

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, NOVEMBER 3, 2021

TIME: 4:30 PM

<https://sd38.zoom.us/j/67678222164>

Passcode: **6000**

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: Public Minutes of meeting held October 6, 2021
- 3. FACILITIES PLANNING UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services and Manager, Facilities Planning
- 4. RICHMOND PROJECT TEAM UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services
- 5. DISTRICT SUSTAINABILITY & CLIMATE ACTION PLAN**
Attachment: Report from the Executive Director, Facilities Services and Manager, Energy and Sustainability
- 6. FACILITIES SERVICES UPDATE**
Attachment: Report from the Executive Director, Facilities Services
- 7. MINUTES FOR INFORMATION**
(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
Attachment: Minutes of Meetings held June 2, 2021 and September 8, 2021
- 8. NEXT MEETING DATE – WEDNESDAY DECEMBER 1, 2021 at 4:30 PM**
- 9. 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, on Wednesday, October 6, 2021 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norman Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Deborah Tablotney, Trustee Alternate*
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Jason Leslie, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Hugo Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

*Present for a portion of the meeting

The meeting began by introductions of attendees at 4:40 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the June 2, 2021 meeting were approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

Nil

4. RICHMOND PROJECT TEAM UPDATE [standing item]

Information on this agenda item was included in the Facilities Services Update.

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included in the agenda package. Updates from the various Facilities Services departments include:

- **Planning Team:**
 - Analysis of 2021/22 actual enrolment vs. projections
 - Determination of proposed sites for a new childcare facility under the Childcare BC New Spaces Fund
 - Preparation for a Facilities Board Workshop on October 25, 2021

- **Richmond Project Team:**
 - Substantial completion of seismic upgrades at Mitchell Elementary and Manoah Steves Elementary
 - Expecting substantial completion of seismic upgrades at Maple Lane Elementary in October 2021
 - Ongoing seismic upgrading at McKinney Elementary
 - Completion of new classroom block at Tomsett Elementary
 - Completion of new childcare room and outside play space at Tait Elementary

Trustee Deborah Tablotney left the meeting at 4:52pm.

Following inquiry from the President, Richmond Teachers' Association on the status of the Mitchell Education Centre, the Executive Director, Facilities Services clarified that engineers are currently conducting due diligence to ensure the project meets seismic requirements and codes.

- **Maintenance:**
 - Roofing replacements at various schools
 - Building envelope restorations at 5 elementary schools
 - LED lighting upgrades at Steveston-London Secondary and School Board Office underway
 - Filter changes and equipment maintenance in schools with mechanical ventilations systems
 - Maximized amount of fresh outside air and increased air exchanges in accordance with provincial guidelines

Discussion ensued on air ventilation in schools and measures taken by the District to ensure compliance with school ventilation guidelines. The Executive Director, Facilities Services also explained the Ministry of Education's funding approval process for HVAC projects.

- **Operations and Transportation:**
 - Hired additional day custodians
 - Maintained portable handwashing stations
 - Prepared buses for increased student volumes
 - Reopened rental facilities in schools subject to provincial health guidelines

- **Other updates:**

- Successfully launched a new enterprise asset management system called “AssetPlanner”
- Completed Operations and Rentals Department independent review and recommendation report
- Updated Facilities Services website to: <https://facilities.sd38.bc.ca>

The Chairperson expressed his appreciation to the Executive Director, Facilities Services for his detailed report.

6. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

7. NEXT MEETING DATE – Wednesday, November 3, 2021 at 4:30pm

8. ADJOURNMENT

The meeting adjourned at 5:37 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

Report to the Facilities & Building Committee PUBLIC

DATE: 03 November 2021

FROM: Frank Geyer, Executive Director, Facilities Services
Umur Olcay, Manager, Facilities Planning

SUBJECT: Facilities Planning Update

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

STRATEGIC PLAN REFERENCES

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*
- *Objectives:*
 - *1 - Provide equitable learning environments through effective and efficient facilities planning, management and resource allocation*
 - *4 - Implement strategic recommendations in the Long Range Facilities Plan*

DISCUSSION

Major Items of note:

1. Long Range Facilities Plan (LRFP):

The Planning Team has completed a comprehensive review of the LRFP and has developed proposed amendments, which are categorized as follows:

- ✓ those based on updated enrolment projections and other new data;
- ✓ those in response to approvals, decisions, and other changes since the 30 June 2019 Board adoption of the current LRFP;
- ✓ those in Chapter 9 (Strategy for Communities of Schools Regions) to reflect approved and deferred boundary moves and completed projects;
- ✓ new strategic recommendations; and
- ✓ updates to LRFP appendices.

Overall, the amendments are minor in nature and more of a housekeeping exercise than a complete rebuild.

The intent is to update the LRFP every two years, with the Board to review and adopt proposed changes. Based on feedback received from the 25 October 2021 Board Workshop, the Planning Team is finalizing work on the updated LRFP for Board adoption at its Public Meeting of 24 November 2021.

