

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, JANUARY 4, 2023

TIME: 4:30 PM

<https://sd38.zoom.us/j/67493727010>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Public Minutes of meeting held October 3, 2022
- 3. INTRODUCTIONS AND REVIEW OF COMMITTEE TERMS OF REFERENCE**
Attachment: Terms of Reference
- 4. FACILITIES PLANNING UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services, Manager, Facilities Planning and Facilities Planner
- 5. CAPITAL PROJECTS UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services
- 6. FACILITIES SERVICES UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services
- 7. MINUTES FOR INFORMATION**
 - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Attachment: Minutes of Meeting held June 1, 2022, October 5, 2022 and November 2, 2022
- 8. NEXT MEETING DATE – Wednesday, February 1, 2023 at 4:30pm**
- 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, on Wednesday, October 3, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Committee Vice-Chairperson
Norm Goldstein, Trustee Member
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Stacey Robinson, 1st Vice President, Canadian Union of Public Employees 716
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Mike Murray, President, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Sandra Nixon, Trustee

The meeting was called to order at 4:34 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the September 7, 2022 meeting was approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

The Executive Director, Facilities Services referred to his report as included in the agenda package. There were no further questions or comments.

4. CAPITAL PROJECTS UPDATE [standing item]

The Executive Director, Facilities Services provided an update on ongoing major local capital projects. There were no further questions or comments.

5. FACILITIES SERVICES UPDATE [standing item]

The Executive Director, Facilities Services referred to his report as included in the agenda package. He then responded to a Trustee's question on climate resiliency reviews of 8 sites and offered to send more information to trustees after the meeting.

6. **MINUTES FOR INFORMATION**
 - (a) **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Nil.
7. **NEXT MEETING DATE – Wednesday, December 7, 2022 at 4:30pm**
8. **ADJOURNMENT**
The meeting adjourned at 4:46 pm.

Respectfully Submitted,

*Ken Hamaguchi, Chairperson
Facilities and Building Committee*

DRAFT

From Policy 201 Bylaw: Board Operations

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.

13.4 CONDUCT

- 13.4.1 The Trustee named first to a committee shall preside as Chairperson. In the absence of the Chairperson, the second Trustee named to the standing committee shall preside.
- 13.4.2 No committee shall meet when fewer than two appointed Trustee committee members are present.
- 13.4.3 All committee members and attendees are able to participate fully in discussion. However, only trustees appointed to the committee will vote on recommendations to the Board.
- 13.4.4 The dates, times and places of public and in-camera committee meetings shall be established at each committee's first regular meeting following the appointment of committee members in December.
- 13.4.5 Written notice of committee meetings and agendas shall be available for all Trustees and representative members at least three days before committee meeting dates.
- 13.4.6 The preparation of the agenda and minutes for a committee meeting shall be the responsibility of the committee's Chairperson in cooperation with staff named to assist that committee. Preference on the agenda will be given to items referred by the Board.
- 13.4.7 Standing committees shall report to the Board matters for action and information. Committee recommendations shall be made in writing. In the event a committee recommendation is not unanimous, a Trustee member of the committee may attach a minority report.

Report to the Facilities & Building Committee PUBLIC

DATE: 04 January 2023

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

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.

DISCUSSION

Major Items of note:

1. Long Range Facilities Plan (LRFP)

The Planning Team continues to update the LRFP Action Plan to track planning actions, facilities decisions of the Board of Education and potential or recommended changes for the next revision of the LRFP in 2023.

2. Seismic Mitigation Program (SMP)

a) Howard DeBeck Elementary – the Project Definition Report (PDR = business case) has been completed and submitted to Ministry of Education and Child Care (MECC) in November.

The PDR recommends the full seismic upgrade option, due to cost and relatively young age of the building (other options considered were partial replacement of the original 1991 building with seismic upgrading of the balance, and full replacement). The full seismic upgrade proposal is consistent with the outcomes of the past four SMP projects.

