

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, MAY 5, 2021

TIME: 4:30 PM

<https://sd38.zoom.us/j/67375379889>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hə́nqə́mihəm (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 March 3, 2021
- 3. FACILITIES PLANNING UPDATE [standing item]**
Attachment – Executive Director, Facilities Services
- 4. RICHMOND PROJECT TEAM UPDATE [standing item]**
Attachment – Executive Director, Facilities Services
- 5. 2021-2022 FACILITIES RENEWAL PROGRAM**
Attachment – Executive Director, Facilities Services
- 6. MINUTES FOR INFORMATION**
(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
Minutes from the March 3, 2021, February 3, 2021 and January 6, 2021 meetings attached.
- 7. NEXT MEETING DATE – WEDNESDAY JUNE 2, 2021**
- 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, March 3, 2021 at 5:00 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norm Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Sandra Nixon, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Ian Hillman, President, CUPE*
Joel Canlas, Richmond Management Administrative Professional Staff
Dionne McFie, Past President, Richmond District Parents Advisory Committee
Wanda Plante, Executive Assistant (Recorder)

Regrets:

Roger Corbin, Richmond Management Administrative Professional Staff
Andrew Scallion, President, Richmond District Parents Advisory Committee

* joined the meeting already in progress.

The meeting began by introductions of attendees at 4:35 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. TERMS OF REFERENCE

The Committee Chairperson read the following message.

As we move into this new calendar year, the Board is aware that many committees and working groups have new members and representatives, so we would like to remind participants in our meeting of the terms of reference for this committee and also of how we interact with each other during meetings.

We pride ourselves in this district on always interacting with each other in a respectful way that adheres to our district code of conduct. We do this by engaging in constructive and

respectful dialogue at all times. When we disagree, we do so in a manner that maintains the dignity of all involved and we address concerns according to district processes.

This is a workplace for many members of the committee and we are also committed to ensuring a safe and respectful work environment for all our employees at all times. We're looking forward to our collective work with you all this year.

13.2 Terms of Reference

13.2.3 *Facilities and Building Committee* may consider matters pertaining to:

- Building purchase, construction and sale, maintenance and district facilities, transportation and custodial services;
- Develop and recommend to the Board long-term plans for accommodating the District's needs related to sites and buildings;
- Make recommendations to the Board regarding the annual Capital Budget submission to the Ministry of Education;
- Community use of school facilities;
- Naming and renaming of board properties; and
- Other matters referred to it by the Board.

3. APPROVE MINUTES

Minutes from the February 3, 2021 meeting were approved as circulated.

4. FACILITIES PLANNING UPDATE [standing item]

There were no comments or questions from attendees.

5. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services updated attendees on several completed major seismic upgrade projects and advised that Mitchell Elementary Seismic Upgrade building envelope remediation of 1992 block has been approved and funded by the Ministry of Education to proceed to construction and work will be integrated into the seismic project. He further advised that project managers, design consultants and construction managers have been assigned for seismic upgrades at James Whiteside Elementary and William Bridge Elementary previously approved January 21, 2021 by the Ministry.

The Executive Director, Facilities Services advised that project at Manohar Steves Elementary is on schedule and the Montessori program will be moved back by this summer and ready to start in September 2021.

6. FACILITIES SERVICES BRANCH UPDATE

The Executive Director, Facilities Services spoke to his report as included with the agenda package and provided background to the 2017 Ministry of Education mandate that all BC school districts perform lead testing in domestic water sources. He advised that all schools in the Richmond School District were tested within nine months and 32 sites were identified

with at least some “Priority 1” (direct drinking sources, ie: drinking fountains) water sources and /or “Priority 2” (kitchen and classroom sinks) water sources that exceeded the acceptable lead levels. The Executive Director, Facilities Services confirmed that preventative measures are continuing and that daily and weekly flushing protocols remain in place. In addition to the flushing program, other preventative measures that have been implemented are:

