2021 Five-Year Capital Plan

- Work has started on the 2020/21 Capital Plan, due by 30 June 2019, based on parameters set forth in the Capital Plan Instructions received from the Ministry of Education in March, and those contained in the draft Long Range Facilities Plan.
- Expecting at least 20 seismic upgrade (including 4 already supported by the Ministry) and 5 addition projects, along with school enhancement, bus replacement, and playground equipment projects to be included in the plan.

DATE: 27 May 2019
FROM: Frank Geyer, Executive Director, Planning & Development
SUBJECT: Long Range Facilities Plan (LRFP) Update

Work continues on the new LRFP, which is a comprehensive plan that outlines how the school district will manage its facilities in order to deliver its educational programs in the most efficient, economic and effective manner possible.

Developments since the April 24th Facilities & Building Committee LRFP Update include:

- Updated Draft Long Range Facilities Plan, based on feedback received to date and new data, was completed, delivered to and received by the Board, published on the District website (<https://www.letstalksd38.ca/8241/documents/16334>) and shared with stakeholders (including the Ministry) May 21st.
- Meetings with educational stakeholders taking place (RTA, RMAPS and RDPA completed, CUPE scheduled for May 29th);
- Public Open Houses #2 and #3 (with updated and more detailed information, based on feedback received) scheduled for May 25th (Brighthouse Elementary) and June 1st (Bridge Elementary);
- Board Workshop #8 set for June 18th;
- Long Range Facilities Plan to be refined, based on all feedback received, and finalized for Board approval in June 26th at a Special Board Meeting; and
- Table of completed updates to the draft LRFP since the 14 March 2019 release is attached.

May 22, 2019

To Whom It May Concern:

The Richmond School District is pleased to announce the release of a latest draft Long Range Facilities Plan (LRFP), replacing the earlier document that was released in March 2019 and revised to take into account feedback received to date and other refinements. The fundamental premise of a LRFP is to provide a mechanism for districts to demonstrate they are managing their facilities in an effective, economic and efficient way in support of their educational goals. The LRFP places the need for capital projects in a district-wide context and becomes the basis for submission of capital project requests by the District and for investment decisions by the Ministry.

Work on the draft LRFP began in earnest in May 2018 with a review of the District's physical assets (lands and buildings), school boundaries and program locations. The process has included the gathering and analysis of data, developing and testing strategies and gathering feedback from numerous workshops so that strategic directions could be established.

A public engagement website was launched on February 19, 2019 to ensure that the Richmond community understands the concepts, issues and proposals related to facilities planning. The website delivers multiple opportunities to provide input into the plan and has hosted a number of surveys, including one that is live now seeking input on facility priorities and addressing schools with lower capacity utilization and schools that are over-capacity. In addition, there are a number of documents that can be downloaded, including survey results, presentation boards from the first Open House in April, and the latest version of the draft LRFP.

Two open houses have been scheduled to offer the public an opportunity to speak to staff and trustees and learn more about the plan – one in the north (Samuel Brighthouse Elementary, Saturday May 25th) and one in the south (William Bridge Elementary, Saturday, June 1st). Both Open Houses run from 11:00 a.m. to 1:00 p.m.

The public is encouraged to visit the [Long Range Facilities Plan Public Consultation website](#), attend upcoming open houses and complete the latest online survey to ensure that their input is incorporated into the final LRFP.

Sincerely,

Scott Robinson
Superintendent of Schools

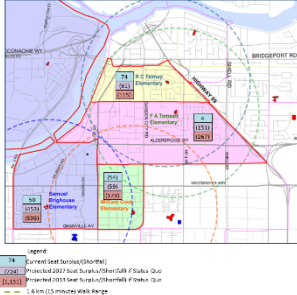
- Revised Draft Long Range Facilities Plan:
<http://bit.ly/2LVCuoX>
- Table of Updates Since March 2019 Preliminary Draft LRFP:
<http://bit.ly/2M0dJs0>

Table of completed updates following the initial release of the Draft Report on March 14, 2019¹²

Chapter/Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
Revision History	Revision History		Added a Revision History table prior to the Table of Contents	
1.2.1	Purpose of a Long Range Facilities Plan	"A District-wide Long Range Facilities Plan (LRFP) forms the basis for capital investment decisions in school facilities."	<i>"A District-wide Long Range Facilities Plan (LRFP) places the need for capital projects in a district-wide context and plays a key role in the submission of capital project requests by the District as it forms the basis of capital investment decisions by the Ministry."</i>	In response to new LRFP Guidelines released by the Ministry of Education on April 12, 2019.
1.2.2	Purpose of an Annual Five-Year Capital Plan	"School districts' annual Five-Year Capital Plan submissions are used to inform the selection of priority capital projects for the Ministry's following fiscal year. They also provide the Ministry insight into future year priorities that are used in longer term capital planning." (Source: 2018/19 Ministry of Education Capital Plan Instructions)	<i>"Annual Five-Year Capital Plan submissions from boards of education are used by the Ministry to determine which priority capital projects may be included in the Ministry's Capital Plan for the following fiscal year. The capital plan submissions also provide the Ministry with important insight into future year priorities, which can be used in longer term government planning and the determination of potential future capital planning requirements for the public education system." (Source: 2020/21 Ministry of Education Capital Plan Instructions)</i>	Updated to reflect 2020/2021 Ministry of Education Capital Plan Instructions.
1.2.2	Purpose of an Annual Five-Year Capital Plan		Added the following to the list of major capital projects: - <i>"Rural District Programs (RDP)"</i>	Updated to reflect 2020/2021 Ministry of Education Capital Plan Instructions.
1.2.2	Purpose of an Annual Five-Year Capital Plan	- Bus Replacement Program (BUS)	- <i>"Bus Acquisition Program (BUS)"</i>	Updated to reflect 2020/2021 Ministry of Education Capital Plan Instructions.
1.2.2	Purpose of an Annual Five-Year Capital Plan	"As a pre-requisite to the MOE considering the District's Five-Year Capital Plan submission, the Board of Education is required to have an LRFP in place that lays out management strategies for its inventory of capital assets in support of educational programming goals."	<i>"Each Board of Education is expected to have an LRFP in place for its school district that outlines management strategies for its inventory of capital assets in support of educational programming goals. The LRFP does not need to be submitted as part of a Five-Year Capital Plan, although the Ministry may request pertinent sections to inform its capital plan review process."</i>	Updated to reflect 2020/2021 Ministry of Education Capital Plan Instructions.
3.1	Grade Configuration		Added the following to the end of the Subsection 3.1: <i>"Based on public feedback undertaken during the preparation of the LRFP, the present K-7 and 8-12 configuration is strongly supported by the community."</i>	In response to Survey 2 results regarding Grade Configuration.
3.2.2	French Immersion Programs	"Future considerations for the Early French Immersion Program locations at the elementary level may include a number of possibilities that will need to be reviewed, such as relocating to schools with available space. In some cases, Early French Immersion programs are located in schools with in-catchment enrolment pressures."	<i>"In some cases, Early French Immersion programs are located in schools with in-catchment enrolment pressures. The District will consider the option of moving and/or establishing new French Immersion programs in schools with available space when reviewing future program locations."</i>	In response to Survey 2 results regarding French Immersion.
3.2.2	French Immersion Programs		Added the following to the end of Subsection 3.2.2 in reference to the comprehensive review of program locations and catchment boundaries: <i>"This approach aligns with public feedback received during the preparation of this report."</i>	In response to Survey 2 results regarding French Immersion.
3.2.4	Aboriginal Program		Added the following as an introduction to this Subsection: <i>"The Richmond School District recognizes the power of a shared responsibility for supporting Aboriginal learners, and endeavour to see all our Aboriginal learners graduate with dignity, purpose, and options. The District believes that education that honours the histories, worldviews, and perspectives of First Peoples is good for all students in our district, and is key to a reconciled relationship with First Peoples in Canada."</i>	In response to new LRFP Guidelines released by the Ministry of Education on April 12, 2019.