The District is expecting the signed Capital Funding Project Agreement from MECC shortly, for co-signing by the Board Chair and Secretary-Treasurer. Once the agreement is duly executed, we expect that the seismic upgrade would be completed by August 2025.

- b) Alfred B. Dixon Elementary - the PDR is still being developed due to the complex nature of the building and the site. The estimated cost of full upgrade and full replacement are currently close, and staff, consultants and MECC are taking additional time to ensure the scope and costs are correct before landing on a recommended option.

If full seismic upgrade is recommended and approved, the school could be ready for occupancy by August 2025; if full replacement is selected and approved, occupancy will be January 2027.

3. Childcare BC New Spaces Fund (NSF)

Preparing for the next intake of NSF applications for new stand-alone childcare facilities anticipated in early 2023 and integrating childcare facility options in Project Definition Reports for supported seismic upgrade projects.

4. Integrated Child & Youth Teams (ICY)

R.M. Grauer Elementary and Kathleen McNeely Elementary accommodations for ICY Teams complete and operating. The Planning Team is reviewing the availability of two future locations to help determine if the District can meet the long-term objective of locating ICY Teams within schools in four zones across the District.

5. Indigenous Gathering Spaces

The Planning Team is reviewing the availability of future locations for two additional Indigenous Gathering Spaces in order to ensure that students in all areas of the District have equitable access to the opportunities provided by such spaces.

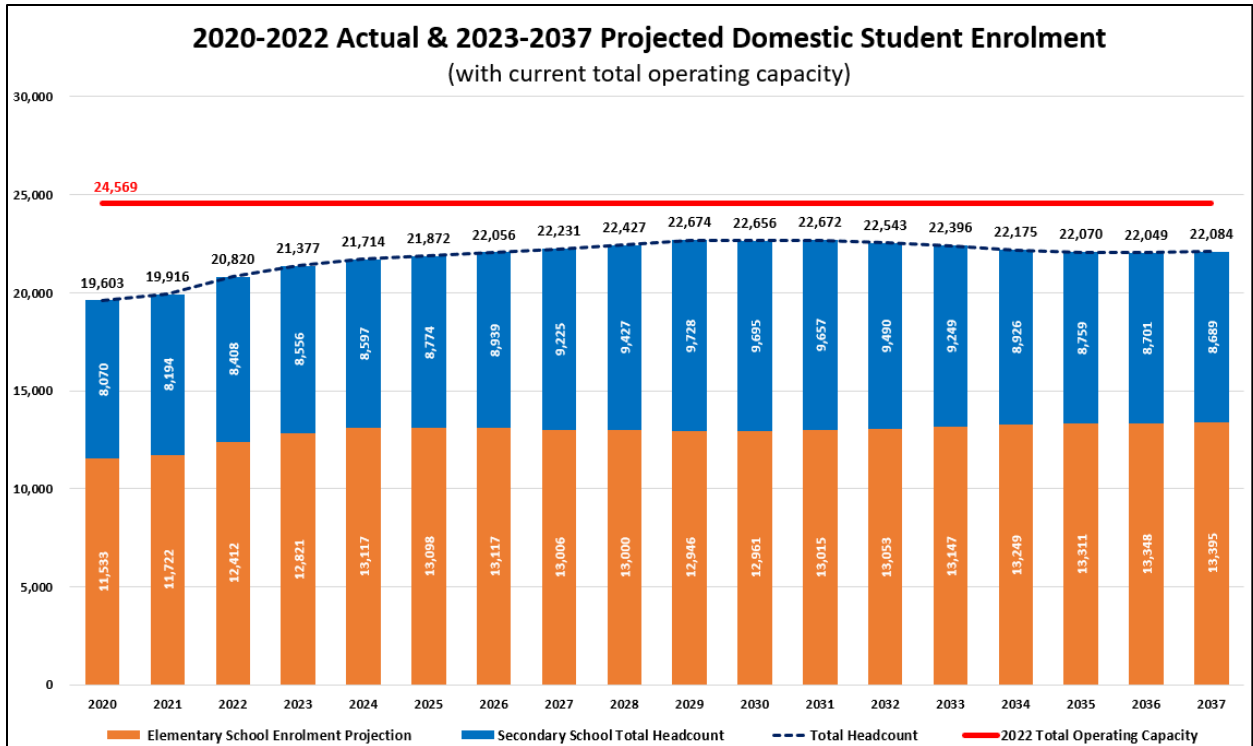
6. Enrolment Projections

The Planning Team has completed its annual update to the District's enrolment projections informed by September 2022 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 June 2023.

