

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, FEBRUARY 3, 2021

TIME: 5:00 PM

Via ZOOM WEBINAR MEETING LINK

Zoom link will be provided via email:

Please log in by 4:55 pm

The Richmond Board of Education acknowledges and thanks the First Peoples of the hənq̓əmiṇəm (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 November 4, 2020
- 3. ENERGY AND SUSTAINABILITY UPDATE**
Attachment – Manager, Energy and Sustainability
- 4. LONG RANGE FACILITIES PLAN [standing item]**
Attachment – Executive Director, Facilities Services
- 5. RICHMOND PROJECT TEAM UPDATE [standing item]**
Attachment – Executive Director, Facilities Services
- 6. MINUTES FOR INFORMATION**
(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
Meeting minutes from December 2 2020, October 7 2020, September 9 2020 and March 4 2020 included for information .
- 7. NEXT MEETING DATE – WEDNESDAY MARCH 3, 2021 at 5:00 pm**
- 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 via Zoom Meeting Link, Richmond, BC, on Wednesday, November 4, 2020 at 5:00 p.m.

Present:

Debbie Tablotney, Committee Chairperson
Sandra Nixon, Committee Vice-Chairperson
Norm Goldstein, Trustee Member
Donna Sargent, Trustee Alternate
Heather Larson, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Mike Beausoleil, Director, Facilities Operations
Umur Olcay, Manager, Facilities Planning
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Wennie Walker, Co-President, Richmond Association of School Administrators
Roger Corbin, Richmond Management Administrative Professional Staff
Andrew Scallion, President, Richmond District Parents Advisory Committee
Sowon Huh, Treasurer, Richmond District Parents Association*
Wanda Plante, Executive Assistant (Recorder)

*joined the meeting already in progress

The meeting began by introductions of attendees at 5:00 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the September 9, 2020 meeting were approved as circulated.

3. LONG RANGE FACILITIES PLAN (LRFP)

a) LRFP STRATEGIC RECOMMENDATION ENROLMENT UPDATE

The Executive Director, Facilities Services advised that the Manager, Facilities Planning will be reporting on the Enrollment update and the New Childcare Initiatives.

The Manager, Facilities updated attendees on projected enrolment numbers noting the district had lower than projected student enrolment numbers due to various factors most notably from COVID-19, including parental decisions for their children's return to school or homeschooling and a reduction in migration levels into Richmond due to

international travel restrictions. His report summarized the actual headcount and he further highlighted the critical accuracy and methodology regarding projections in providing base year enrolment, long range facilities planning, staffing and capital plan projections. The Manager, Facilities advised that although registration is higher for the Richmond Virtual School, the actual funded headcount has not yet been confirmed as their home school will not be confirmed until a certain percentage of virtual course work is completed by students according to Ministry of Education requirements. He noted that international student placements at schools are expected to increase gradually in the second quarter semester as the Federal Government has revised travel restrictions for international students which will allow more international students to enter Canada as of October 2, 2020 (with a 2 week quarantine required). Demographic information continues to be reviewed and monitored by the Facilities Planning team as growth trends from external sources including BC Stats, Metro Vancouver, City of Richmond, Health Authorities and the Federal Government is received.

The Secretary Treasurer noted that Sowon Huh, has joined the meeting. 5:10 pm.

b) LRFP STRATEGIC RECOMMENDATION NEW CHILDCARE INITIATIVES UPDATE

The Manager, Facilities Planning spoke to his report as included with the agenda package summarizing recent new childcare facility initiatives, as part of the seismic funding approval at Tait Elementary which identified two existing classrooms to be designated as permanent childcare space. He noted that one of the two rooms is already leased by Connections Community Services for a before and after childcare operation but the use could be expanded to a full day childcare. The Manager, Facilities Planning further noted that an expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tait Elementary with occupancy by September 2021 by a selected childcare operator(s).

A report summarizing recent new childcare facility district initiatives regarding Tait Elementary was also noted by the Manager, Facilities Planning. He advised of the districts' recent ministry approval of Childcare BC New Spaces Fund Grant for construction towards a permanent 24 space daycare facility at Tomsett Elementary which will be connected to an entrance with a covered play area. The Childcare New Spaces Grant also requires the District to assign childcare space in the existing multi-purpose room in the school in order to accommodate before and after school care for 18 children. He further noted that an expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tomsett Elementary in advance of occupancy by September 2022 by the selected childcare operator(s).

The Manager, Facilities Planning advised of the \$6 million funding available from the recently announced BC Childcare Rapid Renovations Fund, to create licensed childcare spaces through minor renovations and to purchase equipment required for these spaces to become licensed and operational by January 2022. He further advised that Planning staff have begun a review of school surveys and will identify potential minor projects and report back to the next meeting of the Facilities and Building Committee with recommended actions.

Discussion ensued regarding daycare permanent space deficiency, long term enrolment capacity, one-time funding and ongoing operating costs. The Executive Director, Facilities Services advised that operating costs would be built into rental agreements in addition to the opportunity to apply for supplementary operating costs through Childcare Spaces BC.

The Manager, Facilities Planning advised that an update on the eligible projects rapid renovation funding will be presented at the next Facilities and Building Committee meeting.

4. RICHMOND PROJECT TEAM UPDATE

An overview on several major seismic upgrade projects that have been substantially completed was provided by the Executive Director, Facilities Services. He further noted that the project completion at Cook Elementary has unfortunately been delayed to January 2021 as a result of a City of Richmond pumping station upgrade impacting exterior finishing and landscaping work.

The Executive Director, Facilities Services updated attendees that Project Definition Reports for both Whiteside Elementary and Bridge Elementary are under Ministry review.

The Treasurer of the Richmond District Parents Association inquired on the status of business cases for Whiteside Elementary and Bridge Elementary and the Executive Director responded that information will be disclosed following a review by the Ministry.

5. COVID-19 FACILITIES UPDATE

The Director, Facilities Operations spoke to his report as included with the agenda package and advised that staff from both Operations and Human Resources have been heavily engaged in the recruitment of 41 postings for Building Service Workers (BSW). He advised that in an effort to increase staffing levels for the provision of additional enhanced day cleaning service one full time 8-hour dayshift BSW has been added to each Elementary school, two full time dayshift custodians has been added to Secondary schools and noted that the regular complement of afternoon shift BSW's will remain unchanged.

An update on the implementation of Electrostatic Sprayers was provided by the Director, Facilities Operations advising the allocation of 72 (60 handheld and 12 backpack) to school sites. He further noted that one backpack and one handheld unit will be distributed to each Secondary school and Elementary schools will receive one handheld unit. These devices will be used by custodial staff at schools for enhanced cleaning. The Director, Facilities Operations advised that handheld units were also delivered to the Transportation department for the disinfection of buses and that training for all staff will be completed no later than November 13, 2020.

The Director, Facilities Operations further advised that on November 2, 2020, a small number of school gymnasiums have been made available to the City of Richmond as part of our joint use agreement. He noted only school gyms that have washroom proximity nearby has been made available to the City and they must also comply with current PHO health and safety orders and restrictions.

6. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

7. NEXT MEETING DATE – WEDNESDAY DECEMBER 2, 2020

8. ADJOURNMENT

The meeting adjourned at 5:42 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Facilities and Building Committee

Energy and Sustainability Update Q3 2020/21

Jonathan Ho, Manager-Energy & Sustainability

Thi Nguyen, Energy Specialist

February 3, 2021

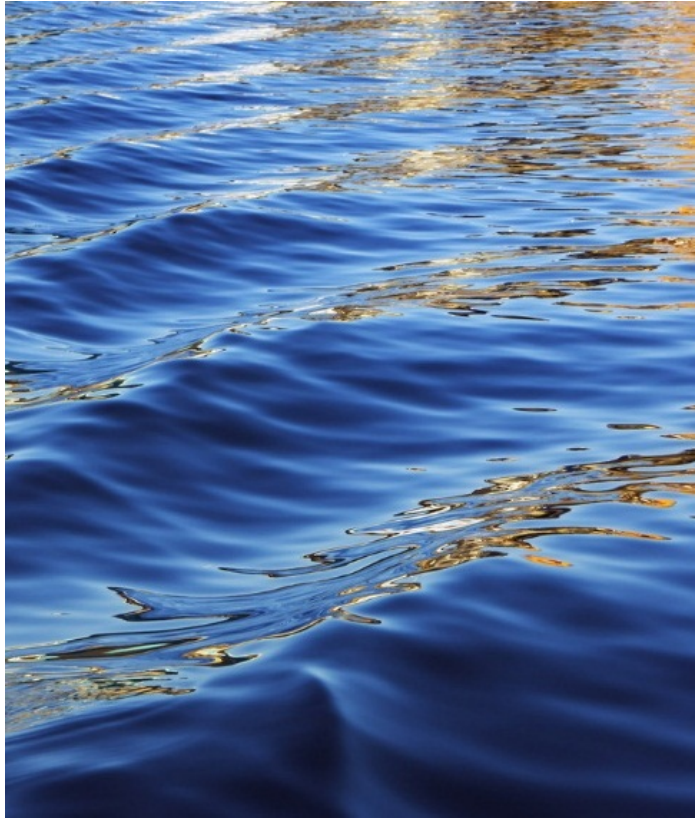
Acknowledgement of Territory



1. Energy Management Update
2. SD38 Energy Use Trends
3. District Sustainability and Climate Action Plan
4. Questions



Energy Management Update



• Electrical

- Require 300,000 kWh annual savings
- On-Track: 320,000 kWh
- Key projects:
 - Richmond Secondary LED Lighting Upgrade
 - Westwind and Hamilton LED Lighting Upgrades
 - Recommissioning and Power Factor Studies
 - Forward planning LED Lighting studies
- SBO Level 2 Electric Vehicle Charging




• Natural Gas

- Require 1,200 GJ annual savings
- On-Track: 4,300 GJ
- Key projects:
 - Converting pneumatic to DDC controls
 - 8 Rooftop Unit replacements
 - High Efficiency Boiler replacements
 - Tait Boilers/water heater replacement

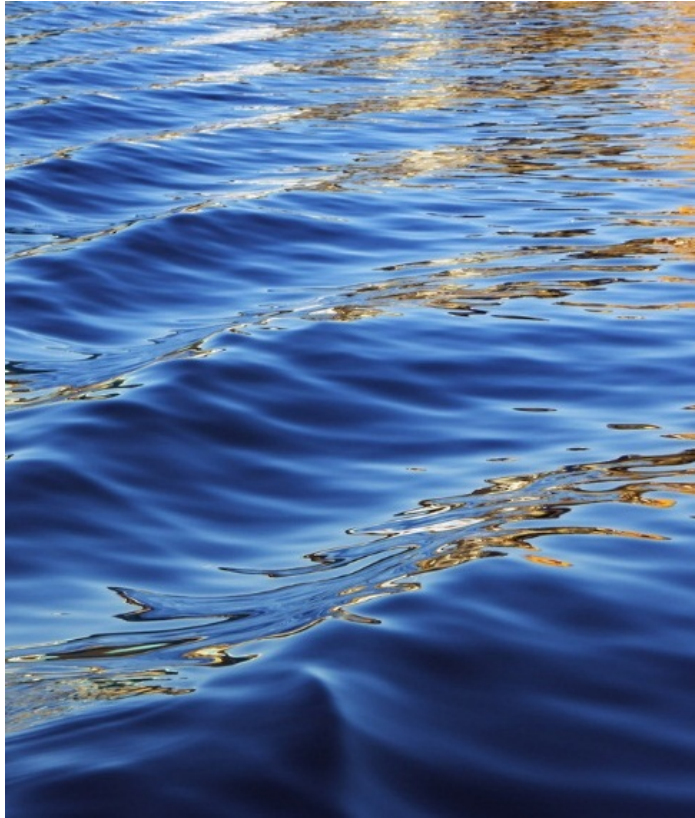
• Strong Utilities Support

- BC Hydro incentives: \$157,000
- Fortis BC incentives: \$116,000
- Focus on low carbon electrification and reducing natural gas consumption

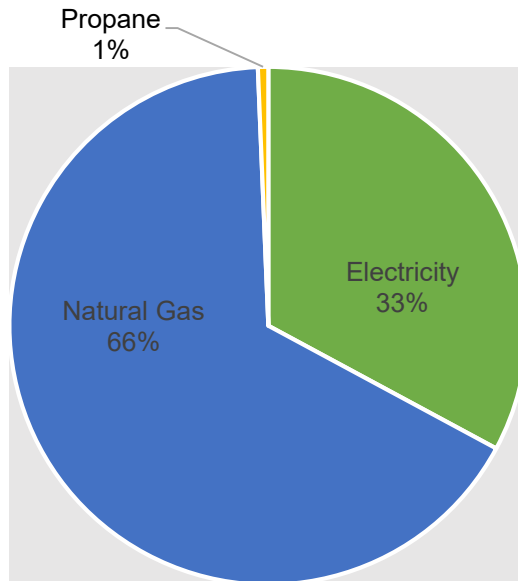




SD38 Energy Use Trends

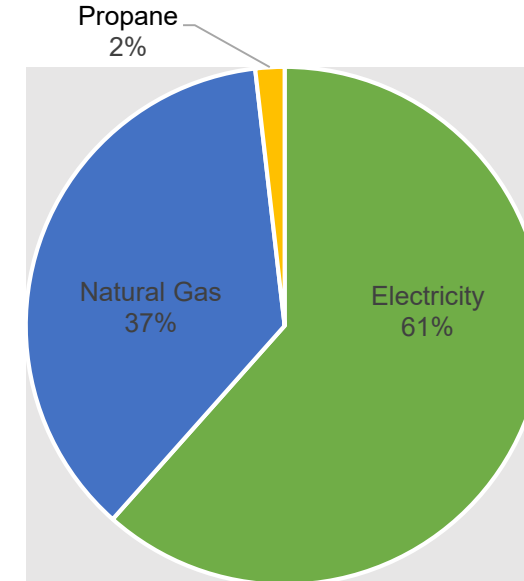


Energy Consumption (42,853,451 ekWh)