¹ Excludes minor grammatical revisions made to the report, improvements to appearance of tables, and revisions to the Appendices for consistency with changes in this table.

² With R1 revisions to Updated draft to Board based on initial feedback dated 06 May 2019

Chapter/Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
4.7.1	Richmond City Centre Area Plan		<p>Added new text and graphics providing information on walk distances with the City Centre Planning Area:</p> <p><i>“The City Centre Planning Area will have rapid housing growth and student growth is expected, resulting in a K-7 shortfall of 724 seats by 2027 and 1,151 seats by 2033 if current capacity of the four existing elementary schools serving the City Centre are not expanded beyond the 89 seat classroom addition in progress at William Cook and scheduled for completion in September 2020.”</i></p> <p><i>[Chart – City Centre Projected Shortfall]</i></p>	Text added to the report for consistency with the current Capital Funding Strategy developed in February 2019.
4.7.1	Richmond City Centre Area Plan		<p>Added new text and graphics providing information on walk distances with the City Centre Planning Area:</p> <p><i>“The current walk distances from any one point within the City Centre Planning Area to the nearest school is within 1.6 kilometres/15 minutes as demonstrated on the map below, with the exception of a small section west of No. 3 Road and north of Leslie Road (where the Real Canadian Superstore and other businesses in large warehouse buildings are located) which is zoned as “Auto-Oriented Commercial” and “Industrial”, i.e. non-residential. Henry Anderson, Archibald Blair, Blundell, General Currie, W.D. Ferris and Donald E. McKay are located around the fringe of the City Centre Planning Area and have not been included in this analysis.</i></p>  <p><i>The map to the right illustrates the school locations and catchments for the four elementary schools currently serving the City Centre Planning Area; R.C. Talmey, F.A. Tomsett, William Cook and Samuel Brighthouse, with:</i></p> <ul style="list-style-type: none"> <i>• 1.6 km (15 minute) approximate walk range;</i> <i>• current 2018 seat surplus/(shortfall); and</i> <i>• projected seat shortfall for 2027 and 2033 (based on status quo capacity after approved expansion to Cook Elementary is completed in 2020).”</i> 	This commentary has been added to the report for consistency with the current Capital Funding Strategy developed in February 2019.
4.7.1	Richmond City Centre Area Plan	<p>An SD38 administrative report in 2015 titled “City Centre School Site Acquisition Assessment” projects that the District will need additions to several elementary schools, as well as new elementary school(s), in order to accommodate the projected new growth. The existing elementary schools servicing the City Centre villages are identified as Samuel Brighthouse, William Cook, F.A. Tomsett and R.C. Talmey. There is no geographic alignment between existing school catchment area boundaries and the village boundaries, so realignment of catchment area boundaries is recommended.</p> <p>Using sample local yield rates for recent development units (number of students expected per residence), it was anticipated in</p>	<p>Removed discussion of SD38 administrative report titled ‘City Centre School Site Acquisition Assessment’, and the options that were presented in the 2015 administrative report.</p> <p>Replaced with the following Elementary School Capacity Expansion Scenarios:</p> <p><u><i>“Elementary School Capacity Expansion Scenarios</i></u></p> <p><i>In February 2019, the District developed a capital funding strategy for accommodating the projected elementary space shortfall in North Central Community of Schools Region, which includes the City Centre Planning Area (the North Central Region is comprised of schools within the Richmond Secondary and A.R. MacNeill Secondary catchments).</i></p> <p><i>In developing the Capital Funding Strategy, the Board of Education considered three scenarios for accommodating future elementary school enrolment growth in the City Centre Planning Area:</i></p>	These Elementary School Capacity Scenarios have been included in the report for consistency with the current Capital Funding Strategy developed in February 2019.