Elementary school utilization will continue to grow over the next 15 years reaching 100% of the current operating capacity for elementary schools (13,319) with a projected enrolment of 13,395 students in 2037. The utilization of current operating capacity at elementary schools has increased from 86% in 2020 to approximately 93% in 2022, resulting in less space availability for non-instructional uses in elementary schools.

Secondary school enrolment will remain significantly below current operating capacity for secondary schools, with 75% utilization in 2022 growing to a peak of 87% utilization in 2029 with longer term maturing trends projected after 2030, gradually reducing utilization to 78% by 2037.

The total District enrolment, not including International students, is projected to increase from 20,820 in 2022 to 22,674 in 2029, a gain of 1,854 students in 7 years (+8.9 percent). Overall utilization of total current operating capacity has increased from 79.8% in 2020 to 84.7% in 2022 and is expected to peak at 92.2% by 2029.



7. City Centre Growth Planning

The Planning Team is continuing research, projections, planning and development of site and expansion strategies and will engage with the City of Richmond and the development community on the timing and financial viability of a suitable new elementary school in the City Centre at Dover Park, Lansdowne Village, or elsewhere in the City Centre.

The Planning Team is also working closely with Facilities Services and Project Managers to determine potential locations to set up temporary portables at elementary school sites in the City Centre to accommodate expected growth in 2023/2024 as the proposed expansion projects at Brighthouse Elementary and Talmey Elementary, contained in the past four Capital Plan submissions, have not been supported by the Ministry of Education and Child Care.

8. Potential Land Dedication to District

The Planning Team has met separately with City of Richmond Development Services staff and the proponent of a townhouse development at 9511 Granville Avenue to discuss the possible dedication of north area of 9511 Granville Avenue abutting Anderson Elementary to the District as a condition of approval of the proposed development. The meetings had positive results, the developer is looking at the designation of the back area of the parcel to align the school site, with an expectation that there would be an exemption from the School Site Acquisition Charges for this development in lieu of site designation, and that the cost of consolidation with the school site be covered by the District.

The map below shows the location of the townhouse development at 9511 Granville Avenue in relation to Anderson Elementary and MacNeill Secondary. 9511 Granville Avenue is outlined in red and the area of the property which subject to potential land dedication to the District is shaded in purple. Current District-owned property is outlined in yellow.



The District had intended to acquire the land when the Anderson site was expanded to accommodate MacNeill Secondary but did not purchase this area as there was an existing structure that the previous owner did not want to give up.

If the land dedication through the development approval process is achieved, it would be a good deal for the District as it will not be purchasing the land. The land dedication would be a condition for rezoning approval by City of Richmond. The District would waive the School Site Acquisition Charges for the proposed 12-unit townhouse development, in lieu of land dedication pursuant to the Local Government Act.

9. Coordination of Land Management with City of Richmond - Park Sites with School Sites

The Planning Team will be meeting with City of Richmond Parks and Open Space planners to discuss possible improvements to shared use and management of parks and adjoining school playgrounds for use by school and community. These meetings will be scheduled by the City sometime in 2023.

10. Lansdowne Shopping Centre Major Park Master Plan Stakeholder Consultation

The Planning Team has also been approached by City of Richmond Parks and Open Space planners to provide input on the Major Park Master Plan for the redevelopment of the Lansdowne Shopping Centre site. When completed, there will be 10 acres total of new park and open space, including a 1.5 acre civic plaza, a 5 acre centre park, and a 0.5 acre neighbourhood park.