2. Childcare BC New Spaces Fund (NSF):

The Planning Team is completing work on capital funding applications for new stand-alone childcare facilities at Maple Lane and Manoah Steves Elementary schools under the next phase of the Childcare BC New Spaces Fund. Only school districts, Indigenous and local governments, not-for-profit organizations, and Indigenous not-for-profit organizations are eligible to apply for up to \$3 Million in grant funding per project.

Applications are due to the Ministry of Children and Family Development 16 November 2021.

3. City Centre Growth Planning

The Planning Team is working on potential locations at Samuel Brighthouse Elementary to set up two temporary portable classrooms to accommodate expected growth in 2022/2023, as the proposed expansion project at that school, contained in the past three Capital Plan submissions, has not been supported by the Ministry of Education.

4. Enrolment Projections

Finally, the Planning Team is conducting an annual update to the District's enrolment projections informed by September 2021 actual enrolment data, and local knowledge, including 'in-process' residential development applications. Updated demographic data from Baragar Systems, BC Stats and Census Canada have also been considered as components of our update. Projections inform facilities planning and investment decisions and the current update will guide our next Capital Plan Submission in Spring 2022.

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

*Umur Olcay, RPP, MCIP, ALEP
Manager, Facilities Planning*

Report to the Facilities & Building Committee PUBLIC

DATE: 03 November 2021

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Richmond Project Team Update

Major Capital Projects

- 1. Mitchell Elementary Seismic Upgrade & Partial Replacement (\$11.4 Million)**
 - Substantial completion reached and building fully occupied
 - Completing deficiencies and exterior work – expect final completion December 2021
- 2. Manoah Steves Elementary Seismic Upgrade & Partial Replacement (\$12.8 Million)**
 - Substantial completion reached and building fully occupied
 - Completing deficiencies and exterior work – expect final completion December 2021
- 3. F.A. Tomsett Elementary Seismic Upgrade & Addition (\$11.4 Million)**
 - New classroom block at F.A. Tomsett Elementary completed and occupied
 - Seismic upgrading of the balance of the building to be substantially completed by February 2022 as scheduled
 - Construction of new Tomsett Childcare Facility well underway – to be completed in concert with school project
- 4. Maple Lane Elementary Seismic Upgrade (\$6.7 Million)**
 - Substantial completion reached and building fully occupied
 - Completing deficiencies and exterior work – expect final completion December 2021
- 5. James McKinney Elementary Seismic Upgrade (\$12.6 Million)**
 - Work well underway; targeting substantial completion by May 2022
- 6. James Whiteside Elementary Enhanced Seismic Upgrade (\$17.3 Million)**
 - Tenders closed; anticipating work start-up by end of November 2021
 - Targeting substantial completion by March 2023
- 7. William Bridge Elementary Seismic Upgrade (\$16.1 Million)**
 - Tenders closed; anticipating work start-up by end of November 2021
 - Targeting substantial completion by June 2023

8. Archibald Blair Elementary and Howard DeBeck Elementary Building Envelope Upgrades

- Received Ministry approval to proceed to design phase 21 October 2021
- Expect construction to commence mid-2022

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

1. Mechanical System Upgrades

- HVAC digital controls replacements well underway at six elementary schools: General Currie, Howard DeBeck, John G. Diefenbaker, Garden City, R.M. Grauer and Jessie Wowk; targeting completion by April 2022 (SEP - \$715,600)

2. Electrical System/Energy Upgrades

- LED lighting upgrade at Steveston-London Secondary contract awarded; targeting completion by April 2022 (CNCP - \$550,000)

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

Report to the Facilities & Building Committee PUBLIC

DATE: 03 November 2021

FROM: Frank Geyer, Executive Director, Facilities Services
Jonathan Ho, Manager, Energy and Sustainability

SUBJECT: District Sustainability and Climate Action Plan 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.

STRATEGIC PLAN REFERENCES

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 3: The district fosters energy efficient and environmentally sustainable facilities and practices.*
- *Objectives:*
 - *1 – Develop and implement a five-year District Sustainability and Climate Action Plan*
 - *2 – Improve energy efficiency, climate resiliency and sustainability of all facilities through capital improvements.*
 - *3 – Implement sustainable practices and programs to improve waste diversion rates, reduce waste generation, reduce greenhouse gas emissions, conserve water, and promote climate action.*
 - *4 – Increase sustainability education and awareness training and learning opportunities for staff and students*

DISCUSSION










Introduction

The District Sustainability and Climate Action Plan (DSCAP) is our response to Strategic Priority 3, Goal 3, and associated objectives. Although the duration of the DSCAP is officially five years, sustainability and climate action planning must occur over the long-term. The DSCAP is based on climate change projections for Richmond, BC derived from the latest information from the United Nations International Panel on Climate Change, released in the Summer of 2021, and extend through year 2050.

The goals and targets for the DSCAP are based on intermediate targets imposed by the provincial government through the District's Energy Manager agreement with BC Hydro, Clean BC, and the *Climate Change Accountability Act*.