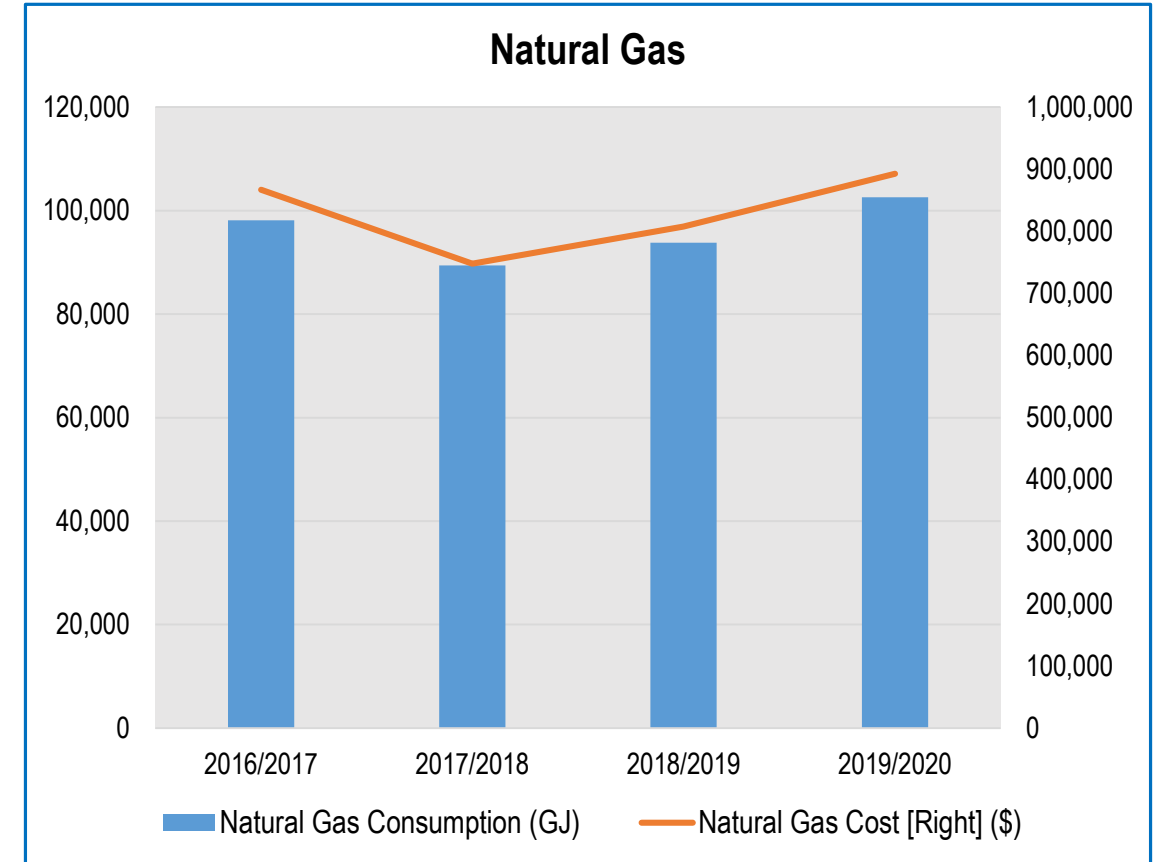
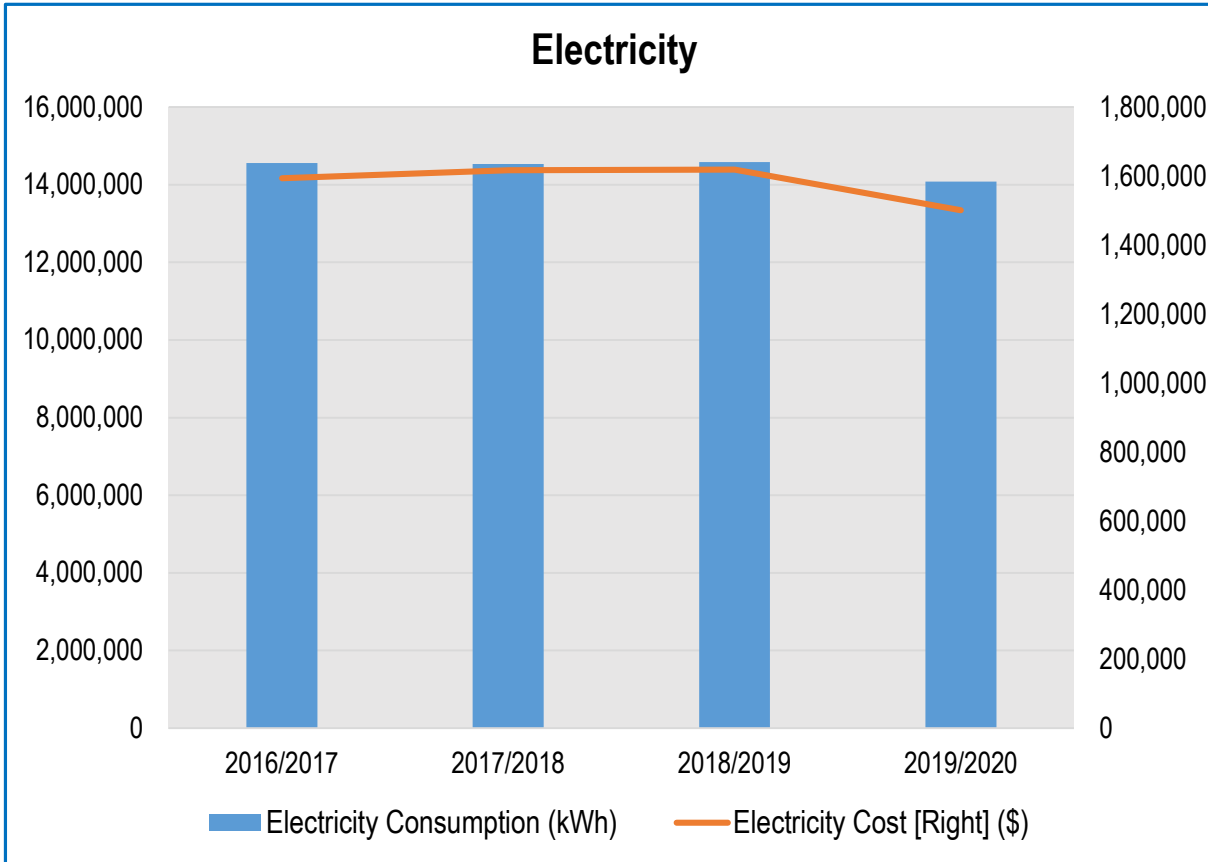
Electricity (kWh)	Natural Gas (ekWh)	Propane (ekWh)
14,082,938	28,493,554	276,959

Energy Cost (\$2,438,873)



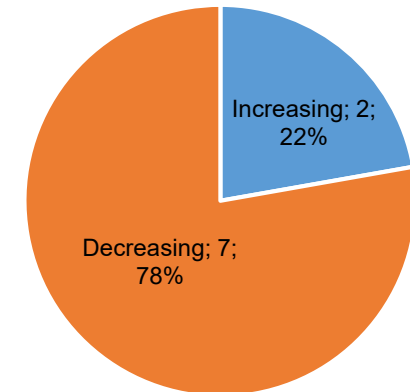
Electricity (\$)	Natural Gas (\$)	Propane (\$)
1,501,480	892,985	44,408

Utilities Consumption History



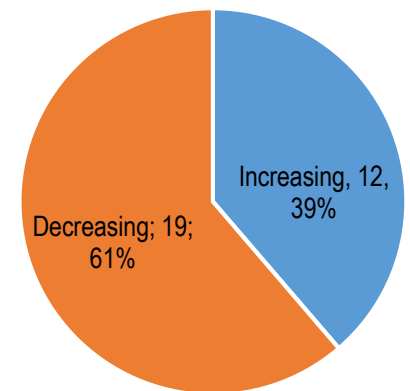
- 2 of 11 sites with LED upgrades had *increased* electrical consumption
- 12 of 32 sites with boiler upgrades saw *increased* natural gas consumption
- Building envelope has never been studied

LED upgrades (sites)



[*Excluding Cambie (2020) & Hamilton (2021)]

Boiler upgrades (sites)



[*Excluding Wowk (2020)]