Chapter/Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
		<p>the report that the projected number of resident elementary school aged students within the City Centre Area could reach 2,538 by 2024 and ultimately 3,369 students by build-out in 2,100 – well above current aggregate capacity for the affected schools.</p> <p>Four options have been developed (in no particular order) to handle the projected growth in the City Centre Area:</p> <p>Option 1: Status Quo – no new schools, major additions to four existing schools only.</p> <p>Option 2: Dover – construction of a new 100K/500 nominal capacity school at District-owned portion of Dover Park, as well as less major additions to four existing schools.</p> <p>Option 3: City Centre – acquisition of a new school site in City Centre (Lansdowne Village area suggested), as well as major additions to four existing schools.</p> <p>Option 4: Hybrid – new 100K/500 nominal capacity school at Dover Park, new 40K/275 nominal capacity school in City Centre, and fewer major additions to four existing schools.</p>	<ol style="list-style-type: none"> 1. <i>Status Quo – with modular classrooms (portables) to accommodate growth;</i> 2. <i>Combination of school additions and a New School at Dover Beach Park;</i> 3. <i>Combination of fewer school additions and two New Schools, located at Dover Beach Park and Lansdowne Village Area.”</i> <p>Added text and charts for each of these scenarios.</p>	
4.7.1	Richmond City Centre Area Plan	“The Status Quo option 1 is not recommended, as this option would result in a seat shortfall of 1,151 elementary school seats by 2033 (capacity shortfall equivalent to a medium sized secondary school):”	<p>Improved Status quo Capacity and Enrolment Projection tables for City Centre Area Elementary schools and added the following text:</p> <p><i>“It is difficult to accurately project enrolment beyond 15 years, so for the purposes of this Long Range Facilities Plan, the focus is on that planning horizon. The following table illustrates the status quo capacity and enrolment projections for City Centre Area elementary schools (with approved capacity expansion of Cook shown), illustrating a growing seat shortfall of 1,151 student seats by 2033.”</i></p>	Improved for consistency with the current Capital Funding Strategy developed in February 2019.
4.7.2	Hamilton Area Plan		<p>Improved table of Capacity and Enrolment Projections for Hamilton Elementary and added the following text:</p> <p><i>“The table below illustrates the projected enrolment and recommended four-classroom addition proposed in 2025, consistent with the facilities strategy in Section 9 of this plan.”</i></p>	New text added to consistency with Chapter 4 Strategy Recommendations and Subsection 4.7.1.
5.1.3	Child Care Provisions		“The District will continue its current policies and practice to manage available space at schools to support child care, early learning programs and <i>before and after school care</i> . The School District will consider new opportunities to partner with child care and early learning providers and public sector agencies. Appendix L to this Plan includes child care related demographic analysis and space inventory.”	In response to Survey 2 results regarding before and after school care.
5.3	Catchment Area Boundaries	Boundary maps	<p>Improved boundary maps for:</p> <ul style="list-style-type: none"> - K-3 (Regular Program) - 4-7 (Regular Program) - 8-12 (Regular Program) - Early French Immersion Program - Late French Immersion Program - Secondary School French Immersion Program 	Maps developed after receiving GIS layers from the City of Richmond.

Chapter/Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
5.3.2	Regular Program		Moved the following text from the end of this section to the beginning as an introductory sentence: <i>"The regular program catchment area boundaries were established in the 1950's and have been subsequently revised with the opening of new schools and closing of former schools since."</i>	
5.3.6	Boundary Review Process		Added the following text to Step 1: <i>"The identification stage will include an impact assessment on students currently attending schools, school population size and short and long-term enrolment projections."</i>	
5.4	Optimizing the Utilization of School Assets	"The determination of suitable programs and community uses for space within schools by the Board of Education should be informed by the social, demographic and economic characteristics of local neighbourhoods after receiving input from the school community and stakeholders. The following are strategies and alternatives that should be considered to help improve the optimization of space within schools:"	"The accommodation of suitable programs and community uses of space within schools by the Board of Education <i>should be informed by the school community and stakeholders with an understanding of the social, demographic and economic characteristics of local neighbourhoods.</i> The following strategies and alternatives, <i>informed by public input</i> should be considered to help improve the optimization of space within schools:"	In response to Survey 2 results regarding various strategies and alternatives to improve the optimization of space within schools.
5.4	Optimizing the Utilization of School Assets	The following are strategies and alternatives that should be considered to help improve the optimization of space within schools: "8. Consider consolidation of school populations to reduce surplus capacity in community of schools regions."	Moved Item 8 referring to school consolidations to the end of the list and reworded it as follows: <i>"After exhausting all other alternatives for optimizing the utilization of school assets, the Richmond School District may consider consolidation of school populations to reduce surplus capacity in community of schools regions where it would improve learning environments and provide the efficient and effective accommodation of students in schools."</i>	In response to new LRFP Guidelines released by the Ministry of Education on April 12, 2019.
5.4	Optimizing the Utilization of School Assets		Added Item 10 to the list of strategies as below (R1 revisions made on based on feedback is in bold below): <i>"10. Where practical, ensure total estimated walk times to and from neighbourhood elementary schools are within 30 minutes, to and from neighbourhood secondary schools are within 40 minutes, consistent with reasonable walk limits set by the Board of Education for in-catchment students, or bussing as an alternative when considering:</i> <i>- boundary moves;</i> <i>- new school locations;</i> <i>- seismic projects which could result in a smaller 'right sized' school; and/or</i> <i>- replacing a high seismic risk school building that has seismic risk with a modern larger capacity school to accommodate students from multiple school catchments with possible consolidation considerations."</i>	In response to Survey 2 results regarding walk times to schools.
5.4	Optimizing the Utilization of School Assets (Chapter 5 Strategy Recommendations)		Added the following as strategy recommendations: <i>"- Where the Board of Education determines that there is a need to consolidate space, implement boundary moves, or consider choice program locations, the District will undertake consultation and engagement with the public to provide feedback to the Board before decisions are made.</i> <i>- All consultations should follow requirements outlined through the School Act, Board Policy and direction."</i>	In response to new LRFP Guidelines released by the Ministry of Education on April 12, 2019. To be added as bullets 4 and 5 to Chapter 5's Strategy Recommendations.
6.1.1	Facility Condition Assessments	Facility Condition Index Ratings: "Very Good (<0.05)	Revised FCI Ratings: "Excellent (0.0-0.05)	The revised ratings were selected after reviewing current industry benchmarks throughout North America.