The Nine Pillars

The DSCAP is organized around 9 pillars of sustainability and climate action. These pillars were developed initially in 2004, when the Eco-Wise program was founded:

	Leadership	Provide ongoing support and empower the implementation of initiatives across all sustainability pillars
	Learning and Engagement	Increase sustainability education and awareness training and learning opportunities for students, staff, and educators
	Climate Action	Reduce emissions, operate low-carbon and climate resilient facilities, and increase education and engagement on climate action
	Energy Conservation	Increase energy efficiency and conservation through projects and engagement
	Sustainable Transportation	Promote low-carbon transportation options for district operations and commuting to and from school and work
	Waste Reduction	Reduce our overall waste and increase waste diverted from the landfill
	Water Conservation	Reduce our daily water use to preserve our potable water supply
	Grounds	Create greener grounds and outdoor learning opportunities to foster connection to the land
	Purchasing	Promote sustainable purchasing choices for goods and services across the district

The relationship between the pillars is shown in Figure 1:

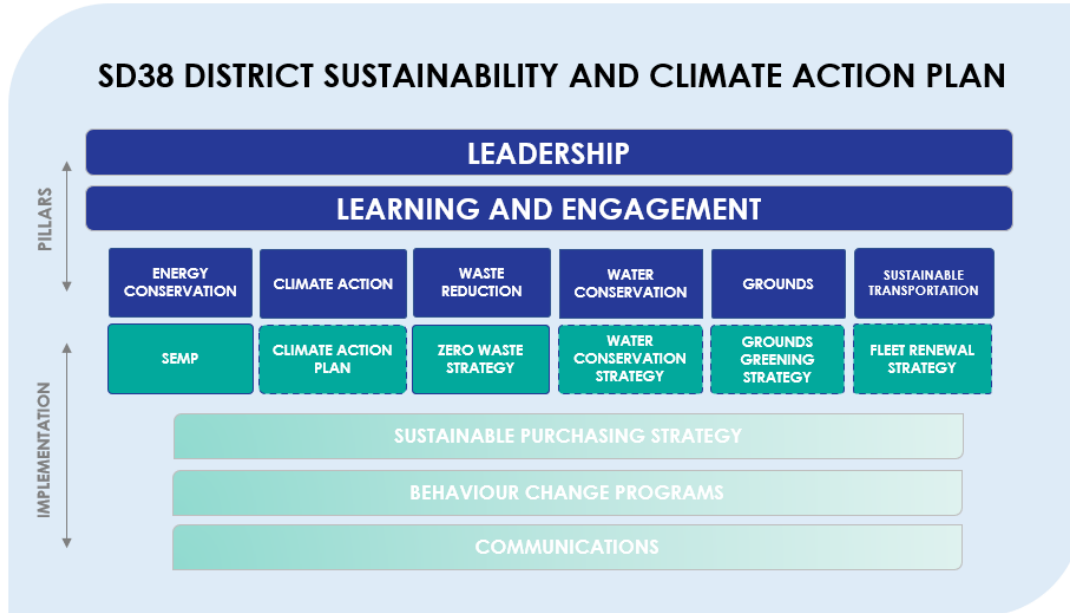


Figure 1: Relationships between the pillars

Leadership (which promotes both District and individual levels) and Learning and Engagement (Learning referring specifically to student learning and the BC Curriculum, while Engagement refers to educators and staff training and professional development) cuts across all pillars.

Energy Conservation, Climate Action, Waste Reduction, Water Conservation, Grounds, and Sustainable Transportation either have existing implementation plans (solid boxes) or plans currently being developed by the Energy and Sustainability team.

A Sustainable Purchasing Strategy would cover District, individual school, and student purchasing, as this is a distributed function throughout the District.

Underpinning the DSCAP are behaviour change programs to make it socially unacceptable to waste any of our resources, as well as communicating updates on our progress towards meeting our DSCAP goals and targets.

Overall, a combination of technical changes, organizational leadership, and behaviour change are needed to achieve the Plan’s objectives. This means embedding climate action and resiliency into how we teach, learn, and work.

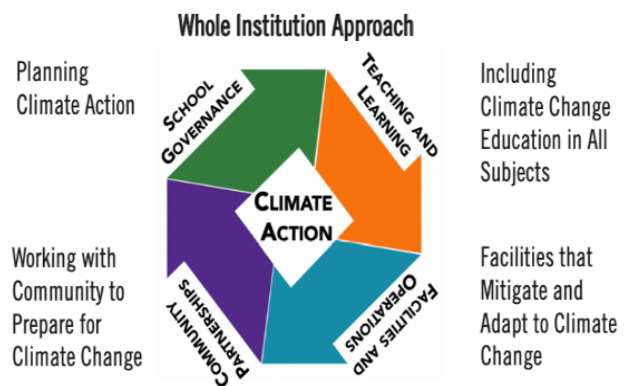







Figure 2: Our Climate Action Change Approach

High Level Schedule and Key Targets

The official duration of the DSCAP is from 2021-2026, but climate action planning goals exist through 2050, the bulk of which can be found in the District’s *Strategic Energy Management Plan* (SEMP). The SEMP is mandated by BC Hydro, updated annually, to report on energy efficiency and GHG reduction progress. Additional information is (for existing) or can be (for in development) found in the supporting implementation strategies for the other pillars. The ultimate goal for the District is to be Net Zero in GHG emissions by 2050, in alignment with Clean BC.