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

*Joseph Balderston, RPP, MCIP
Facilities Planner*

*Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team*

Report to the Facilities & Building Committee PUBLIC

DATE: 04 January 2023

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Capital Projects (Richmond Project Team) Update

The following report is for information only. No further action on the part of the Facilities & Building Committee (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.

DISCUSSION

A. Major Capital Projects (*capital projects \$1 Million or more funded by the Province*)

1. James Whiteside Elementary Enhanced Seismic Upgrade (\$17.3 Million)
 - Construction well underway, no issues; targeting substantial completion by end of August 2023; on budget.
2. William Bridge Elementary Seismic Upgrade (\$16.1 Million)
 - Construction underway; schedule delays due to as-found structural conditions differing from record drawings; targeting full occupancy by end of August 2023 but substantial completion by mid-October; on budget.
3. Archibald Blair Elementary Building Envelope Upgrade (approx. \$2.2 Million)
 - Design underway under the project management of BC Housing with oversight and district coordination by SD38; awaiting word on potential construction start-up.
4. Howard DeBeck Elementary and Alfred B. Dixon Elementary Seismic Upgrades (approx. \$47 Million)
 - Refer to Planning Team Report.
5. Manoah Steves Elementary and Maple Lane Elementary Childcare Facilities (\$1.5 Million each)
 - Off-site construction of the modular facilities underway for delivery and setup by January 2023; sitework started at both sites.

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

1. Rideau Park Resource Centre (*\$1 Million*)

- Building permit issued; retained construction manager and started demolition. Completion targeted by June 2023.

2. Classroom Ventilation Program (*\$12 Million max.*)

- 152 unit ventilators received, with the balance to come over a 14 month period; design plans completed for construction by both in-house and contracted forces; proof of concept installations at Mitchell Elementary and Ferris Elementary completed by SD38 forces and underway at Cook Elementary by the construction manager, who will oversee, in cooperation with SD38 Maintenance and Richmond Project Team, the balance of sites' work to ensure completion by September 2023.

C. Minor Capital Projects (*less than \$1 Million funded by the Province*)

1. Howard DeBeck Elementary Building Envelope Upgrade (*approx. \$400,000*)

- Design underway under the project management of BC Housing with oversight and district coordination by SD38; construction to be undertaken as part of seismic upgrade project.

2. Mechanical System Upgrades

- Shop dust extraction system replacement at Matthew McNair Secondary tendered, awaiting equipment delivery (*2022/23 SEP - \$472,000*).
- HVAC digital controls replacements at Hugh McRoberts Secondary and Lord Byng Elementary 95% complete (*2022/23 CNCP - \$371,500*).
- Lab ventilation system upgrades at four secondary schools (A.R. MacNeill, H.J. Cambie, Matthew McNair) tendered, awaiting equipment delivery (*2022/23 SEP - \$252,730*).

3. Electrical System/Energy Upgrades

- LED lighting upgrade at R.A. McMath Secondary underway (*2022/23 SEP - \$547,287*).

D. Minor Capital Projects (*less than \$1 Million, but of significance*)

- Awaiting equipment delivery on BC Hydro electrical service upgrade at Steves Elementary needed to accommodate new classroom ventilation system and modular childcare facility (*\$200,000*).
- Planning to start work on re-piping 39 existing drinking water sinks with elevated lead levels to avoid having to flush daily; also planning to install 12 handwashing sinks to service classrooms without sinks that currently use portable handwashing stations.
- Working with Sea Island Heritage Society on possible indigeonous mural project at the Sea Island facility.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

Report to the Facilities & Building Committee PUBLIC

DATE: 04 January 2023
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 REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

DISCUSSION

Richmond Project Team Activities

Refer to separate project and planning update reports.

Maintenance Activities

Continuing work on preventative, scheduled and service call maintenance in Architectural, Mechanical, Electrical and Grounds Departments; as well as capital maintenance work (refer to projects update report).