- Removal and decommissioning of failed fixtures
- Re-piping to fixtures
- Replacement of old drinking fountains with new drinking fountains, bottle filling stations or combination units (bottle fillers/fountains)
- Installation of more bottle filling stations
- Removal of classroom sink “bubblers” (drinking fountains)

The Executive Director, Facilities Services advised that acceptable lead level standards were revised by the Ministry of Health in April 2019 and the number of sites with at least one Priority 1 water source not meeting acceptable lead levels has dropped to 4, however the number of sites with at least one Priority 2 water source not meeting acceptable lead levels is 25. These results will be resubmitted to the Ministry of Education and Vancouver Coastal Health by March 31, 2021 as mandated.

The Executive Director, Facilities Services is confident that the robust and safe measures we are taking are working and our objective is to utilize Annual Facility Grant funding and prioritize remaining sites that do not meet acceptable lead levels.

7. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil.

8. NEXT MEETING DATE – WEDNESDAY APRIL 7, 2021

9. ADJOURNMENT

The meeting adjourned at 5:59 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

Report to the Facilities & Building Committee PUBLIC

DATE: 05 May 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Facilities Planning 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.

Planning staff continue to work on other strategic recommendations contained in the Long Range Facilities Plan, including:

- Space planning for educational support facilities – new accommodations for Adult Education (currently located at Rideau Park) and Learning & Business Technologies (currently located at the Tech Services Centre and School Board Office).

The consultation process for the proposed Mitchell Learning Centre, to be located in the south wing of Mitchell Elementary that would be severed from the school when the new northeast wing opens in Summer 2021 and intended to house Adult Education, started 01 May 2021 with the launch of the Let's Talk website. A meeting with school staff was held 03 May 2021 to discuss the proposal and the public meeting (over Zoom) will be scheduled later in the week. Feedback from the consultation process will be reviewed, summarized and presented to the Board with a recommendation to either approve the project or take another course of action, depending on the information received.

If the project is approved by the Board, the intent is that the space vacated by Adult Education would be repurposed to house Learning & Business Technologies operations and, in the future, parts of Learning Services.

- Continuing work on the 2022/2023 Five-Year Capital Plan for Board review and approval in June 2021;
- Continued review of potential child care locations and Provincial fund opportunities;
- Continued discussions with City and developer of Lansdowne Park Mall regarding potential school site for 2033; and
- Proposed amendments to the LRFP for Board review and approval in October 2021.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Report to the Facilities & Building Committee PUBLIC

DATE: 05 May 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 Summer 2021.

2. Mitchell Elementary Seismic Upgrade & Partial Replacement (\$11.4 Million)

- Work on replacement wing of school well underway.
- Building envelope remediation of 1992 Block approved and funded by Ministry of Education to proceed to construction; work integrated into the seismic project.
- Planned demolition of the south wing in Summer 2021 on hold, pending consultation process and Board decision on whether the wing will be severed and retained as an Adult Education centre.
- Substantial completion by September 2021.

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

- Work well underway; replacement office block construction underway; substantial completion by September 2021, with the Montessori program temporarily located at R.M. Grauer Elementary to be restored for the 2021/2022 school year.

4. 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, awaiting building permit.
- Targeting substantial completion of both facilities by January 2022.

5. Maple Lane Elementary Seismic Upgrade (\$6.7 Million)

- Work well underway; trending to substantial completion ahead of January 2022 target.

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

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

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

- Design well underway; targeting substantial completion by March 2023.

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

- Design well underway; targeting substantial completion by June 2023.

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

1. Mechanical System Upgrades

- Chiller replacement at H.J. Cambie construction underway, targeting completion by July 2021 (SEP - \$550,000).

2. Lighting Upgrades

- Work underway at Westwind and Hamilton, targeting completion in May 2021 (AFG - \$300,000).