What follows are key targets for the core pillars where there are specific metrics. Year references are for the school year ending June 30th. Additional targets are being developed beyond 2030.

	2021/22	2022/23	2025/26	2029/30
	<ul style="list-style-type: none"> • 300,000 kWh electricity savings¹ • 4,000 GJ NG savings¹ 	<ul style="list-style-type: none"> • 300,000 kWh electricity savings¹ • 4,000 GJ NG savings¹ 	<ul style="list-style-type: none"> • 300,000 kWh electricity savings¹ • 4,000 GJ NG savings¹ • Net 10% reduction in grid electricity² • 25% NG reduction² 	<ul style="list-style-type: none"> • 300,000 kWh electricity savings¹ • 4,000 GJ NG savings¹
			<ul style="list-style-type: none"> • 25% reduction in building GHGs 	<ul style="list-style-type: none"> • 50% reduction in building GHGs² • 40% reduction in fleet GHGs²
		<ul style="list-style-type: none"> • 70% waste diversion 	<ul style="list-style-type: none"> • 75% waste diversion 	
	<ul style="list-style-type: none"> • 2 x Type C electric buses • 5% CAFE^{3,4} increase 		<ul style="list-style-type: none"> • 27% CAFE increase 	
			<ul style="list-style-type: none"> • 15% decrease in per capita water use 	

The most developed implementation plans of the DSCAP are for Energy Conservation, Climate Action (both found in the SEMP), and Waste Reduction (in the District’s Zero Waste Strategy). As they are developed, implementation plans for the other pillars will be reported on to the FBC.

¹ Annual targets

² 2007 baseline

³ CAFE = Corporate Average Fuel Economy

⁴ 2011 baseline

Progress Updates for Energy Conservation, Climate Action, and Waste Reduction

Energy Conservation

The bulk of energy used in the District is natural gas to heat buildings, while the bulk of energy costs is electricity. With COVID-19, and the increase in outdoor air ventilation, we have used 15% more natural gas, and 2% more electricity, than in a pre-pandemic year.

Despite this, the overall trend for energy consumption in the District is downward. We have already achieved our 2026 electricity reduction target through a mix of lighting upgrades, building automatic system changes, and continuous optimization of our heating, ventilation, and air conditioning (HVAC) systems.

For natural gas, we are on track to achieve our 2026 target, but have significant work to do to achieve our 2030 target.

The SEMP outlines the District's plan to transition away from natural gas towards low carbon electrification, replacing boilers and rooftop units that reach end-of-life with heat pump systems, heat recovery chillers, and variable refrigerant flow systems. In parallel, the District plans to increase renewable energy generation through solar photovoltaic systems in order to offset up to 40% of our electricity consumption from the grid.

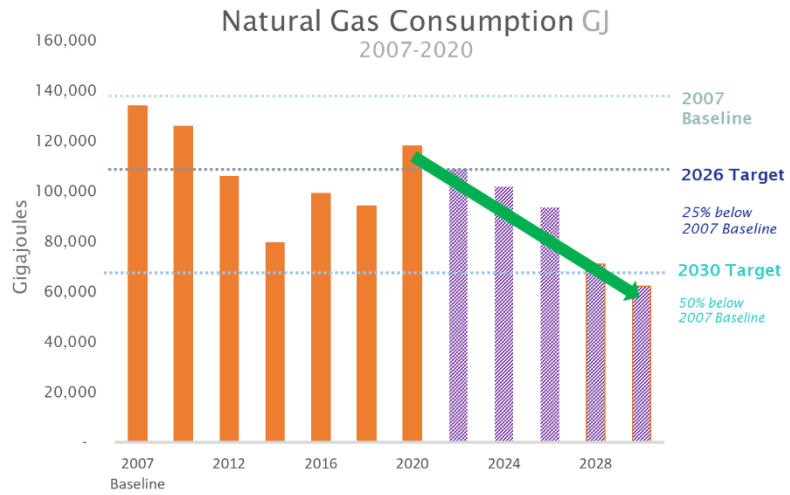


Figure 3: Annual Natural Gas consumption

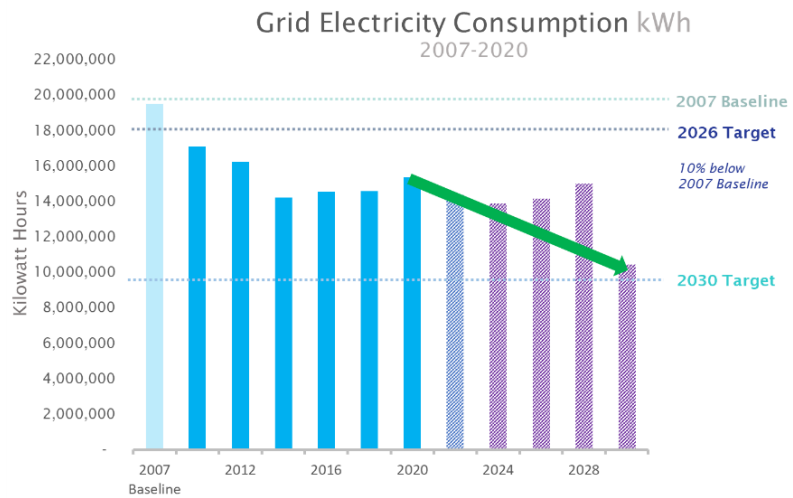


Figure 4: Annual Electricity Consumption

Climate Action

Climate action is viewed through two lenses: Mitigation and Adaptation. Mitigation refers to reducing emissions to prevent climate change, while Adaptation refers to preparation for the impacts of climate change.