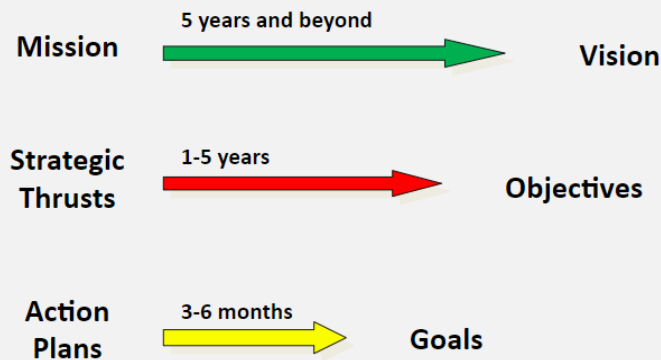


District Sustainability and Climate Action Plan

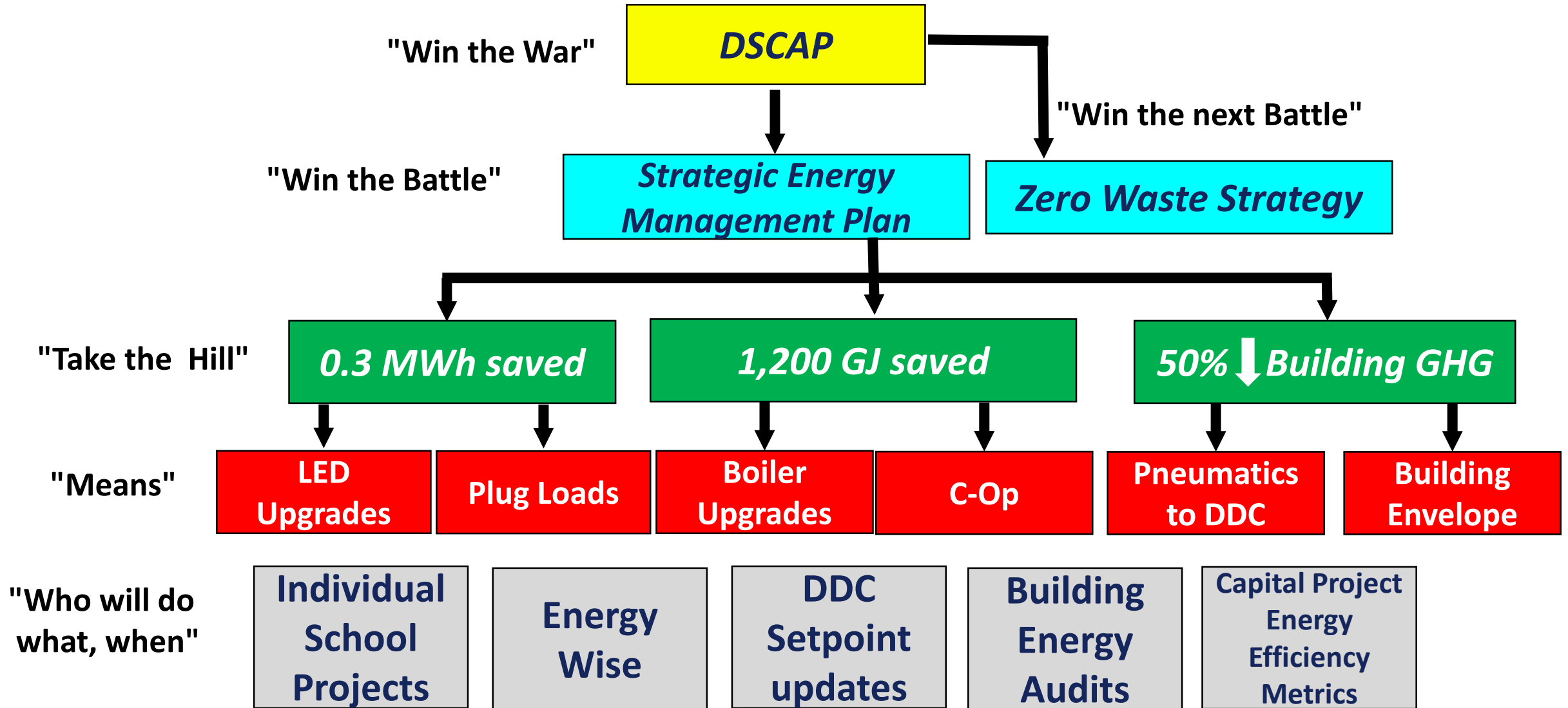


- **Board's Strategic Plan** approved with regard to Facilities:
 - Strategic Priority 3: Optimized Facilities and Technology – *"We will optimize and improve our facilities and our technology to provide a learning environment that is safe, secure, accessible and inspires innovation and creativity."*
 - "Goal 2: *The district's facilities are well-maintained, equitable, safe, and conducive to learning.*"
 - "Goal 3: *The district fosters energy efficient and environmentally sustainable facilities and practices.*"
- **District Sustainability and Climate Action Plan**
 - 50%: Technical and operational changes
 - 50%: Behavioural and procedural changes

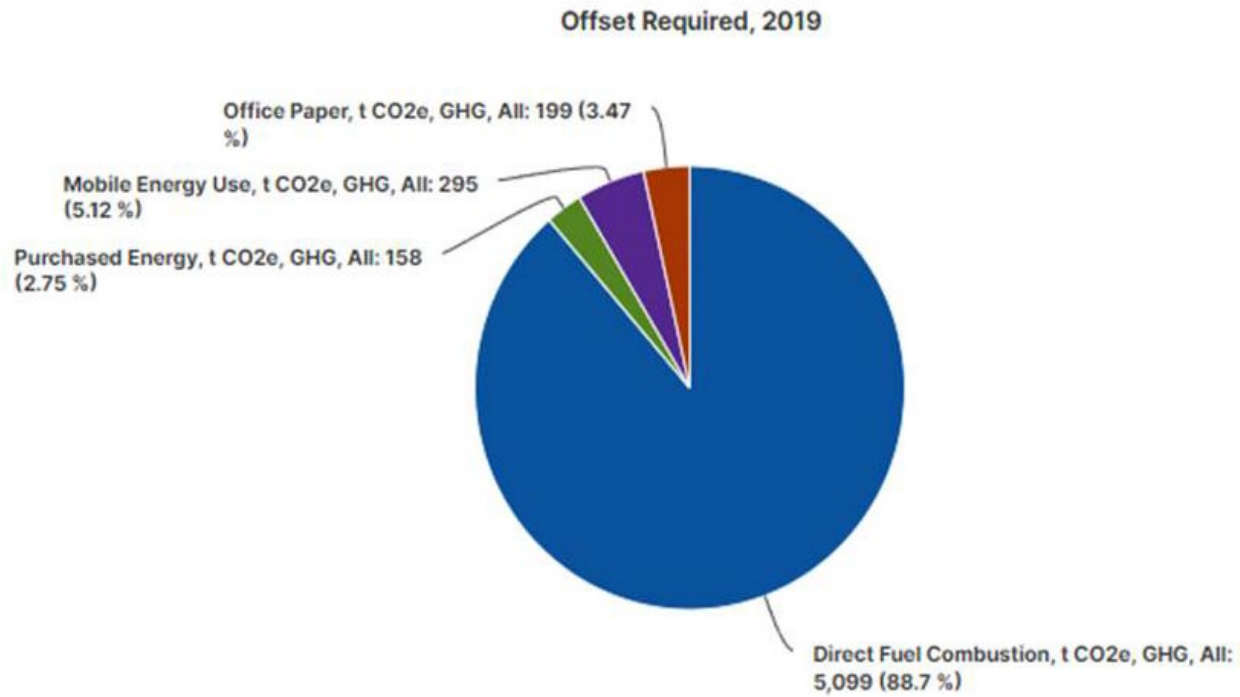
Strategic Time Frames



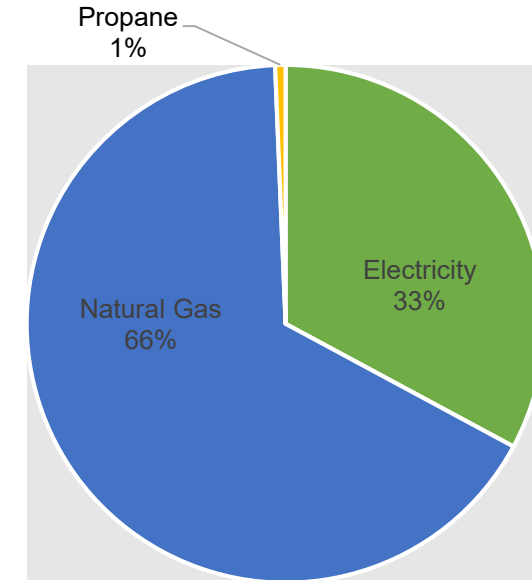
District Sustainability and Climate Action Plan