Local Capital Projects

- Code upgrade at District Resource Centre in Rideau Park designed and scheduled for Summer 2021.

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

Report to the Facilities & Building Committee PUBLIC

DATE: 05 May 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: 2021-2022 Facilities Renewal Program

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

The Annual Facility Grant (AFG) is intended for annual projects required to maintain capital assets through their anticipated economic life and prevent any premature deterioration of these assets. The Ministry of Education commits AFG funding based on a complex formula involving number, size and age of facility assets, enrolment, etc. For 2021-2022, the AFG funding for Richmond School District is expected to be \$4,013,954.

The Manager, Maintenance Planning & Improvements assembled the Facilities Renewal Program (FRP), funded by the AFG, based on information received from maintenance managers and forepersons, facilities planners, Learning & Business Technologies and District Health & Safety managers and intended as a cyclical renewal program for critical facilities systems throughout the District.

Our FRP is broken down into eight categories:

Category	2021-22	2020-21	2019-20
Roofing, Building Envelope & Flooring	\$1,305,817	\$2,116,511	\$1,623,428
Electrical, Lighting & Security Systems	333,982	106,451	387,651
Energy Conservation	479,130	300,737	260,000
Grounds	390,000	235,000	252,353
Mechanical Systems	519,800	480,000	666,000
Painting & Finishes	505,000	262,500	205,000
Plumbing Systems	157,000	158,580	346,700
Health & Safety, Audio-Video	323,225	354,175	264,000
Totals	\$4,013,954	\$4,013,954	\$4,005,132

Frank Geyer, PEng, FMA
Executive Director, Facilities Services



Child Care Development Advisory Committee

March 3, 2021

Virtual Meeting via Zoom

7:00 PM

Members in Attendance: Jocelyn Wong, Aaron Manolo, Chantelle Pereira, Diana Ma, Kevin Ching, Rowena Raber, Tania Lam, Carol Day (Council Liaison), Chris Duggan (Staff Liaison) Agnes Lee, Elana van Veen, Gordon Surgeson, Jarrod Connolly and William Tsai

Regrets: Zolzaya Tuguldur

Guests:

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting.

2. Approval of the Agenda

Motion: Approval of the Agenda for March 3, 2021 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of February 3, 2021 **CARRIED**

4. Guest Speaker/Presentation

None.

5. Correspondence

None.

6. Business Arising

a. 2020 Community Child Care Planning Project Update

The 2020 Community Child Care Planning Project will be complete in early April. The 2021- 2031 Richmond Child Care Action Plan will be available following its presentation to City Council.

7. New Business

a. UBCM Child Care Planning Resource for Local Governments

On February 23, 2021, the Union of BC Municipalities (UBCM) released Stepping Stones, Child Care Planning Guides for Local Government. The City of Richmond was represented on the Advisory Committee for this project which was funded by the

Ministry of Child and Family Development. This tool contains information to support local governments in five areas related to the delivery of child care:

- Guide 1: Developing a Child Care Strategy and Plan;
- Guide 2: Local Government Role in Facilitating, Securing and Financing Child Care;
- Guide 3: Local Government's Roles in Designing and Building Child Care Spaces;
- Guide 4: Local Government Regulations and Provincial Licensing Processes; and
- Guide 5: Working with Child Care Operators.

The official release of these documents included a presentation for over 100 elected officials, local government staff and community partners. The City of Richmond was one of three municipalities featured during the presentation. The link containing the guides and associated resources will be shared with the Committee by email.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates at this time.

ii. Child Care Month Sub-committee

The Committee discussed potential formats and topics for child care month activities. A summary of this discussion will be sent to the Committee by email for additional comment.

iii. Child Care Grants Sub-committee

The CCDAC's recommendations for the 2021 Child Care Grant allocations were approved by City Council pending approval of the City's 5 Year Consolidated Financial Plan.