Mitigation actions in the DSCAP are currently focused on Energy Conservation, Waste Management, and Sustainable Transportation.

Adaptation work to date has focused on a Climate Change Risk Assessment completed for the Board Office, Talmey Elementary, and McNair Secondary. Using the localized climate change projections through 2050, each facility was evaluated for actions to improve resiliency, service continuity, and embedding climate change into the Long Range Facilities Plan and District policies and regulations.

In terms of our GHG performance, for 2020, 87% of our greenhouse gas emissions were due to natural gas used to heat our facilities. Propane is used primarily to provide heating in our portables.

Note that, although electricity in BC is hydroelectric, it is not 100% clean. This is because the BC Utilities Commission permits BC Hydro to purchase power from sources outside of the province if it is advantageous, financially, to do so. Imported electricity from Alberta is generated by coal or natural gas.

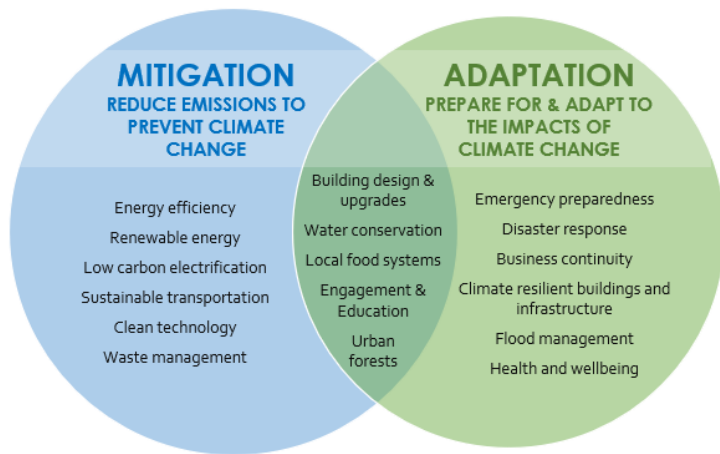


Figure 5: Mitigation, Adaptation, and overlapping actions

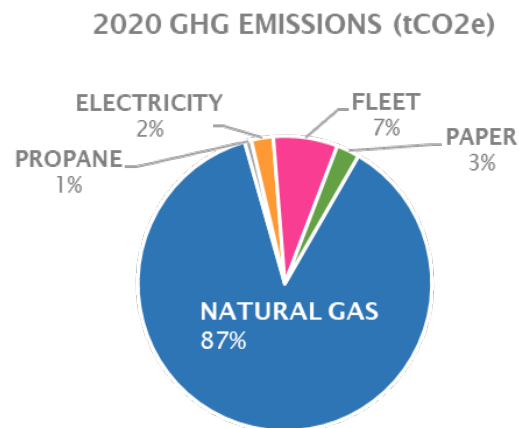


Figure 6: 2020 GHG Sources by Type

Figures 7 and 8 show the year-over-year trends in GHG emissions for buildings and fleet sources. For buildings, we have achieved a 25% reduction in GHG emissions through the replacement of inefficient boilers, air handling units, and rooftop units with high efficiency versions. An additional 25% reduction will be required to achieve our 50% reduction goal by 2030, which will be accomplished through low carbon electrification as described in the SEMP.

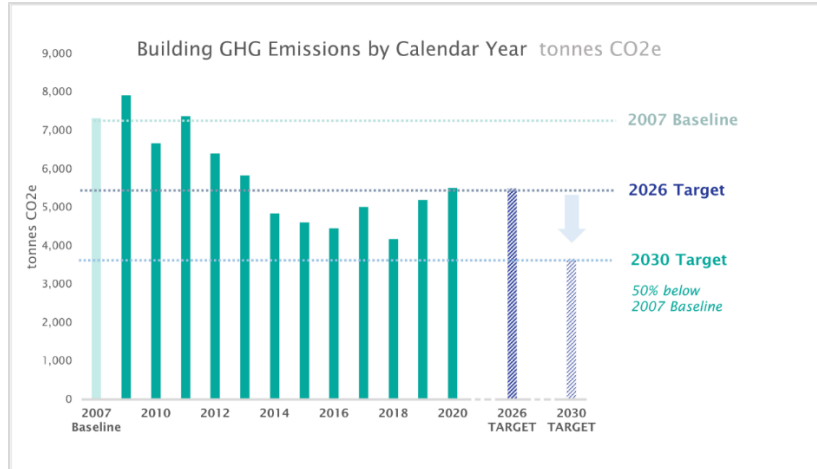


Figure 7: Building GHG Trends and Targets

Fleet reductions in GHG emissions have occurred as older vehicles are retired and newer, more fuel efficient versions replace them. Overall, we have an 18% reduction in fleet GHG emissions compared to 2007.