Chapter/ Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
		Good(0.05 -0.19) Fair (0.20 -0.39) Poor (0.4 -0.7)"	<i>Good (0.06-0.20)</i> <i>Fair (0.21-0.40)</i> <i>Fair to Poor (0.41-0.60)</i> <i>Poor (0.61-0.80)</i> <i>Very Poor (>0.80)"</i>	
6.2	Annual Facilities Operating, Maintenance and Utility Costs	Section's introductory paragraph: "The annual cost to operate and maintain the current inventory of District-owned permanent structures (2018/2019) is approximately \$20.8 Million and the annual cost for utilities (electricity, natural gas, water, sewerage, propane, waste management and carbon offsets) is \$3.4 Million, for a total of \$24.2 Million. The annual O&M cost for portables is approximately \$300,000 and the utilities cost is approximately \$100,000."	Revised introductory paragraph to state: "The annual cost <i>for facility maintenance, operations and custodial cleaning</i> to the current inventory of District-owned permanent structures (2018/2019) is approximately \$19.9 Million and the annual cost for utilities (electricity, natural gas, water, sewerage, propane, waste management and carbon offsets) is \$3.2 Million, for a total <i>facility operating and maintenance (O&M) cost</i> of \$23.1 Million. The annual <i>cost for facility maintenance, operations and custodial cleaning for the current inventory of portables</i> is approximately \$300,000 and the utilities cost is approximately \$89,000, <i>for a total portables O&M cost of \$389,000."</i>	
6.2	Annual Facilities Operating, Maintenance and Utility Costs		Added two new charts indicating the Facility O&M Cost/Student per school and the following text: <i>To quantify the cost to operate and maintain schools that have a low capacity utilization or a high capacity utilization on a per child basis, the School District has calculated the facility O&M cost per child per school using the following formula:</i> $\frac{\text{Total Facility O\&M Cost per School (2018\$)}}{\text{School Enrolment (September 2018)}}$ <i>with schools having a lower capacity utilization and/or school enrolment having a higher operating cost on a per student basis.</i> <i>Based on the total facility O&M cost per school and September 2018 enrolment, costs per enrolling student per school are ranked as follows, with the schools on the left side of the graphs having the lowest cost per student:"</i> <i>[Chart – Elementary Schools]</i> <i>[Chart – Secondary Schools]</i> <i>"Schools with higher capacity utilization have lower facility O&M costs per student than schools with lower capacity utilization, as surplus spaces still require basic cleaning, maintenance, heating and lighting."</i>	Charts developed to quantify the cost difference to operate schools based on their capacity utilization.
6.2	Annual Facilities Operating, Maintenance and Utility Costs	"If the current District capacity utilization of space was increased from 78% to 85%, the approximate savings in combined O&M/utility costs for permanent structures would amount to \$2 Million annually. If the current inventory of portables was reduced by 14 units currently not used as classrooms or swing space rooms (35% reduction), the approximate savings in combined O&M/utility costs for those structures would amount to approximately \$130,000 annually."	Replaced with: "If the current District capacity utilization of space was increased from 78% to 85%, the approximate savings in <i>total facility O&M</i> costs for permanent structures would amount to \$1.9 Million annually. If the current inventory of portables was reduced by 50%, the approximate savings in <i>total O&M</i> costs for those structures would amount to approximately \$195,000 annually."	

Chapter/Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
6.3.2	Five-Year Capital Plan	"The 2019/2020 Capital Plan for School District No. 38 (Richmond), approved by the Board of Education and submitted to MOE in June 2018, is as follows (projects marked "*" have already been supported or have received MOE support in March 2019):"	"The 2019/2020 Capital Plan for School District No. 38 (Richmond), approved by the Board of Education and submitted to the <i>Ministry of Education</i> in June 2018, <i>contained the following projects which were supported by Ministry in March 2019:</i> " <i>[Revised Table – only includes Ministry supported projects]</i>	Revised to reflect most up to date information.
6.3.2	Five-Year Capital Plan		Added the following to the end of this section: <i>"The 2020/2021 Capital Plan is under development for review by the Board of Education in late May/early June 2019, approval and submission to MOE by the end of June 2019."</i>	Added to reflect most up to date information.
6.4.2	Seismic Risk Ratings		Separated the last paragraph into a new section, titled: <i>"6.4.3. Liquefaction Risk Ratings"</i>	
6.4.5	Current and Proposed Seismic Mitigation		Revised table of Current and Proposed Seismic Mitigation Program Projects	Revised with updated Liquefaction Risk and Seismic Risk ratings.
6.4.6	Seismic Upgrade Project Prioritization	"...with schools having the lowest ratios (i.e. lowest cost per student) having priority over schools with higher ratios. This methodology aligns with the mandate of the RPT to maximize the number of "safe seats" in as short a timeframe as possible. It should be noted that all schools on the list, regardless of their ranking, will receive attention in the seismic mitigation program as all are District priorities."	Replaced with: "...with schools having the lowest ratios (i.e. lowest cost per student) having priority over schools with higher ratios. This methodology aligns with the mandate of the RPT to maximize the number of "safe seats" in as short a timeframe as possible <i>and with public feedback received during the preparation of this report demonstrating strong support for the prioritization of investments in areas with high seismic risk and areas of high capacity enrolment.</i> It should be noted that all schools on the list, regardless of their ranking, will receive attention in the seismic mitigation program as all are District priorities."	In response to Survey 2 results regarding investment prioritization.
6.4.8	Replacement Opportunities		Added the following to the end of this Subsection: <i>"Consolidation and closure of older, under-utilized schools does not necessarily result in land being designated as surplus (discussed in Section 8.1.2)."</i>	In response to Survey 2 results regarding Budget Saving Measures.
8.1.1	Land Inventory - General	"Surplus: 12 lots, 3.3 hectares"	Item in list revised as follows: <i>"Potentially Surplus: 12 lots, 3.3 hectares"</i>	
8.1.2	Potential Surplus Holdings		Added the following to the end of this Subsection: <i>"Potential surplus holdings should not be disposed of unless they are designated as surplus by the Board of Education and the property is determined not to be needed for school district purposes in the future."</i>	In response to Survey 2 results regarding Budget Saving Measures.
9	Strategy for Community of Schools Regions	Communities of Schools Region Maps	Improved maps for: - Communities of Schools Regions - North Central Region - East Region - South Central Region - West Region	Maps developed after receiving GIS layers from the City of Richmond.
9	Strategy for Community of Schools Regions		Updated text describing the FCI of schools for consistency with the revised FCI Ratings: <i>"Excellent (0.0-0.05) Good (0.06-0.20) Fair (0.21-0.40) Fair to Poor (0.41-0.60) Poor (0.61-0.80) Very Poor (>0.80)"</i>	The revised ratings were selected after reviewing current industry benchmarks throughout North America.
9	Strategy for Community of Schools Regions		Updated text referring to Liquefaction ratings and Seismic Risk ratings where ratings have changed with most recent evaluations.	