Carbon Footprint versus Energy Consumption



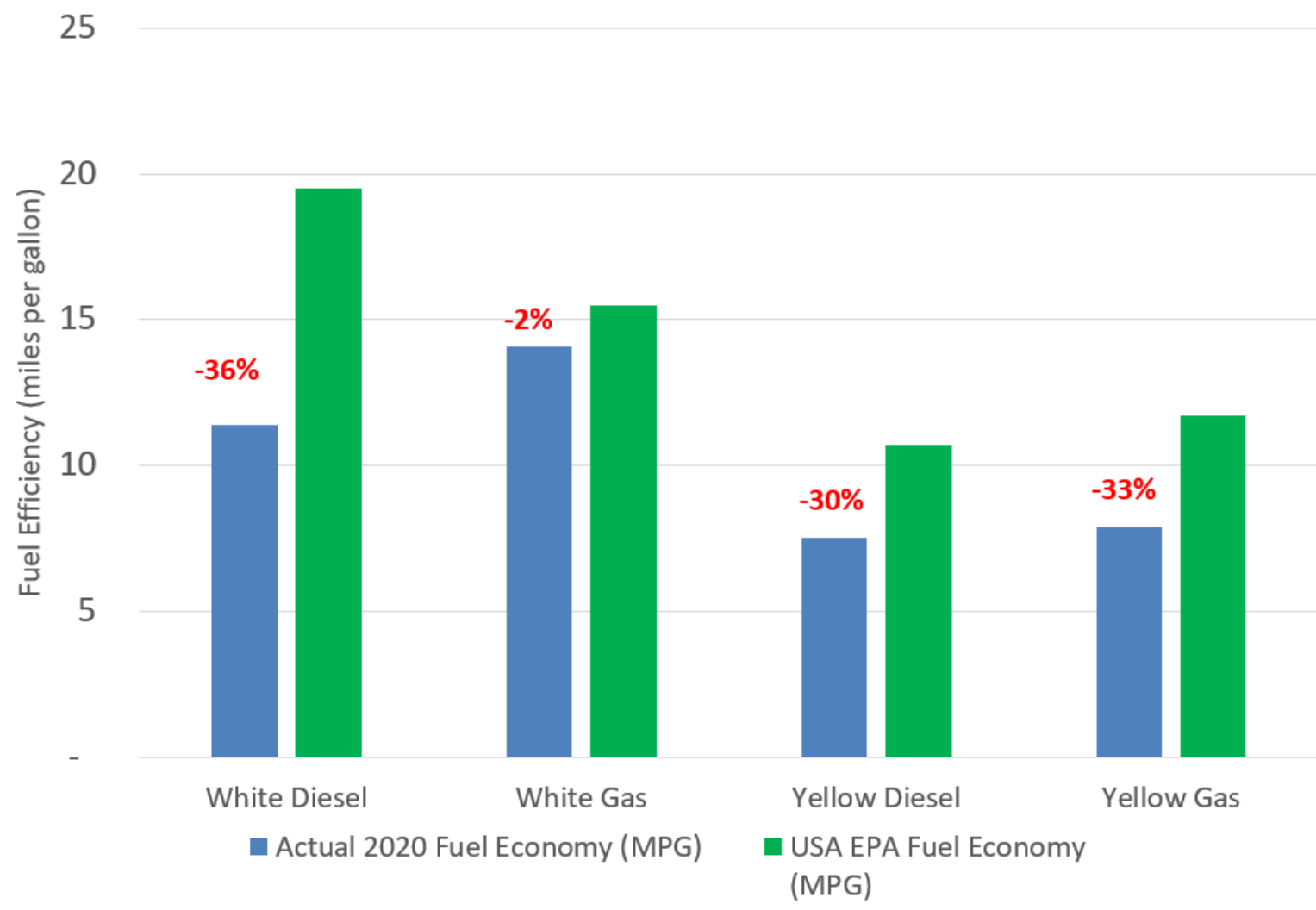
Energy Consumption (42,853,451 ekWh)



- Natural gas use in buildings is the largest component of GHG emissions
- To Do: Aligning energy targets with GHG emission reduction targets

Corporate Average Fuel Economy 2020

2020 Actual versus Theoretical Fuel Efficiency of SD38 Fleet



- SD38 drive cycles differ from US EPA
- “The most cost-effective hybrid vehicle is your right foot”
- Efficient Route Planning
- Right-sizing of vehicles for 90% use case



Thank you!

Report to the Facilities & Building Committee PUBLIC

DATE: 03 February 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Planning Team Update

The following report is for information only. No further action on the part of the Facilities & Building Committee (FBC) is required at this time.

Further to the Board LRFP Workshop of 13 January 2021, Planning staff continue to work on other strategic recommendations contained in the Long Range Facilities Plan, including:

- Rapid Child Care Renovations Program - project identification stage has been completed:
 - after review of space suitability for childcare at elementary schools, it was determined that only two proposed '30 months to school age' daycares were suitable for proceeding to application for funding pursuant to the program, located at Robert J. Tait Elementary and R.M. Grauer Elementary;
 - Planning staff, in consultation with school principals, maintenance and operations staff and service providers, have been developing the scope and cost estimates, including minor renovations, furniture and outdoor space improvements at both locations in support of the two applications (due in March 2021);
- Short- and long-term space planning for District administration (non-school facilities);
- On-going discussions with City and developer of Lansdowne Park Mall regarding potential school site for 2033;
- Starting work on the 2022/2023 Five-Year Capital Plan for Board review and approval in June 2021; and
- Proposed amendments to the LRFP for Board review and approval in June 2021.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Report to the Facilities & Building Committee PUBLIC

DATE: 03 February 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Richmond Project Team Update

Major Capital Projects

- 1. William Cook Elementary Seismic Upgrade, Partial Replacement & Addition (\$13.9 Million)**
 - Project complete; project closure report submitted to the Ministry of Education; City upgrading its pump station which impacts the frontage of the school site and won't be complete until February.
- 2. Hugh Boyd Secondary Seismic Upgrade & Partial Replacement (\$10.7 Million)**
 - Project complete; project closure report submitted to the Ministry of Education.
- 3. Robert J. Tait Elementary Seismic Upgrade (\$7.6 Million)**
 - Project complete; project closure report submitted to the Ministry of Education.
- 4. W.D. Ferris Elementary Seismic Upgrade (\$8.5 Million)**
 - Project complete; project closure report submitted to the Ministry of Education.
- 5. Mitchell Elementary Seismic Upgrade & Partial Replacement (\$11.4 Million)**
 - Work on replacement wing of school well underway.
 - Building envelope remediation of 1992 Block designed and in costing; to be integrated into the seismic scope of work.
 - Substantial completion by September 2021.
- 6. Manoah Steves Elementary Seismic Upgrade & Partial Replacement (\$12.8 Million)**
 - Work well underway; original office block demolished with replacement block construction underway; substantial completion by September 2021.
- 7. F.A. Tomsett Elementary Seismic Upgrade & Addition (\$11.4 Million)**
 - Work on the new wing of school well underway, along with seismic work in existing building.
 - New child care facility, funded by the Childcare BC New Spaces Fund, in for building permit.
 - Targeting substantial completion by January 2022.
- 8. Maple Lane Elementary Seismic Upgrade (\$6.7 Million)**
 - Work well underway; targeting substantial completion by January 2022.