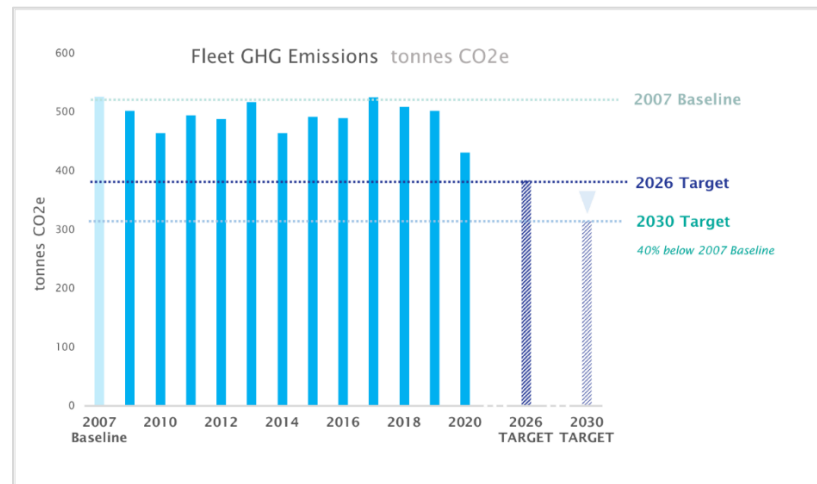


Figure 8: Fleet GHG Trends and Targets

The Ministry of Education has started an effort to fund school bus electrification efforts as part of the Province’s Clean BC plan and will form a continuing effort to expand our electric bus fleet over time. A significant effort on route planning and driver training for fuel efficiency, as low-cost, high impact activities to increase our CAFE.

Many of our trades or “white fleet” vehicles do not have electric variants. In order to look at GHG reductions for the white fleet, the District has signed a Letter of Intent with Blue Dot



Narwhal

The Narwhal is for vehicles with a solid rear axle and delivers power to the rear differential

Figure 7: Blue Dot Motorworks Narwhal Retrofit Plug-In Hybrid System

Motorworks, to purchase two beta versions of their Narwhal retrofit plug-in hybrid systems. Scheduled for delivery in December 2022, these systems would add the capability for light duty vehicles to have up to 60 km of all-electric driving range, after which vehicles can be switched to operate on their internal combustion engine powertrains. If beta testing is successful, the intent is to retrofit our light duty vehicles with these plug-in hybrid systems.

Waste Reduction

The intent of the District's Waste Reduction pillar is to match our waste diversion and waste generation performance with that of the City of Richmond. The City of Richmond has achieved a waste diversion rate of 80%, but the Zero Waste Strategy has a target of 75%, with an aspirational goal of 80%. This is because the District is an institutional organization, and our operational activities and waste stream composition are sufficiently different from a residential waste stream to make an 80% waste diversion challenging.

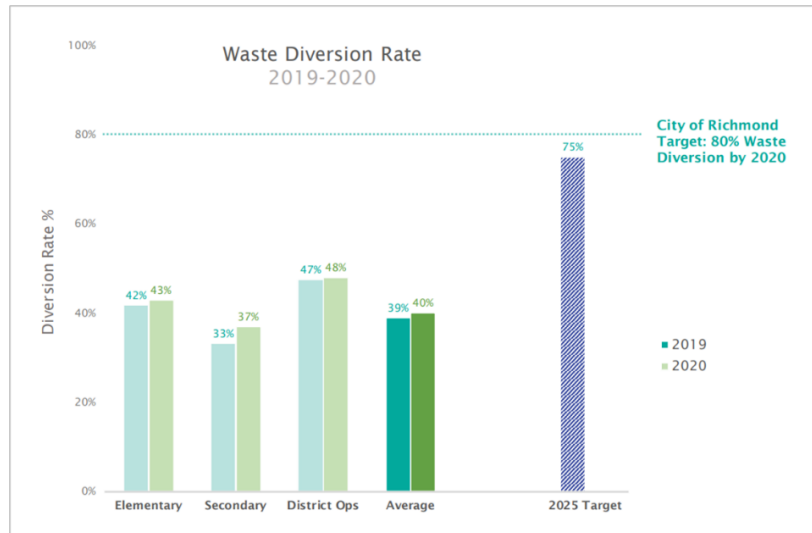


Figure 8: Waste Diversion data for 2019-20 relative to City of Richmond

That said, the focus of the District is on increasing waste diversion options so that what students see at school matches what they see at home. We are currently developing, in conjunction with CUPE, a pilot program at Diefenbaker to maximize waste diversion in classrooms by providing additional bins for proper waste source separation. This has two benefits: encouraging behaviour change, and reducing waste stream contamination, which is a major barrier to recycling.



Figure 9: In-Class Waste Diversion Pilot Program

With the increase in hand-washing due to the pandemic, the District's waste composition has seen a significant increase in paper towel waste, which fortunately can be diverted to organics. The intent is that with in-class waste diversion options available, we can significantly improve the District's solid waste performance.