b. City Reports

i. Council Liaison

Councillor Day noted that Council is currently reviewing applications for two large developments, one on Sea Island and one on the current site of Lansdowne Mall. The Richmond School District is now in discussions with the developer of the Lansdowne site regarding the possible inclusion of a new school within this development. The winners of the 2021 Richmond Street Banner contest were recently announced.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No updates at this time.

b. Other Updates

City staff will be meeting with staff from the Ministry of Child and Family development next week to discuss each organization's ongoing work related to child care.

c. School District Reports

i. School Board Liaison

No updates at this time.

d. Community Updates

i. Richmond Children First

Richmond Children First met last week and had a presentation by staff from the Human Early Learning Partnership at UBC on the data collected in Richmond over the past year through the Toddler Developmental Instrument. Richmond Children First is also exploring a new grant opportunity, the Healthy Communities Initiative. Additional information will be shared when it becomes available.

ii. Child Care Resource and Referral (CCRR) Update

Child Care Resource and Referral has a number of new resources available including new curriculum kits in the Early Years Lending Library that can be borrowed by parents or child care staff, as well as online videos introducing activities that can be done with children at home using common household materials. Referrals for child care were low in Fall 2020 however, are now increasing and the number of parents involved in outreach programs has also increased. CCRR is currently partnering with the Richmond School District to offer in-person and online programming including a playgroup and cooking activities.

9. Next Meeting

Next meeting will take place on April 7, 2021 at 7:00 pm virtually via Zoom.

10. Adjournment

The Committee Chair adjourned the meeting at 8:10 pm.

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 March 3, 2021.

via email

April 7, 2021

Jarrold Connolly
Chair

Date



April 7, 2021

Chris Duggan
Recorder

Date



Child Care Development Advisory Committee

February 3, 2021
Virtual Meeting via Zoom
7:00 PM

Members in Attendance: Jocelyn Wong, Aaron Manolo, Chantelle Pereira, Diana Ma, Kevin Ching, Rowena Raber, Tania Lam, Zolzaya Tuguldur, Carol Day (Council Liaison), and Chris Duggan (Staff Liaison)

Regrets: Agnes Lee, Elana van Veen, Gordon Surgeson, Jarrod Connolly, William Tsai

Guests: Melanie Burner, Ken Hamaguchi (School Trustee)

1. Welcome, Introduction and Regrets

The Chair has sent regrets for this meeting. The Vice-Chair welcomed all committee members to the meeting and introductions were made.

2. Approval of the Agenda

Motion: Approval of the Agenda for February 3, 2021 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of January 6, 2021 **CARRIED**

4. Guest Speaker/Presentation

A presentation was given by Melanie Burner, Accessibility Coordinator, City of Richmond, outlining information on the City of Richmond's Poverty Reduction Grant. There will be upcoming public engagement opportunities for individuals and organizations on LetsTalkRichmond.ca and the details of these will be shared with the CCDAC.

A discussion took place on the challenges accessing child care, the need for different types of care and support to vulnerable and low-income families.

5. Correspondence

None.

6. Business Arising

a. 2020 Community Child Care Planning Project Update

The 2020 Community Child Care Planning Project is nearing completion and a final document outlining the 2021- 2031 Richmond Child Care Action Plan will be available following its presentation to City Council review.

b. Richmond Service Finder Tool

The link to the online Richmond Service Finder Tool was circulated to all CCDAC members prior to the meeting for review. This tool, developed by Richmond Children's First and hosted on the www.richmondkids.ca website, is intended for use by parents, families and organizations who support children and families. It is available for free and can be used to connect families with appropriate community resources to support healthy child development and parenting. Committee members were encouraged to continue to promote this resource.