Chapter/Section	Chapter/Section Name	Old (if applicable)	Updates (new and revised text in italics)	Commentary
9.2.6	North Central Region Elementary Facilities Conditions and Seismic Upgrade Considerations	“Seismic upgrades are proceeding for three elementary schools in the North Central Region with targeted completion by Fall 2020, including a seismic upgrade under construction at William Cook Elementary (structural and liquefaction upgrade/partial replacement/ expansion), a seismic upgrade for W.D. Ferris Elementary (structural) and a seismic upgrade/expansion for F.A. Tomsett Elementary (structural and liquefaction). Two other elementary schools in the North Central Region have “H1” seismic risk including: Sea Island Elementary (structural) and R.C. Talmey Elementary (structural and seismic).”	Replaced with: “Seismic upgrades are proceeding for two elementary schools in the North Central Region with targeted completion by Fall 2020 - a seismic upgrade under construction at William Cook Elementary (structural and liquefaction upgrade/partial replacement/expansion) and a seismic upgrade for W.D. Ferris Elementary (structural). A seismic upgrade/expansion for F.A. Tomsett Elementary (structural and liquefaction) is in <i>the business case development phase and two other elementary schools in the North Central Region have a high seismic risk blocks that need to be addressed through the Provincial Seismic Mitigation Program: Sea Island Elementary (“H1” structural, “M” liquefaction) and R.C. Talmey Elementary (“H1” structural, “H” liquefaction).</i> ”	Revised to reflect most up to date information on the status of Seismic upgrades in the community of schools region.
9.3.6	East Region Elementary Facilities Conditions and Seismic Upgrade Considerations	“Seismic upgrades are proceeding at Robert J. Tait Elementary (completion targeted in 2020) and for Mitchell Elementary (completion targeted in 2021). Both approved seismic projects require structural upgrades as well as addressing of the liquefaction potential. Kathleen McNeely Elementary is the only other elementary school in the east region that has high seismic risk (both structural risk “H3” and liquefaction risk “High”) and needs to be included in the Provincial Seismic Mitigation Program.”	Replaced with: “Seismic upgrades are proceeding at Robert J. Tait Elementary (completion targeted for Fall 2020) and for Mitchell Elementary (completion targeted for Fall 2021). Kathleen McNeely Elementary is the only other elementary school in the east region that has a <i>high seismic risk block (“H3” structural, “M-H” liquefaction) that needs to be addressed through the Provincial Seismic Mitigation Program.</i> ”	Revised to reflect most up to date information on the status of Seismic upgrades in the community of schools region.
9.4.6	South Central Region Elementary Facilities Conditions and Seismic Upgrade Considerations	“There are 12 out of 15 elementary schools that have high seismic risk that will need to be addressed through the Provincial seismic mitigation program.”	Replaced with: “ <i>Seismic upgrades have been supported by the Ministry of Education and are in the business case development stage at James Whiteside, William Bridge, Maple Lane and James McKinney. Eight out of the remaining 11 elementary schools in the South Central Region have high seismic risk blocks that need to be addressed through the Provincial Seismic Mitigation Program.</i> ”	Revised to reflect most up to date information on the status of Seismic upgrades in the community of schools region.
9.5.6	West Region Elementary Facilities Conditions and Seismic Upgrade Considerations	“There are 9 out of 12 elementary schools that have a high seismic risk rating in the west region, with both structural risk and liquefaction potential including: John G. Diefenbaker (H2), Alfred B. Dixon (H1), James Gilmore (H1), R.M. Grauer (H1), James Thompson (H1), Tomekichi Homma (H2), Donald E. McKay (H2), Quilchena (H1) and Manoah Steves (H1). The Province has approved a seismic upgrade project for Manoah Steves (to address both structural and liquefaction risk) to be completed for fall 2021. The 2019/2020 Five-Year Capital Plan also prioritized seismic upgrade project proposals for a number of other elementary schools that had a H1 risk rating in the West Region as summarized in Subsection 6.4.5 of this plan.”	Replaced with: “ <i>Seismic upgrades are proceeding at Manoah Steves Elementary (completion targeted for Fall 2021). Eight of the remaining 11 elementary schools in the West Region have high seismic risk blocks that need to be addressed through the Provincial Seismic Mitigation Program: John G. Diefenbaker (“H2” structural), Alfred B. Dixon (“H1” structural, “M” liquefaction), James Gilmore (“H1” structural, “M” liquefaction), R.M. Grauer (“H1” structural, “M-H” liquefaction), James Thompson (“H1” structural, “M” liquefaction), Tomekichi Homma (“H2” structural, “H” liquefaction), Donald E. McKay (“H1” structural) and Quilchena (“H1” structural).</i> ”	Revised to reflect most up to date information on the status of Seismic upgrades in the community of schools region.



**CHILD CARE DEVELOPMENT ADVISORY COMMITTEE
(CCDAC)**

**Held Wednesday, April 3, 2019
Room M.1.002, Richmond City Hall
7:00 pm**

- Present: Jarrod Connolly (Vice-Chair)
Diana Ma
Heather Logan
Aaron Manalo
Maryam Bawa
Rasika Aklujkar
Manvir Johal
- Also Present: Councillor Kelly Greene, Council Liaison
School Trustee Heather Larson, School District Liaison
Jocelyn Wong, Child Care Resource and Referral Centre Liaison
Chris Duggan, Staff Liaison
Rachel Ramsden, City Staff
- Absent: Kathy Moncalieri (Chair)
Gordon Surgeson
Agnes Lee

The Vice-Chair called the meeting to order at 7:00 pm.

1. AGENDA

It was moved and seconded.

That the agenda of the meeting of the Child Care Development Advisory Committee held on Wednesday, April 3, 2019, be adopted.

CARRIED

2. MINUTES

It was moved and seconded.

That the minutes of the meeting of the Child Care Development Advisory Committee held on Wednesday, February 6, 2019, be adopted.

CARRIED

It was noted that there was not a quorum in attendance for the meeting scheduled on March 6, 2019 so no official meeting took place.

3. CORRESPONDENCE

a. Received

CCDAC received a copy of two letters and certificates of recognition sent by Mayor Brodie to former long-standing CCDAC members Linda Shirley and Shyrose Nurmohamed.

Ofra Sixto submitted her letter of resignation from the Committee for personal reasons. A thank you letter was sent to her from Mayor Brodie's office.

b. Sent

A card for Ms Sixto from the Committee was circulated and will be sent to her.