Operations Activities

Highlights in the Operations & Rentals, Transportation, Assets & Safety, and Energy & Sustainability Departments:

- Operations & Rentals
 - Continue to implement recommendations contained in the Operations & Rentals Department independent review report;
 - Successful Halloween and municipal/school district election with few issues;
 - Continuing flooring inventory and audit; and
 - Undertaking custodial equipment inventory and replacement plan.
- Transportation
 - Independent consultant review of the Transportation Department is underway with a 31 January 2023 target for completion.

- Energy and Sustainability
 - Eco Wise Café restarted after a 3 year absence; recent café hosted by Richmond Secondary and featured the Miyakawa Pocket forest;
 - Continuous Optimization investigation of building mechanical and electrical systems at 10 sites completed; implementation agreements with BC Hydro in place; and
 - Initiated Fleet Electrification and Infrastructure Review, partially funded by BC Hydro, in support of the District Sustainability and Climate Action Plan, Pillar 9 (Sustainable Transportation). Also working with the Association of School Transportation Services of BC on a joint application to for a province-wide application to the federal government's Zero Emission Transit Fund.

Frank Geyer, PEng, FMA

Executive Director, Facilities Services/Richmond Project Team



Child Care Development Advisory Committee

June 1, 2022

Virtual Meeting via Zoom

7:00 PM

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

Regrets: Elana van Veen, Karen Jensen, Rowena Raber, Ken Hamaguchi (Trustee Liaison)

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 1, 2022 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of May 4, 2022 **CARRIED**

4. Guest Speaker/Presentation

None.

5. Correspondence

None.

6. Business Arising

None.

7. New Business

a. ChildCareBC Funding

The Province of BC has opened the New Spaces Funding Program and the ECE Education Support Fund for applications effective June 1, 2022. They will also be accepting applications for the expansion of the \$10 a Day Funding Program from mid-June until August 18, 2022.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

- i. 2022 Child Care Symposium – This event was very successful. There were 122 people registered and 113 people in attendance. Evaluation forms have been sent to all participants and a detailed summary of the feedback will be available for the September meeting.
- ii. 2022 Children’s Art Exhibition – Eighteen child care programs participated in the Exhibition which ended on May 22. An evaluation is underway and details will be available for the September meeting.

iii. Child Care Grants Sub-committee

Planning has begun for the 2023 Child Care Grants which will open for applications in September.

b. City Reports

i. Council Liaison

Councillor Day shared six items with the Committee via email prior to the meeting. Information was shared on Seniors Week, public engagement opportunities on the topic of homelessness, the launch of the 2022 Nectar Trail, information on Doors Open Richmond, an update on Provincial Child Care New Spaces Funding and details of the ParticipACTION Community Better Challenge 2022. Canada Day events will also be taking place. Serena Lusk has been hired as the new Chief Administrative Officer for the City and will begin July 1, 2022.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

The new Planner 1, Child Care has started. Chelsey Andrews will join the meeting in September to be introduced.

The opening ceremony for Sprouts Early Childhood Development hub took place on Monday, May 30. Thank you to the CCDAC members who were able to attend the celebration.

The opening ceremony for Seedlings Early Childhood Development Hub will take on Tuesday, July 26. The invitation will be sent to CCDAC members.

School District Reports

i. School Board Liaison

No report.

ii. Community Updates

i. Richmond Children First

Richmond Children First met on May 31. There is a new initiative called Pathways to Hope, an early intervention program for families whose children are exhibiting

challenging behaviour. This program accepts referrals from the community and self referrals by families are encouraged. Additional details will be shared as they become available. Richmond Family Place has expanded their Early Years Refugee Project to include refugees from Ukraine. Additional details are available on the Richmond Family Place website.

ii. Child Care Resource and Referral (CCRR) Update

The Child Care Resource and Referral Program (CCRR) held an open house for the Richmond Early Years Library and many child care providers attended. Over 40 people participated.