Communications and Engagement

One challenge with the DSCAP is that we have not to date been able to increase our engagement with the wider District community. Due to the pandemic, the regular Eco Wise Cafés were suspended. Although the Richmond Sustainability Advisory Committee (RSAC), comprised of a District-wide cross-section of stakeholders from educators, senior managers, executives, parents, and students, met virtually in 2020-21, this was not particularly conducive. Further, we have not share successes.

The Energy and Sustainability team is working on increasing engagement, through a re-start of the Eco Wise Cafés, and working with the District's Communications team to communicate progress more regularly through our social media, Energy and Sustainability web page, and to foster shared ownership of the DSCAP. One of the key features is school-specific energy dashboards, which are being communicated to school Administrators and Eco- and Green-team teachers, that provide historical and current energy, water, and GHG emission data from 2015. Waste diversion information will also be shared.

The intent of the dashboards is to allow schools to track their energy and sustainability performance over time. Given the significant differences in school ages, mechanical and electrical systems, sizes, and student populations, it does not make sense for schools to compare performance against each other. Rather, the intent is for schools to be able to track their own performance and changes over time.

Conclusion

The District Sustainability and Climate Action Plan charts our path towards meeting the objectives of Strategic Priority 3, Goal 3 of our Strategic Plan. Although officially covering 5 years, the DSCAP is based on climate projections through 2050, with an end goal to be Net Zero in GHG emissions by that time.

Progress on building and fleet GHG emissions are encouraging, with the District either achieving, or close to, our 2026 targets as outlined in the Strategic Energy Management Plan, but the pandemic has caused increases in natural gas consumption and corresponding GHG emissions. Waste reduction is not progressing as quickly as outlined in our Zero Waste Strategy.

Communications and Engagement has been lacking to date, and the Energy and Sustainability team intends to re-engage with the wider District community to foster shared ownership of the DSCAP.

Next Steps

Our intent is to bring the District Sustainability and Climate Action Plan forward to the 24 November 2021 Public Board Meeting for adoption.

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

*Jonathan Ho, M.Eng., MBA, P.Eng., CEM, CBCP, PMP
Manager, Energy and Sustainability*

Report to the Facilities & Building Committee PUBLIC

DATE: 03 November 2021
FROM: Frank Geyer, Executive Director, Facilities Services
SUBJECT: Facilities Services Branch 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.

STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

DISCUSSION

Current initiatives of note taking place in Facilities Services include:

- New Manager, Operations and Rentals recruited to replace Bob Stewart, who has retired. Cintha Winters joins the Facilities Services Team effective 08 November 2021 after having served as Assistant Manager, Service Operations with School District No. 36 (Surrey) for the past 7+ years.
Once Ms. Winters is on-board, will initiate implementation of recommendations contained in the Operations & Rentals Department independent review report
- Implementation of the new computerized Enterprise Asset Management System (EAMS) "AssetPlanner" for the District continues; fully implemented service request module with schools and other district sites; working on fleet and asset inventory and management, project scheduling and budget management, and other modules.
- COVID-19 measures:
 - ✓ The Richmond School District is fully compliant with all K-12 school ventilation guidance. The district will continue to work closely with, and take direction from, public health officials to ensure our school ventilation protocols are current and remain effective.
 - ✓ Continuing daytime enhanced environmental cleaning at elementary schools (half-day per site) and deep cleaning requests from the COVID Coordinator.
 - ✓ Continuing servicing of portable handwashing stations.
 - ✓ Continuing to supply masks, hand sanitizer and disinfectant wipes to schools.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services



Child Care Development Advisory Committee

June 2, 2021

Virtual Meeting via Zoom

7:00 PM

Members in Attendance: Jarrod Connolly (Chair), Jocelyn Wong, Chantelle Pereira, Diana Ma, Kevin Ching, Tania Lam, Agnes Lee, Zolzaya Tuguldur, Gordon Surgeson, Carol Day (Council Liaison), Chris Duggan (Staff Liaison).

Guests: Ken Hamaguchi

Regrets: Aaron Manolo, Rowena Raber, Elana van Veen, William Tsai

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting.

2. Approval of the Agenda

Motion: Approval of the Agenda for June 2, 2021 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of May 5, 2021 **CARRIED**

4. Guest Speaker/Presentation

None.

5. Correspondence

None.

6. Business Arising

a. 2020 Community Child Care Planning Project Update

The final report for the 2020 Community Child Care Planning Grant that funded a portion of Richmond Community Child Care Planning Project and resulted in the development of the 2021-2031 Richmond Child Care Action Plan was submitted to the Union of BC Municipalities. Implementation of the actions are now underway.

7. New Business

None.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates at this time.

ii. Child Care Month Sub-committee

The 2021 Child Care Symposium took place on May 1, 2021 and the keynote speaker was Dr. Vanessa Lapointe. The event was held using the Zoom platform and 42 individuals attended.