4. BUSINESS ARISING

None.

5. NEW BUSINESS

a. Sub-committee membership

A Sub-committee membership list was distributed via email. Committee members were reminded of their sub-committee assignments.

b. Advocacy Sub-committee – Updates

No new business.

c. Child Care Month Sub-committee

An update was provided on the Child Care Month Symposium scheduled for May 4, 2019 at City Hall. The update included:

- The marketing flyer has been finalized and distributed through the Richmond Child Care Resource and Referral, Community Care Facilities Licensing and Richmond Children First. Attendance is anticipated to reach the maximum of 100 participants and registration is currently at 40.
- An overview of confirmed speakers for the event was presented.
- A small appreciation gift for each participant (a single flower) was confirmed as well as thank you small gifts for the presenters.
- A sign-up sheet of tasks was circulated for committee members to volunteer for during the event
- An evaluation form will be distributed to participants at the end of the event.

Richmond Child Care Development Advisory Committee
Wednesday, April 3, 2019

e. Child Care Grants Sub-committee – Updates

A second round of the Child Care Capital Grants is currently open and closes on April 15. The Child Care Grants Sub-committee will review the grant applications and make recommendations after the closing date.

6. CITY REPORTS

Council Liaison

Councillor (Cllr.) Greene provided the following information:

- City Council has declared a climate emergency. Upcoming public consultation on an action plan will be occurring in the near future.
- City Council has approved \$55,000 in neighborhood celebration grants for outdoor community events.
- City Council has denied an application for child care as a primary use on ALR land.
- Council agendas are now to be released 5 business days previous to a meeting, which is also available online for review.
- The 2017-2022 Richmond Child Care Needs Assessment and Strategy- 2018 Update was accepted by Council and it will be distributed for information to the community and key stakeholders.

Staff Liaison

New Developments Proposing Child Care Community Amenities

No new updates.

Other Updates

The 2017-2022 Richmond Child Care Needs Assessment and Strategy- 2018 Update was published. An email link to this report was distributed previously to the Committee and a hardcopy is available on request. Ms. Duggan distributed a quick fact sheet on findings from the recent 2018 update, which includes infographics and maps to provide visual context to the statistics.

A copy of the updated Child Care Design Guidelines was circulated to the Committee for review. The document is available on the City website.

Upcoming presentations being planned for the CCDAC

- Representatives of the Richmond Society for Community Living and YMCA of Greater Vancouver will be coming to the committee in June to present on the Early Childhood Development Hubs and the opportunities that may be available.
- Richmond Public Library (RPL) received a Council referral in regards to library access, vulnerability and youth services. RPL staff will be coming to the October committee meeting to discuss supporting youth access to the library.

The CCDAC is currently seeking new committee members due to two current vacancies.

Richmond Child Care Development Advisory Committee
Wednesday, April 3, 2019

7. SCHOOL DISTRICT REPORTS

Ms. Larson informed the Committee that the first of four open houses on the School District's Long Range Facilities Plan will be tomorrow evening (April 4, 2019). A complete copy of the draft plan is available at www.letstalk38.ca.

8. COMMUNITY UPDATE

Richmond Children First

Ms. Wong reminded the Committee that funding for coordination of the Richmond Children First Committee has now concluded. The Richmond Children First Committee will continue to meet, although not as regularly.

The Coordinator will continue to work on a few projects until the end of June, when all ongoing projects will be completed. Some of these current projects include: the Toddler Development Instrument, the Richmond Children's Profile, a developmental wheel, and a Journey Map. Richmondkids.ca will now be housed and managed by Richmond Child Care Resource and Referral.

9. CCRR UPDATE

Ms. Wong provided information that all workshops and training opportunities have been full. Planning for summer programs and workshops is currently underway. Ms. Wong updated the Committee that due to the enhancement of provincial funding for child care services, the CCRR contracts will now be open for an 'Request For Proposals' process in the upcoming year.

10. NEXT MEETING

The next meeting will take place on **Wednesday, May 1, 2019 at 7:00 pm** in Room M1.002, Richmond City Hall.

11. ADJOURNMENT

It was moved and seconded

That the meeting be adjourned at 8:35 pm.

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Richmond Child Care Development Advisory Committee of the Council of the City of Richmond held on Wednesday, April 3, 2019.

Kathy Moncalieri
Chair

Rachel Ramsden
Recording Secretary



CHILD CARE DEVELOPMENT ADVISORY COMMITTEE
(CCDAC)

Held Wednesday, February 6, 2019
Room M.1.002, Richmond City Hall
7:00 pm

Present: Kathy Moncalieri (Chair)
Jarrod Connolly (Vice-Chair)
Diana Ma
Agnes Lee
Aaron Manolo
Maryam Bawa
Gordon Surgeson
Rasika Aklujkar

Also Present: Councillor Kelly Greene, Council Liaison
School Trustee Heather Larson, School District Liaison
Jocelyn Wong, Child Care Resource and Referral Centre Liaison
Chris Duggan, Staff Liaison
Rachel Ramsden, City Staff

Absent: Ofra Sixto
Heather Logan
Manvir Johal

The Chair called the meeting to order at 7:00 pm.

1. AGENDA

It was moved and seconded.

That the agenda of the meeting of the Child Care Development Advisory Committee held on Wednesday, February 6, 2019, be adopted.

CARRIED

2. MINUTES

It was moved and seconded.

That the minutes of the meeting of the Child Care Development Advisory Committee held on Wednesday, January 9, 2019, be adopted.

CARRIED

3. CORRESPONDENCE

a. Received

None.

b. Sent

None.

4. BUSINESS ARISING

Election of Chair and Vice-Chair

Ms. Moncalieri called for nominations for Chair of the Child Care Development Advisory Committee. Mr. Connolly and Ms. Bawa nominated Ms. Moncalieri. Ms. Moncalieri accepted the nomination and was appointed as Chair of the Committee by acclamation.

Ms. Moncalieri called for nominations for Vice-Chair of the Child Care Development Advisory Committee. Ms. Bawa nominated Mr. Connolly for Vice-Chair. Mr. Connolly accepted the nomination and was appointed as Vice-Chair of the Committee by acclamation.