Over the summer CCRR will continue to offer the Junior Detectives program. CCRR and the Richmond School District have begun collaborative planning for fall drop in sessions and programs.

9. Next Meeting

Next meeting will take place on September 7, 2022 at 7:00 pm.

10. Adjournment

The Committee Chair adjourned the meeting at 7:40 p.m. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on June 1, 2022.

via email

Chantelle Pereira
Chair



Chris Duggan
Recorder

October 2, 2022

Date

October 2, 2022

Date



Child Care Development Advisory Committee

October 5, 2022
Virtual Meeting via Zoom
7:00 PM

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

Regrets: Aaron Manolo, Carol Day (Council Liaison), Ken Hamaguchi (Trustee Liaison)

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 October 5, 2022 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of June 1, 2022 **CARRIED**

4. Guest Speaker/Presentation

None.

5. Correspondence

None.

6. Business Arising

None.

7. New Business

Provincial Child Care Funding - There will be an increase to the Child Care Fee Reduction Initiative effective December 1. This will result in additional savings for families whose child care providers are participating in this program.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

- i. 2022 Child Care Symposium – This event was very successful. There were 122 people registered and 113 people in attendance. Feedback (90%) indicated that all three presentations met the expectations of participants and 98% felt the presentation was helpful and extended their knowledge. Overwhelmingly participants would prefer that future sessions be held in an online, lecture style format (89%) followed by an in-person lecture (12%) followed by online interactive sessions (9%) or in-person interactive sessions (7%).
- ii. 2022 Children’s Art Exhibition – Eighteen child care programs participated in the Exhibition which ended on May 22. Feedback was submitted by 13 programs and 67% of those programs rated the experience as excellent and 33% as good. All programs found the promotional materials useful in informing families of the exhibition. There was an even split across respondents about having a theme for the exhibition with 50% in favour and 50% preferring to keep the exhibition open ended.

iii. Child Care Grants Sub-committee

The 2023 Child Care Grants are currently open and applications will be accepted until October 19, 2022. An information session was held on September 27, 2022 and 11 people attended to learn more about the grant program. Six members of the committee have volunteered to be on the Grant Sub-committee to review the applications and a meeting will be scheduled for early November. A report with the Sub-committee’s recommendations will be brought to the December 7, 2022 CCDAC meeting for Committee review and endorsement.

b. City Reports

i. Council Liaison

Councillor Day shared four items with the Committee via email prior to the meeting. Information was shared regarding All Candidate meetings, City grant programs, the installation at City Hall of a hand-woven blanket created by Debra Sparrow, and the opening of Aster Place, a new supportive housing building.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

The opening ceremony for Seedlings Early Childhood Development Hub (EDCH) took place on July 26, 2022. Thank you to the CCDAC members who attended.

Planning is underway for community use of the multipurpose space at Sprouts ECDH and Seedlings ECDH. This will enable community not-for-profit organizations and public partners such as Vancouver Coastal Health to deliver new, expanded or relocated programs to support families and children in Richmond.

The City was invited to participate in a panel presentation on Creating Child Care Spaces at the recent Union of BC Municipalities Conference in Whistler. The panel included the Honorable Jennifer Whiteside, Minister of Education and Child Care, staff from the Child Care Capital Planning Program, the YMCA of Greater Vancouver, the YMCA of Northern BC, Northern Health, the Village of Vanderhoof, Burnaby School District and the City of Richmond.

The new Planner 1, Child Care has been hired and will start on October 11, 2022. Tiffany Mallen will join the meeting in November to be introduced.

The application window for the CCDAC for the term 2023-2024 has now closed and all applications will reviewed. Council appointments to the Committee are anticipated to be announced prior to the end of 2022.

Construction at Hummingbird Child Care Centre continues and this facility is anticipated to be complete in the near future. This facility will be transferred to the City and leased to the YMCA once construction is complete.