The 2021 Children's Art Exhibition celebrating Child Care Month took place from May 3 to May 23, 2021 in the Atrium of the Richmond Cultural Centre. There were eight child care programs who participated and the feedback was excellent.

iii. Child Care Grants Sub-committee

The Child Care Grant Program Guidelines are being reviewed in anticipation of the 2022 City of Richmond Child Care Grant Program opening for submissions later in the summer/early fall.

b. City Reports

i. Council Liaison

The City of Richmond held a by-election on May 29 and Councillor Andy Hobbs was elected.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No updates at this time.

b. Other Updates

Sprouts Early Childhood Development Hub is nearing completion and will be transferred to the City later this summer.

Seedlings Early Childhood Development Hub is under construction with an anticipated completion date of late Fall/early Winter 2021.

Hummingbird Child Care Centre is also under construction and the building is now above ground. This facility is scheduled for completion in Spring 2022.

c. School District Reports

i. School Board Liaison

A new child care facility will be opening at Tait Elementary School and will provide 19 spaces of licensed child care for children aged 30 months to school age.

A Request for Expressions of Interest has been circulated for two new child care spaces at Tomsett Elementary School. There will be two dedicated spaces, one that will accommodate 20 school age children and an additional space that will accommodate 24 children aged 30 months to school age.

d. Community Updates

i. Richmond Children First

Richmond Children First will meet again at the end of June.

ii. Child Care Resource and Referral (CCRR) Update

Child Care Resource and Referral will be hosting three events for parents to assist them with looking for child care. They will take place on Saturdays in June and the topics covered will include types of child care, finding child care and applying for the Affordable Child Care Benefit. Currently over 60 parents are registered.

9. Next Meeting

Next meeting will take place on September 8, 2021 at 7:00 pm virtually via Zoom.

10. Adjournment

The Committee Chair adjourned the meeting at 8:00 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 June 2, 2021.

via email

September 8, 2021

Jarrod Connolly
Chair

Date



September 8, 2021

Chris Duggan
Recorder

Date



Child Care Development Advisory Committee

September 8, 2021
Virtual Meeting via Zoom
7:00 PM

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

Regrets: Ken Hamaguchi

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 September 8, 2021 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of June 2, 2021 **CARRIED**

4. Guest Speaker/Presentation

None.

5. Correspondence

A letter from Minister Chen, Minister of State for Child Care, was sent to the Mayor and Councillors announcing the opening of the application window for the Childcare BC New Space Fund. Details of the funding were shared with the Committee.

6. Business Arising

- a. Applications are now being accepted for Council Appointments to the Child Care Development Advisory Committee for 2022-2023. All current members whose terms expire at the end of 2021 have been notified and provided with the application link and details.

7. New Business

None.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates at this time.

ii. Child Care Month Sub-committee

A discussion will take place during the November meeting regarding plans for Child Care Month activities for 2022. An art exhibition will be included as a component of this.

iii. Child Care Grants Sub-committee

Updates and information regarding the 2022 City of Richmond Child Care Grant Program will be available on September 15, 2021.

b. City Reports

i. Council Liaison

City Council has returned from the August break. City Hall remains closed to the public. Community Centres are open and adhere to Public Health Guidelines. The Capstan Skytrain Station has started the development and construction process.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No updates at this time.

b. Other Updates

Sprouts Early Childhood Development Hub was transferred to the City in August and the YMCA is preparing for operations to commence.

Seedlings Early Childhood Development Hub is under construction with an anticipated completion date of late fall 2021/early winter 2022.

Hummingbird Child Care Centre is also under construction and the building is now above ground. This facility is scheduled for completion in spring 2022.

The Child Care team are working with Building Approvals, Plan Review and Development Applications departments within the City regarding actions from the Child Care Action Plan. Additional detail will be available in subsequent meetings.

c. School District Reports

i. School Board Liaison

The new child care facility at Tait Elementary School is now open and is operated by the Steveston Society of Children's Centres. This facility provides 19 spaces of licensed child care for children aged 30 months to school age.

The YMCA of Greater Vancouver was selected as the operator of the two new child care spaces at Tomsett Elementary School. There will be two dedicated spaces, one that will accommodate 20 school age children and an additional space that will accommodate 24 children aged 30 months to school age.

The next CCDAC meeting will include a presentation from Richmond School District Facilities staff regarding their current and ongoing plans for additional child care spaces.

d. Community Updates

i. Richmond Children First

Richmond Children First will meet again in September.

ii. Child Care Resource and Referral (CCRR) Update

Minister Chen visited the Child Care Resource and Referral Early Years Library at the end of August. Four workshops will take place in the fall including phonics and child care tips.

A Community of Practice has been initiated to explore the Early Learning Framework and to bring child care staff and Early Childhood Educator’s together to learn from each other. This is taking place in person. Small group sizes, masks and health protocols will be in place.

The new CCRR website is in the final stages of development and is planned to be launched by October. Workshop sign up will be online and resources will be available through this portal.

9. Next Meeting

Next meeting will take place on October 6, 2021 at 7:00 pm virtually via Zoom.

10. Adjournment

The Committee Chair adjourned the meeting at 7:45 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 September 8, 2021.

via email

October 6, 2021

Jarrod Connolly
Chair

Date



October 6, 2021

Chris Duggan
Recorder

Date