Unregulated programs for children- follow-up

Ms. Duggan reported back to the Committee regarding the letter that CCDAC wrote to Council in March 2018 on unregulated programs serving children. In response to this letter, and a letter received from Vancouver Coastal Health, Council directed City staff to look into the licensing and regulation of these programs. City staff received the referral and drafted a recommendation to Union of BC Municipalities (UBCM) for the regulation of trampoline parks. This motion went forward to UBCM and was passed.

The Committee was also informed that Vancouver Coastal Health – Community Care Facilities Licensing (VCH-CCFL) is now posting any investigations or complaints regarding unlicensed programs on their website.

Child Care Needs Assessment and Strategy Annual Report- update

An update was provided on the development of the 2017-2022 City of Richmond Child Care Needs Assessment and Strategy - 2018 Update. This report will be going to Council in the coming weeks and will be distributed to the Committee when complete.

5. NEW BUSINESS

a. Sub-committee membership

The CCDAC has three standing sub-committees: the Advocacy Sub-committee, the Grants Sub-committee, and the Child Care Month Sub-committee. Each has a specific area of responsibility and time commitment and each will provide regular updates on their work to the full Committee. Committee members were asked by Ms. Moncalieri to provide their first and second choice for sub-committee membership. Sub-committee membership will be announced at the next meeting.

b. Advocacy Sub-committee – Updates

No new business.

c. Child Care Month Sub-committee

An overview of Child Care Month was presented to the Committee to inform new members. The City of Richmond proclaims May as Child Care Month each year, celebrating and providing professional development opportunities for child care providers. In 2018, events during Child Care Month consisted of child care facility tours in 8 locations and two professional development workshops (Heart-Mind Well-being and Trauma-Informed Practice).

This year, the Committee will host a professional development symposium. The following details were discussed:

- A tentative date of May 4th was identified for an event to take place at Richmond City Hall
- Dr. Vanessa Lapointe will be invited to be a keynote speaker for the event
- Dr. Brussoni and Dr. Guhn will be approached as potential workshop presenters
- The event will include an opportunity for child care providers to learn more about the pilot of the Toddler Developmental Instrument being piloted in Richmond (through the Human Early Learning Partnership)
- A small fee will be charged to cover the costs of coffee, food and presenters.
- Professional Development Certificates for early childhood educators will be distributed for the hours attended by CCRR
- CCRR will help with the creation of promotion materials (i.e. flyers).

e. Child Care Grants Sub-committee – Updates

None.

f. **Other**

None.

6. CITY REPORTS

Council Liaison

Council will be considering a motion for the City to declare a climate emergency.

Council is asking City staff to look at a low-cost option to repurpose the existing Minoru Pool facility. City staff will be collecting proposals from organizations on preferred use for this repurposed space.

The City has applied to the Investing in Canada Infrastructure Program Community, Culture and Recreation Stream for a \$10 million grant for the build-out of the new Steveston Community Centre and Branch Library, where child care may be considered.

There is currently a medicinal cannabis operation located in the industrial area of south, east Richmond. The City is currently consulting with the residents and businesses in that area to understand more on the impacts of this facility.

Washrooms are being proposed for skytrain stations by Translink, specifically at the Bridgeport and Brighthouse stations on the Canada Line in Richmond.

Staff Liaison

New Developments Proposing Child Care Community Amenities

No new updates.

Other Updates

a. "Leveling the Playing Field" Project – Canadian Institutes for Health Research (CIHR) grant with Mariana Brussoni

An update was provided on a recent CIHR grant that was received by researchers from UBC, University of Alberta and University of Montreal. This grant is intended to provide outdoor play opportunities to children and families in urban centres. Dr. Brussoni is the lead from UBC on this project and has approached the City of Richmond on the possibility of being a pilot site for this project. Further information will be provided at a later date.

7. SCHOOL DISTRICT REPORTS

The School District continues to deliver services to the early years (ages 0-6), through programs such as Strong Start, providing valuable programming to children and families in Richmond.

Richmond Child Care Development Advisory Committee
Wednesday, February 6, 2019

8. COMMUNITY UPDATE

Richmond Children First – Growing Together Booklet

These booklets will be distributed at the March meeting.

9. CCRR UPDATE

An update was provided on Child Care Resource and Referral's (CCRR) workshops and seminars, including a number of Professional Development Day training opportunities at site-specific child care programs. CCRR has a number of broad topics that they can speak to, depending on the needs of the requested trainee.

10. NEXT MEETING

The next meeting will take place on **Wednesday, March 6, 2019 at 7:00 pm** in Room M1.002, Richmond City Hall.

11. ADJOURNMENT

It was moved and seconded

That the meeting be adjourned at 8:25 pm.

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Richmond Child
Care Development Advisory Committee of the
Council of the City of Richmond held on
Wednesday, February 6, 2019.



Kathy Moncalieri
Chair

Rachel Ramsden
Recording Secretary



CHILD CARE DEVELOPMENT ADVISORY COMMITTEE
(CCDAC)

Held Wednesday, January 9, 2019
Room M.1.002, Richmond City Hall
7:00 pm

Present: Kathy Moncalieri (Vice-Chair)
Jarrod Connolly
Diana Ma
Heather Logan
Ofra Sixto
Gordon Surgeson
Rasika Aklujkar

Also Present: Councillor Kelly Greene, Council Liaison
Chris Duggan, Staff Liaison
Rachel Ramsden, City Staff

Absent: Jocelyn Wong, Child Care Resource and Referral Centre Liaison
Manvir Johal
Agnes Lee
Aaron Manolo
Maryam Bawa
School District Liaison (TBD)

The Chair called the meeting to order at 7:00 pm.

1. AGENDA

It was moved and seconded.

That the agenda of the meeting of the Child Care Development Advisory Committee held on Wednesday, January 9, 2019, be adopted.

CARRIED

2. MINUTES

It was moved and seconded.

That the minutes of the meeting of the Child Care Development Advisory Committee held on Wednesday, December 5, 2018, be adopted.

CARRIED

3. CORRESPONDENCE

a. Received

None.

b. Sent

None.

4. BUSINESS ARISING

Terms of Reference

Ms. Duggan distributed the updated CCDAC Terms of Reference that were approved by Council in November and became effective on January 1, 2019. This final version is the same as the latest version that was distributed to the Committee for review last October.

Unregulated programs for children

An update will be provided at the February meeting.