9. James McKinney Elementary Seismic Upgrade (\$12.6 Million)

- Work well underway; targeting substantial completion by May 2022.

10. James Whiteside Elementary Enhanced Seismic Upgrade (CFPA Stage - \$17.3 Million)

- Minister announced project approval 21 January 2021; Capital Project Funding Agreement in with Ministry for execution; project manager assigned; awaiting fee proposals from design consultants and construction manager; targeting substantial completion by June 2023.

11. William Bridge Elementary Seismic Upgrade (CFPA Stage - \$16.1 Million)

- Minister announced project approval 21 January 2021; Capital Project Funding Agreement in with Ministry for execution; project manager assigned; awaiting fee proposals from design consultants and construction manager; targeting substantial completion by June 2023.

Minor Capital Projects (greater than \$200,000)

1. Roofing Replacement Program (AFG - \$2.05 Million)

- Work substantially complete at all sites.

2. Mechanical System Upgrades

- Chiller replacement at H.J. Cambie construction underway, targeting completion by July 2021 (SEP - \$550,000).
- Rooftop heating unit replacements at Burnett, Palmer, McNair and McRoberts complete (AFG - \$260,000).
- Direct digital control system upgrade at McNair complete (SEP - \$230,000).
- Boiler upgrades at Spul'u'kwuks and Wowk complete (AFG - \$220,000).

3. Lighting Upgrades

- Work well underway at Richmond Secondary, targeting completion by April 2021 (2020/2021 SEP - \$450,000).
- Work underway at Westwind and Hamilton, targeting completion by April 2021 (AFG - \$300,000).

4. Painting Program (\$262,500)

- All scheduled work complete.

5. Playground Upgrades (\$250,000)

- New adventure playgrounds completed at Bridge and Gilmore.

Local Capital Projects

- School Board Office renovations and relocations completed and occupied.
- Code upgrade at District Resource Centre in Rideau Park designed and scheduled for Summer 2021.

*Frank Geyer, PEng, FMA
Executive Director, Facilities Services*



Child Care Development Advisory Committee

December 2, 2020
Virtual (Webex) Meeting
7:00 PM

Members in Attendance: Kathy Moncalieri (Chair), Chris Duggan (Staff Liaison), Carol Day (Council Liaison), Heather Larson (School District Liaison), Chantelle Pereira, Diana Ma, Jarrod Connolly, Elana van Veen, Zolzaya Tuguldur, Agnes Lee, Maryam Bawa, Gordon Surgeson and Jocelyn Wong

Regrets: Sarah Louie, Rowena Raber

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting and provided a roundtable of introductions of all members for Cllr. Day.

2. Approval of the Agenda

Motion: Approval of the December 2, 2020 Agenda **CARRIED**

3. Approval of the Minutes

Motion: Approval of the November 4, 2020 Minutes **CARRIED**

4. Guest Speaker/Presentation

No guest speaker.

5. Correspondence

Correspondence relating to committee member changes will be covered under other agenda items.

6. Business Arising

a. Community Child Care Planning Project

This project is underway and has been funded by the Union of BC Municipalities. The project involves community engagement on child care priorities through stakeholder focus groups and surveys. All of the surveys have now closed, stakeholder focus groups and interviews have been completed and the consultants are tabulating the data. The data will be used to inform a plan to create additional child care spaces in Richmond over the next 10 years. Proposed child care space

creation targets were shared with the Stakeholder Advisory Committee for their input and comment. Additional information on this project will be available in early 2021.

b. CCDAC 2020 Annual Report and 2021 Work Program

The draft 2020 Annual Report and 2021 Work Program documents were circulated prior to the meeting for input and feedback. There are no additions from the committee at this time.

Motion: Approval of 2020 Annual Report and 2021 Work Program **CARRIED**

c. CCDAC Appointments for 2021 – 2022

The following members of the CCDAC have been re-appointed for another two year term: Elana van Veen, Jarrod Connolly, Diana Ma, Chantelle Pereira and Gordon Surgeson. Aaron Manolo, who previously sat as the youth member of the committee, will be returning and the CCDAC has three new members, Kevin Ching, Tania Lam, and William Tsai.

7. New Business

No new business

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates.

ii. Child Care Month Sub-committee

No updates.

iii. Child Care Grants Sub-committee

Agnes Lee left the meeting at 7:34pm as her employer has applied for a City Child Care Grant. She re-joined the meeting following motion on this item.

The grant sub-committee provided an overview of the applications for the 2020 City of Richmond Child Care Grant Program.

Motion: Recommend endorsement of the 2020 Child Care Grant Programs grant sub-committee allocations to Council as presented. **CARRIED**

b. City Reports

i. Council Liaison

Planning Committee meetings have resumed and will now take place in Council Chambers as the Chambers has been updated to include plexiglass barriers.

The BC government has awarded the City a grant to offset revenue loss.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No new developments however, City staff have been asked by applicants who are developing new child care facilities to assist them with navigating the City's building permit process.

b. Other Updates

Updates were provided on the three City-owned Child Care facilities in development:

- River Run Early Care and Learning Centre: This facility is now operational and is slowly increasing their capacity, as there are challenges to commencing a new program during the COVID-19 pandemic. The school age care program will commence operations in early 2021. A virtual opening ceremony is planned for early 2021.
- Sprouts Early Childhood Development Hub (Capstan Village): Curtain walls are being installed and this project is on track to be completed in early 2021.
- Seedlings Early Childhood Development Hub (Brighthouse Village): Construction is progressing and this project is on track to be completed in mid-2021.
- Hummingbird Child Care Facility (Oval Village): Excavation and foundation permits have been issued. The Building Permit is within weeks of being issued. This project is scheduled to be completed in 2022.

c. School District Reports

i. School Board Liaison

Safety is the current priority with ongoing maintenance, enhanced cleaning routines and seismic upgrades. The Board is currently considering extending transitional learning options past January 31st. The current Vancouver Coastal Health assessment of Covid numbers in the community, budget implications, and the impact on programming for students who are attending in person will be the deciding factors. This decision will be made on December 13th.

d. Community Updates

i. Richmond Children First

Martin Guhn and Angela Herman from HELP (Human Early Learning Partnership) presented data from the Toddler Development Instrument pilot project that took place in Richmond. 20% of families with infants and toddlers

participated, which was higher than expected. Data has not yet been released, however when it is, the report will be shared with committee.

The Service Finder Tool, a link on Child Care Resource and Referral website, continues to be available for parents or care providers that have concerns about a child's development. It involves a series of questions and then provides individualized suggestions for services. This was heavily used at the beginning of the pandemic however, the number of people accessing the tool has been declining since. Richmond Children First will be promoting increased awareness through social media and other means.

ii. Child Care Resource and Referral (CCRR) Update

Workshops for child care providers are full and the final sessions of the year will presented by Charlotte Diamond. The annual fee survey of child care in Richmond has been completed. New lending library content is being added regularly including new materials created by CCRR staff.

9. Next Meeting

Next meeting will take place on January 6, 2020 at 7:00pm virtually via Webex.