7. New Business

No new business.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates at this time.

ii. Child Care Month Sub-committee

The Committee was asked to consider possible themes, workshop topics, presenters and the potential format for a Child Care Month event in May. Further discussion will take place at the next meeting.

iii. Child Care Grants Sub-committee

The CCDAC's recommendations for the 2021 Child Care Grant allocations were reviewed at General Purposes Committee on February 1, 2021 and are scheduled to go to City Council on February 8, 2021.

b. City Reports

i. Council Liaison

Councillor Day noted that the 2021 Child Care Grants were received by General Purposes Committee and recommended to go forward to City Council. She thanked the CCDAC for their work in this area. In addition, a large development project at the Lansdowne site is currently under review by Council. This site is expected to house a large number of families in future years.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

Child care is being explored for the future redevelopment of the Lansdowne Mall site.

b. Other Updates

The River Run Early Care and Learning Centre virtual opening will take place on February 9, 2021. This is the City's tenth City-owned child care facility and is operated by Atira Women's Resource Society. Members of the Committee have received invitations to the event.

c. School District Reports

i. School Board Liaison

Trustee Hamaguchi informed the Committee that the Richmond School District has applied for funding through the Provincial Government's Child Care Rapid Renovation Fund to complete minor renovations and create new child care spaces on school sites.

d. Community Updates

i. Richmond Children First

No updates.

ii. Child Care Resource and Referral (CCRR) Update

No updates.

9. Next Meeting

Next meeting will take place on March 3, 2021 at 7:00pm virtually via Zoom.

10. Adjournment

The Committee Vice-Chair adjourned the meeting at 8:20pm. **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 February 3, 2021.

via email
Chantelle Pereira
Vice-Chair

March 3, 2021
Date

via email
Rachel Ramsden
Recorder

March 3, 2021
Date



Child Care Development Advisory Committee

January 6, 2021
Virtual (Webex) Meeting
7:00 PM

Members in Attendance: Chris Duggan (Staff Liaison), Carol Day (Council Liaison), Chantelle Pereira, Diana Ma, Jarrod Connolly, Elana van Veen, Zolzaya Tuguldur, Gordon Surgeson, Jocelyn Wong, Tania Lam, William Tsai, Kevin Ching and Rowena Raber

Regrets: Agnes Lee, Aaron Manolo, Ken Hamaguchi (School District Liaison)

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting and introductions were made by all members.

2. Approval of the Agenda

Motion: Approval of the January 6, 2021 Agenda **CARRIED**

3. Approval of the Minutes

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

4. Guest Speaker/Presentation

A presentation was given outlining information and data on the impact of the COVID-19 pandemic on child care in Richmond. A discussion followed.

5. Correspondence

None.

6. Business Arising

a. Election of Chair and Vice Chair

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

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

b. Community Child Care Planning Project

This project is ongoing. Additional details will be shared at the next CCDAC meeting.

c. Richmond Service Finder Tool

Discussion of this item was deferred and additional information, including the link to the website, will be sent to CCDAC members via email.

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

No updates.

b. City Reports

i. Council Liaison

City Council and Committee meetings have resumed following the winter holidays. A by-election will be held later this year due to former Cllr. Greene's election as an MLA.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No updates.

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. A virtual opening ceremony is planned for February 2021.

- Sprouts Early Childhood Development Hub (Capstan Village): Interior walls and playground equipment are being installed and this project is on track to be completed in early 2021.
- Seedlings Early Childhood Development Hub (Brighthouse Village): The large painted public art mural that covers the glass wall in the naproom of the 3-5 year old program is being installed. This project is on track to be completed in mid-2021.

c. School District Reports

i. School Board Liaison

No updates.

d. Community Updates

i. Richmond Children First

No updates.

ii. Child Care Resource and Referral (CCRR) Update

No updates.

9. Next Meeting

Next meeting will take place on February 3, 2021 at 7:00pm virtually via Webex.

10. Adjournment

The Committee Chair adjourned the meeting at 8:30pm. **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 January 6, 2021.

via email
Jarrod Connolly
Chair

February 3, 2021
Date

via email
Jennifer Sanders
Recorder

February 3, 2021
Date