Child Care Needs Assessment and Strategy Annual Report

Ms. Duggan provided an update to the Committee on the Child Care Needs Assessment and Strategy Annual Report, which is expected to go to Planning Committee in February. This report is an 18 month update on the recommended actions outlined in the 2017-2022 Richmond Child Care Needs Assessment and Strategy. Ms. Duggan will inform the Committee when the report is posted on the Planning Committee Agenda on the City's website.

5. NEW BUSINESS

In response to an inquiry by Ms. Sixto, Ms. Duggan updated the Committee on her communication with the City Clerks office about recognition of departing members of the City Advisory Committees. The current practice is that all departing members receive a thank you letter from the Mayor. The Committee requested that their desire for further recognition of long service members be expressed to the City Clerk's Office.

Ms. Aklujkar provided hardcopy resources on children's programs in the Richmond community to the Committee. Ms. Duggan will provide electronic links to these resources to attach with the meeting minutes.

Richmond Child Care Development Advisory Committee
Wednesday, January 9, 2019

a. Election of Chair and Vice-Chair

The Committee discussed deferring nominations and voting until the February meeting, due to many Committee members being absent.

It was moved and seconded.

That the election of Chair and Vice-Chair for the Child Care Development Advisory Committee be deferred to the February meeting.

CARRIED

b. Sub-committee membership

Ms. Moncalieri, as Vice-Chair, recommended that the Committee defer the decision on sub-committee membership until the next meeting in February.

Discussion took place regarding participation on sub-committees. There have been 3 to 4 members in each sub-committee over the past two years. It was noted that the Child Care Month sub-committee would benefit from additional support. It was agreed that the Committee dedicate time to support the planning of Child Care Month activities at the next meeting. This will be added to the February CCDAC agenda.

c. Advocacy Sub-committee – Updates

No new business.

d. Child Care Month Sub-committee - Updates

Further discussion will occur at the February meeting.

An email has been sent to Dr. Vanessa LaPointe regarding booking her as a potential speaker during child care month. No response has been received.

e. Child Care Grants Sub-committee - Updates

Ms. Duggan updated the Committee that the Grant Report to Council will go to General Purposes Committee in February and thanked the grant sub-committee for their involvement in the process of reviewing the submissions.

f. 2018 Annual Report and 2019 Work Program

Ms. Duggan provided a word doodle graphic depicting the highlights of the previous year as shared by Committee members during the annual report brainstorming session done in December. The 2018 Annual Report and 2019 Work Program are scheduled to go to Planning Committee in February.

Ms. Moncalieri provided the draft 2018 Annual Report to the Committee and outlined highlights from this report. A hard copy will be circulated with the

3.

Richmond Child Care Development Advisory Committee
Wednesday, January 9, 2019

minutes. Ms. Moncalieri read the closing comments in the 2018 Annual Report, as written by Ms. Shirley (outgoing Chair).

The 2019 Work Program was shared with the Committee. It was suggested that the Committee add an additional work plan item regarding sharing information on advocacy and initiatives related to children and child care from other organizations with the Committee with particular attention to those that serve children who require extra support, who are school age and/or provide wrap around services for children. The Committee agreed that the 2019 Work Program should include an item related to this area.

It was moved and seconded.

That the Committee support the 2018 Annual Report and the 2019 Work Program.

CARRIED

g. Other

Discussion took place regarding the revised Early Learning Framework published by the BC Ministry of Education and posted on the Ministry of Child and Family Development website. CCDAC may wish to host a workshop on the Early Learning Framework.

A concern was raised regarding the need for increased understanding related to the topic of disability within the community. Recommendations were provided on speakers and organizations who may be able to talk on this topic including Richmond Centre for Disability and Community Living BC.

6. CITY REPORTS

Council Reports

Councillor Greene reported that there is continued densification in the Steveston area, bringing the possibility of more families to this area and a need for school age care. An additional 30 new homes on Trites Road and 12 homes at London Landing are currently under development in the Steveston area.

At Planning Committee on January 9, 2019, Council recommended that a letter be sent to government agencies endorsing the Poverty Reduction Plan. The Provincial Government is currently in the process of producing their Poverty Reduction Plan, which has an impact on children living in Richmond.

Staff Reports

Ms. Duggan provided an update on the development of the new Steveston Community Centre. A referral was sent back to City staff to consider three priority areas: 1) increasing the housing supply, 2) increasing transit (i.e. bus loop), and 3) adding additional amenities in the proposed new community centre including child care. City staff will report back to CCDAC in the next 1-2 months for feedback on this project.

New Developments Proposing Child Care Community Amenities

No new updates.

7. SCHOOL DISTRICT REPORTS

Ms. Duggan provided an update to the Committee that a School Trustee has been appointed by the School District to CCDAC.

8. COMMUNITY UPDATE

Richmond Children First

Ms. Moncalieri reminded the Committee that Richmond Children First's funding for coordination of the group will end as of March 31, 2019. The funds for direct programming will be increased and will remain in the community. The Ministry of Child and Family Development have put out a Request for Proposals for the contract for direct programming for families. A number of organizations at the Richmond Children First have collaborated and will respond with a joint proposal. The submission deadline is in January, with a formal evaluation process by the Ministry completed shortly afterwards.

Richmond Children First is looking to take a number of actions in the next three months before the current funding wraps up:

- A Leadership Workshop is tentatively booked for February 22, 2019;
- A Mothers Mental Health Toolkit Workshop is tentatively booked for May 31, 2019, and will be available for front line educators and parents; and
- Indigenous Cultural Competency Training is currently in the planning stages.

An updated Growing Together Guide was recently published, with content in both English and Simplified Chinese existing in the same document. Ms. Duggan will bring copies of this guide to the next meeting.

9. CCRR UPDATE

No updates.

Richmond Child Care Development Advisory Committee
Wednesday, January 9, 2019

10. NEXT MEETING

The next meeting will take place on **Wednesday, February 6, 2019 at 7:00 pm** in Room M 1.003, Richmond City Hall.

11. ADJOURNMENT

It was moved and seconded

That the meeting be adjourned at 8:15 pm.

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Richmond Child Care Development Advisory Committee of the Council of the City of Richmond held on Wednesday, January 9, 2019.

Kathy Moncalieri
Vice-Chair

Rachel Ramsden
Recording Secretary