10. Adjournment

The Committee Chair adjourned the meeting at 8:15pm. **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 2, 2020.

Kathy Moncalieri
Chair

Date

Jennifer Sanders
Recorder

Date



Child Care Development Advisory Committee

October 7, 2020
Virtual (Webex) Meeting
7:00 PM

Members in Attendance:

Kathy Moncalieri (Chair), Chris Duggan (Staff Liaison), Kelly Greene (Council Liaison), Heather Larson (School District Liaison), Chantelle Pereira, Diana Ma, Jarrod Connolly, Rowena Raber, Elana van Veen, Zolzaya Tuguldur and Jocelyn Wong

Regrets:

Sarah Louie, Agnes Lee, Maryam Bawa, Gordon Surgeson

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting.

2. Approval of the Agenda

Motion: Approval of the October 7, 2020 Agenda

CARRIED

3. Approval of the Minutes

Motion: Approval of the September 9, 2020 Minutes

CARRIED

4. Guest Speaker/Presentation

No guest speaker

5. Correspondence

a. Letter from Manvir Johal

Ms. Johal has resigned from the Child Care Development Committee as she has accepted a new position as a child care licensing officer for Vancouver Coastal Health. Employees of VCH may not participate on advisory committees due to VCH policy.

6. Council Liaison

City Hall is not accepting cash payments at this time. The City Grants programs are going ahead with the same amount of funding available as last year with no cost of living increase due to lack of casino revenue. General Purposes Committee received a motion

for mandatory wearing of masks in all City facilities. Exceptions for child care facilities, young children, individuals with a disability or when individuals are participating in heavy exercise. Child care programs are excluded as they follow BCCDC guidelines related to Covid-19. Councillor Greene left the meeting at 7:14pm

7. Business Arising

a. Provincial New Spaces Funding Program Update

Seedlings Early Childhood Development Hub, Sprouts Early Childhood Development Hub and Hummingbird Child Care facility, the three future City-owned child care facilities currently in development or construction, have received New Spaces funding from the Province of BC. The funding will enable the operators to purchase furnishings and equipment for the new buildings.

The Richmond School District also received funding to create 24 new child care spaces for 3-5 year olds and 24 school age child care at Tomsett Elementary School. This will be a part of the school's upcoming seismic upgrades.

Three private operators also received funding to create additional child care in Richmond.

b. Community Child Care Planning Project

This project is underway. Four surveys have been released for input from the Richmond community a parent survey for those living in or working in Richmond (available in English and simplified Chinese), a survey for employers and post secondary institutions, a child care provider survey and a survey for Community Partners. All surveys have been posted publically until the end of October. An update will be available to the Committee when the data has been compiled.

8. New Business

a. CCDAC 2020 Annual Report and 2021 Work Program

Deferred to November meeting. Information will be sent out before meeting to review.

9. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates.

ii. Child Care Month Sub-committee

No updates

iii. Child Care Grants Sub-committee

The City Grants Program for 2021 has opened. An information session for applicants occurred October 5th and eight applicants attended. There was a short presentation that can be sent out to those interested.

Options for meeting times during the week of November 12-20th for the Sub-committee to review this year's grant applications will be sent out in the next few days. Recommendations will be brought to CCDAC in December for endorsement.

b. City Reports

i. Council Liaison

See Agenda item 6.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

None.

c. School District Reports

i. School Board Liaison

The School District is constantly reviewing classes and situations to make improvements. The School District is happy to have more child care spaces coming to Tomsett Elementary School.

d. Community Updates

i. Richmond Children First

One year has passed since there was funding for a paid Coordinator for this Committee and members of the RCF are grateful they are still getting together to further work for the community. At the beginning of COVID the Committee set up an extra meeting to stay connected. Amazing programming has been taking place virtually and organizations are now returning to some in-person programs in the community. Strong Start is re-opening the week of October 12th and families can make an appointment to attend.

Organizations have noted families are experiencing more challenges with parenting, mental health and food security. The organizations have been continuing to support families during these challenging times.

At the next meeting HELP (Human Early Learning Partnership) will present data from the toddler development instrument pilot project that took place in Richmond. Information will be shared at the December meeting.

ii. Child Care Resource and Referral Update

CCRR is booking appointments for families online or in person to receive support. The lending library is open and families are utilizing the service. A partnership program with the School District will start again at General Currie School and will take place Monday and Tuesday afternoon in person. Four families consisting of a parent and child are able to register for a session. Monday and Tuesday morning activities will be offered through Zoom. Programs will start on October 19th.

10. Next Meeting

Next meeting will take place on November 4, 2020, virtually via Webex.

11. Adjournment

The Committee Chair adjourned the meeting at 7:30pm. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on September 10, 2020.

Approved electronically

Kathy Moncalieri
Chair

November 4, 2020

Date

Approved electronically

Jennifer Sanders
Recorder

November 4, 2020

Date



Child Care Development Advisory Committee

September 9, 2020
Virtual (Webex) Meeting
7:00 PM

Members in Attendance:

Kathy Moncalieri (Chair), Chris Duggan (Staff Liaison), Kelly Greene (Council Liaison), Heather Larson (School District Liaison), Rachel Ramsden (Recorder), Agnes Lee, Chantelle Pereira, Maryam Bawa, Diana Ma, Sarah Louie, Gordon Surgeson, Jarrod Connolly, Manvir Johal, Rowena Raber, Elana van Veen, Zolzaya Tuguldur and Jocelyn Wong

Regrets:

None.

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting.

2. Approval of the Agenda

Motion: Approval of the September 9, 2020 Agenda

CARRIED

3. Approval of the Minutes

Motion: Approval of the March 4, 2020 Minutes

CARRIED

4. Guest Speaker/Presentation

a. River Run Early Care and Learning Centre – Virtual Tour

River Run Early Care and Learning Centre commenced operations on September 1, 2020. Under normal circumstances, an opening ceremony would be organized to allow guests, including CCDAC, to view the new facility. Due to pandemic restrictions that limit events and large gatherings, the City has put together a virtual tour to provide an overview of the newest City-owned child care facility. The draft video tour was presented to members of the committee.

5. Correspondence

a. 2021 City Advisory Committee Appointments

Both Ms. Moncalieri and Ms. Bawa will reach their term limits at the end of this year. CCDAC is seeking new members to fill vacancies on the committee for the

upcoming term of 2021-2022. The deadline to apply to a City Advisory Committee is September 21st and the application can be found online at the City of Richmond website.

At the March CCDAC meeting, Ms. Larson was listed as a guest due to the Richmond School District not yet finalizing all Trustee's appointments to Advisory Committees. Since the March meeting, Ms. Larson was reappointed by the Richmond School District as the CCDAC's School District Liaison.

b. Recording Secretary

Karlee Grant has resigned as the Recording Secretary for the CCDAC.

6. Business Arising

None.

7. New Business

a. COVID-19 Impacts on Child Care

Staff from the City, the School District, the Child Care Resource and Referral (CCRR) and Vancouver Coastal Health - Community Care Facilities Licensing met weekly for the first several months of the pandemic to collaborate on the challenges related to child care provision during the COVID-19 pandemic. The purpose of the meeting was to provide regular updates on the status of child care during that time. Flyers were developed and distributed to employers of essential service workers (e.g. RCMP, Division of Family Practice, Armed Forces, Richmond Fire Rescue and Vancouver Coastal Health) that provided information on the process for accessing emergency child care for essential service workers and contact information for the CCRR. The CCRR tracked information on child care programs with available spaces and received referrals for child care from families. Families were directed to contact the CCRR for help securing child care during the pandemic.