School District Reports

i. School Board Liaison

No report.

ii. Community Updates

i. Richmond Children First

Richmond Children First met on September 27. Organizations represented provided updates on the programs they are currently offering for families and children.

ii. Child Care Resource and Referral (CCRR) Update

The Child Care Resource and Referral Program (CCRR) – Fall workshops are underway and CCRR will be hosting Shelly Moore on November 7. There is an early bird price until October 14.

A child care fee survey was completed and has just been released. Fees outlined in the survey are prior to the application of the Provincial Child Care Fee Reduction Initiative.

9. Next Meeting

Next meeting will take place on November 2, 2022 at 7:00 pm.

10. Adjournment

The Committee Chair adjourned the meeting at 7:45 p.m. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on October 5, 2022.

via email

Chantelle Pereira
Chair



Chris Duggan
Recorder

Nov 2, 2022

Date

Nov 2, 2022

Date



Child Care Development Advisory Committee

November 2, 2022
Virtual Meeting via Zoom
7:00 PM

Members in Attendance: Chantelle Pereira (Chair), Jarrod Connolly, Kevin Ching, William Tsai, Tania Lam, Diana Ma, Zolzaya Tuguldur, Elana van Veen, Karen Jensen, Rowena Raber, Carol Day (Council Liaison), Chris Duggan (Staff Liaison).

Regrets: Gordon Surgeson, Aaron Manolo, Jocelyn Wong, Ken Hamaguchi (Trustee Liaison)

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 November 2, 2022 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of October 5, 2022 **CARRIED**

4. Guest Speaker/Presentation

Presentation on Creating Child Care. This presentation was originally given at Union of BC Municipalities Conference, September 2022 by Chris Duggan. The slide deck will be forwarded to CCDAC members.

5. Correspondence

None.

6. Business Arising

None.

7. New Business

The City has begun work to develop a new 10 year Child Care Strategy. The initial stages of this work will involve the creation of a Stakeholder Advisory Committee, development of Guiding Principles for the project, a review of best practices in the sector, an online survey, focus groups and interviews. This information will be used to inform the development of strategic priorities and actions that the City can take over the next 10 years to support child care in Richmond.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

None.

iii. Child Care Grants Sub-committee

The 2023 Child Care Grants have closed. The Grant Sub-committee is currently reviewing the applications and a meeting is scheduled for November 21. A report with the Sub-committee's recommendations will be brought to the December 7, 2022 CCDAC meeting for Committee review and endorsement.

b. City Reports

i. Council Liaison

Councillor Day shared nine items with the Committee via email prior to the meeting. Information was shared regarding items including fireworks, a blanket drive, Halloween, the election and the City's tree sale.

There is a new child care facility opening on East Richmond on November 19 and there is an event at 10:30am on this date. The facility is called Tiny Hoppers Early Learning Centre.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

Committee re-appointments are underway and selected applicants will be notified of Council's appointments by the end of 2022.

There were two new \$10 a day child care sites announced in Richmond this week. The addition of Little Wings Daycare and Little Friends Child Care Centre to this program brings the total number of facilities under this program in Richmond to seven.

Construction at Hummingbird Child Care Centre continues and the facility is anticipated to be completed in the near future. This facility will be transferred to the City and leased to the YMCA once construction is complete.

School District Reports

i. School Board Liaison

No report.

ii. Community Updates

i. Richmond Children First

No report.

ii. Child Care Resource and Referral (CCRR) Update

The Child Care Resource and Referral Program (CCRR) is hosting Shelley Moore for a workshop tonight. CCRR staff have received a large number of questions from parents

and child care providers regarding the upcoming changes to the Fee Reduction Initiative that will come into effect on December 1, 2022.

9. Next Meeting

Next meeting will take place on December 7, 2022 at 7:00 pm. Location to be determined.

10. Adjournment

The Committee Chair adjourned the meeting at 7:50 p.m. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on November 2, 2022.

via email

December 7, 2022

Chantelle Pereira
Chair

Date



December 7, 2022

Chris Duggan
Recorder

Date