The City facilitated an initial meeting with large school age care providers in Richmond to understand their questions regarding school opening. A document was compiled to share with the School District in regards to child care and the return to school in September. A successful follow up meeting then took place with the School District.

The CCRR and the City continue to collect data on the closure and current status of licensed child care spaces in Richmond.

b. UBCM Community Child Care Planning Project Update

The City received a UBCM Community Child Care Planning Grant of \$25,000 to undertake a child care community planning project. This project includes outlining the current child care inventory and the development of a 10 year community action plan for child care in Richmond. There are two consultants on

this project: Helen Davidson and Tracy Smyth. There are currently four surveys in development that will be circulated to parents, child care operators, community partners, and employers in Richmond. This project will be completed by March 2021.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates.

ii. Child Care Month Sub-committee

In May, the CCDAC organized a series of virtual workshops to celebrate Child Care Month. Due to pandemic restrictions, this was organized quickly in order to pivot from the originally planned in-person Child Care Symposium. Three virtual workshops were administered via Zoom, and coordinated by the City and the CCRR. The three workshops were on topics related to outdoor curriculum in child care, and were delivered by Tricia Edgar, Julie Hansen and Megan Zeni. In addition, the Mayor provided a virtual welcome to each workshop through a pre-recorded video where he read the Child Care Month Proclamation and thanked ECE's for their hard work.

Across the three virtual workshops, approximately 120 participants were in attendance. Based on post-workshop evaluations, 96% of participants felt that the workshops met their expectations, 98% of participants found the online platform easy to use, and 88% of participants stated they would prefer to do future professional development in an online format.

iii. Child Care Grants Sub-committee

The annual City Grants Program for 2021 has been delayed. Due to the current status of the pandemic, the City is working through additional considerations this year that may impact the City Grants Program. Updated information will be provided near the end of September.

b. City Reports

i. Council Liaison

All Council meetings are now delivered by video conference online. In addition, there will be no late fees property tax payments until after September 30, 2020. COVID-19 health and safety information, as well as what City services are open, are updated regularly at [Richmond.ca/COVID-19](https://richmond.ca/COVID-19).

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

The operators of the future City-owned child care facilities and ECD Hubs in development have applied for Provincial New Spaces Grant. Announcements of successful applicants are anticipated to be shared in September.

Three City-owned child care facilities remain in the development and construction phases. The Seedlings ECD Hub, located in the Brighthouse Village, has completed the foundation stage, the Sprouts ECD Hub, located in the Capstan Village, has interior walls going up, and the River Green child care facility has submitted their Building Permit to the City.

c. School District Reports

i. School Board Liaison

Richmond School District has put in place plans in accordance with the Ministry of Education to allow students to return to school. Administrative staff returned to schools in late August, while teachers started back this week. Students across the district will be in class beginning September 10 and 11.

d. Community Updates

i. Richmond Children First

Richmond Children First met in June and will meet again in September. Many community organizations are offering a wide variety of modified and online programming to continue to support their clients during the COVID-19 pandemic.

The Toddler Development Instrument (TDI) will continue to be promoted throughout September. Social media photos are available if organizations wish to promote through their own channels.

ii. Child Care Resource and Referral Update

CCRR has been very busy with updates and referrals since the Public Health Emergency was first declared. CCRR gathers weekly data on the status of child care programs (open/closed/reduced capacity) to understand the number of available licensed child care spaces in Richmond. The annual fee survey administered by CCRR recently closed. The Ministry of Child and Family Development is interested in this data and piloting the survey for future use.

Earlier in 2020, the new Lending Library was meant to open with an opening ceremony. Due to the pandemic restrictions, staff have put together a virtual tour which can be viewed here:

<https://www.youtube.com/watch?v=e24OqEuUVvo&feature=youtu.be>

CCRR continues to deliver online workshops for ECE's.

9. Next Meeting

Next meeting will take place on October 7, 2020, virtually via Webex.

10. Adjournment

The Committee Chair adjourned the meeting at 8:20pm.

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on September 10, 2020.

Approved electronically

Kathy Moncalieri
Chair

October 7, 2020

Date

Approved electronically

Rachel Ramsden
Recorder

October 7, 2020

Date



Child Care Development Advisory Committee

March 4, 2020
Richmond City Hall, M.1.002
7:00 PM

Members in Attendance:

Kathy Moncalieri (Chair), Chris Duggan (Staff Liaison), Kelly Greene (Council Liaison), Karlee Grant (Recorder), Chantelle Pereira, Maryam Bawa, Agnes Lee, Diana Ma, Sarah Louie, Gordon Surgeson, Jarrod Connolly, Rowena Raber and Manvir Johal,

Guests:

Heather Larson (School District Liaison)

Regrets:

Elana van Veen, Zolzaya Tuguldur and Jocelyn Wong

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting.

2. Approval of the Agenda

Motion: Approval of the March 4, 2020 Agenda

CARRIED

3. Approval of the Minutes

Motion: Approval of the February 5, 2020 Minutes

CARRIED

4. Guest Speaker / Presentation

Presentation on Human Early Learning Partnership's Early Development Instrument Wave 7 Community Profile for Richmond.

5. Correspondence

None.

6. Business Arising

None.

7. New Business

a. Provincial New Spaces Funding Program Update

The Government of British Columbia has changed made changes to the application processes for Child Care BC New Spaces Grants. The application period will no longer be open all year and instead will have two defined intake periods. This will enhance the Province's ability to align funded projects with the Strategic Directions of the Child Care BC platform. Two new deliverables were introduced as well. Applicants must have a per space cost of less than \$40,000 and applicants cannot have a management fee that is more than 15% of the overall planning budget. A round table discussion ensued.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No update.

ii. Child Care Month Sub-committee

Updates regarding Child Care Symposium were shared including:

- Alisa Almas, Faculty Research Associate at HELP has confirmed that she is available to be the keynote speaker on the importance of early years and why caregivers matter. There is no cost for this presentation.
- The other two presentations for this event will be on Nurturing and Responsive Relationships and Nurturing in Nature.
- The call-for-artists for the Children's Art Exhibit that will take place in conjunction with the Child Care Month Symposium will be circulated in April and an application form for local childcare facilities who wish to take part in the Children's Art Exhibit will be ready for distribution by the end of the week.

iii. Child Care Grants Sub-committee

All City of Richmond Child Care Grants have been approved and signed. Cheques to the recipients are currently being distributed.

b. City Reports

i. Council Liaison

The Childcare Development Advisory Committee 2019 Annual Report and 2020 Work Plan were both approved by Council along with the Richmond Active Transportation and Traffic Safety Initiatives for 2020.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

River Run Early Care and Learning Centre is nearing completion.

BC Centre for Disease Control has released a protocol document regarding COVID 19 for child care facilities.

c. School District Reports

i. School Board Liaison

Heather Larson informed the Committee that the Richmond School District is going into Phase 2 of the SD38 long-range facilities plan.

The School District is in regular contact with Vancouver Coastal Health regarding COVID-19 protocols.

d. Community Updates

i. Richmond Children First

No update provided.

ii. Child Care Resource and Referral Update

The updated Richmond Cares, Richmond Gives (RCRG) “Early Years Lending Library” expansion will be completed soon. Marketing materials will be provided about the grand re-opening of the space as well as upcoming workshops at RCRG that members of the public can register for.

9. Next Meeting

Next meeting will take place on April 1, 2020 at 7:00pm at Richmond City Hall,
M 1.0.0.2

10. Adjournment

The Committee Chair adjourned the meeting at 8:05pm.

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 March 4, 2020.

Approved electronically

Kathy Moncalieri
Chair

September 9, 2020

Date

Approved electronically

Chris Duggan for Karlee Grant
Recorder

September 9, 2020

Date