

## Facilities and Building Committee

### Public Meeting Agenda

**Wednesday, April 3, 2024 – 4:30 pm**  
**via Zoom**

<https://sd38.zoom.us/j/69259852014>

Passcode: 6000

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

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held March 6, 2024 attached.
- 3. Facilities Planning Update (standing item)**  
Report from the Director, Richmond Project Team attached.
- 4. Capital Projects Update (standing item)**  
Report from the Director, Richmond Project Team attached.
- 5. Facilities Services Update (standing item)**  
Report from the Director, Facilities Services attached.
- 6. Minutes for Information**
  - (a) Child Care Development Advisory Committee Meeting**  
Minutes of Meeting held February 7, 2024 attached.
- 7. Next Meeting Date – May 1, 2024 at 4:30 pm**
- 8. Adjournment**

**Facilities and Building Committee**  
**Public Meeting Minutes**

**Wednesday, March 6, 2024 - 4:30 pm**  
**Via Zoom**

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**Present:**

Vice Chairperson	D. Tablotney
Trustee Member	H. Larson
Trustee Alternate	D. Sargent
Trustee	R. Belleza
Trustee	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
Representative, Richmond Management and Professional Staff	J. Canlas
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	T. Lee

**Regrets:**

Chairperson	K. Hamaguchi
President, Canadian Union of Public Employees 716	S. Robinson

The meeting was called to order at 4:30 pm.

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

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

Minutes from the February 7, 2024 meeting was approved as circulated.

**3. Facilities Planning Update (standing item)**

The Director, Richmond Project Team noted there were no further updates to his report, which is included in the agenda package.

The Director, Richmond Project Team then provided additional information to the President, Richmond Teachers' Association (RTA) in response to her question about the upcoming Long Range Facilities Plan update and opportunities for input from partner groups. Following further questions from the President, RTA, he provided details on enrolment projections for City Centre, and noted other areas, such as Kingswood, Kidd, Woodward, will be included in the next meeting report.

The Director, Richmond Project Team then responded to a trustee's question regarding funding for modular building additions and portable classrooms moves. Discussion ensued regarding advocating for City Centre schools.

**4. Capital Projects Update (standing item)**

The Director, Richmond Project Team spoke to his report as included in the agenda package. He then responded to a question from a trustee on seismic upgrade projects business cases.

**5. Facilities Services Update (standing item)**

The Director, Facilities Services noted there were no further updates to his report which is included in the agenda package.

Following a question from the 2nd Vice President, RTA, the Director, Facilities Services provided further information on the new field trip booking system.

The President, RTA then inquired regarding the insights gained from the Climate Risk Assessment and electric vehicle chargers in the district.

The Director, Facilities Services then responded to trustees' questions regarding Climate Risk Assessment for sites with geothermal fields and infrastructure upgrades in the district for electric vehicles charging.

**6. Next Meeting Date – April 3, 2024 at 4:30 pm**

**7. Adjournment**

The meeting adjourned at 5:06 pm.

*Respectfully Submitted,*

*Debbie Tablotney  
Vice Chairperson, Facilities and Building Committee*

## Report to Facilities and Building Committee (Public)

**Date:** April 3, 2024

**From:** Steve Ahluwalia, Director, Richmond Project Team  
Umur Olcay, Manager, Facilities Planning  
Joseph Balderston, Assistant Manager, Planning

**Subject:** **Facilities Planning Update**

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

#### 1. City Centre Area Elementary Schools:

The District Long Range Facilities Plan provides the framework for new schools and school expansions to accommodate enrolment growth projections within the City Centre. In the short term, the fastest elementary school age growth is projected within the current Brighthouse Elementary catchment. This enrolment growth will result in the need for a new elementary school within five years. Longer-term growth beyond 2030 is projected to result in a need for a second new City Centre Area school. The Planning team will be working closely with City of Richmond on designating new school site locations in the Official Community Plan and the City Centre Land Use Plan.

#### 2. Long Range Facilities Plan (LRFP):

The Planning Team continues to update the LRFP Action Plan to track planning actions, facilities decisions, and potential changes for the next revision of the LRFP. The next revision of the LRFP is targeted for review and completion in Fall 2024 and presented for Board Approval in January 2025. Below is a non-exhaustive list of considerations in the next revision of the LRFP:

- Impact of recently introduced Bills by the Province in efforts to increase housing supply and their potential impact on enrolment.
- Emerging Childcare policies resulting from the integration of Child Care with the Ministry of

Education.

- Updated City Centre Growth Strategy, with short, medium, and long term growth needs identified for elementary schools in the City Centre Area, including modular expansions, school site acquisitions and new City Centre schools.

### **3. Five Year Capital Plan:**

The Planning Team is preparing the 2025/2026 Five Year Capital Plan, due to the Ministry of Education and Child Care by June 30, 2024. The next Five Year Capital Plan includes updated enrolment projections, project cost estimates, and the City Centre Growth Strategy that considers approved and proposed facility expansions, school site requirements and proposed new schools.

### **4. Local Government Act Amendments:**

In efforts to increase housing supply, the Provincial Government introduced the following Bills (“Housing Statutes”) in Fall 2023 to amend the Local Government Act:

- Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023 (“Bill 44”);
- Bill 46: Housing Statutes (Development Financing) Amendment Act, 2023 (“Bill 46”),
- Bill 47: Housing Statutes (Transit-Oriented Areas) Amendment Act, 2023 (“Bill 47”);

Bill 44 requires local municipalities to revise their zoning by-law by June 30, 2024 to allow for up to 6 units on each single-family and duplex lot, depending on lot size and proximity to transit. Bill 47 also requires municipalities to adopt by-laws designating land within 800 meters of rapid transit stations and 400 metres of major bus exchanges for higher density development. In tandem with Bills 44 and 47, Bill 46 includes amendments to the Local Government Act’s Development Financing model.

City of Richmond staff indicated that they will also need to amend their Official Community Plan to conform with the amended Local Government Act by December 2025. Provincial Policy manuals were released in December 2023 to support local government in meeting new legislative requirements.

The Planning Team is engaging closely with the City of Richmond to consider potential impact of the implementation of these new Housing Statutes on local development, enrolment growth patterns across the District and long term expansion needs for school facilities. The planning team is working closely with the City to identify potential school sites and for updating expansion strategies for inclusion in the next update of their Official Community Plan.

### **5. Childcare BC New Spaces Fund (NSF):**

The Richmond Project Team submitted two (2) NSF applications on February 8, 2024 for stand-alone childcare facilities at Spul’u’kwuks and Garden City (preschool and school age care). In April 2024, the Ministry of Education and Child Care will be introducing a new application process for the next intake of

New Spaces Fund applications.

*Steve Ahluwalia, PEng, MBA  
Director, Richmond Project Team*

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

*Joseph Balderston, RPP, MCIP  
Assistant Manager, Planning*

## Report to Facilities and Building Committee (Public)

**Date:** April 3, 2024

**From:** Steve Ahluwalia, Director, Richmond Project Team

**Subject:** **Capital Projects (Richmond Project Team) Update**

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The following report is for information only. No further action on the part of the Facilities & Building Committee 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. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
  - Seismic Renovation Building permit is anticipated in April 2024.
2. Alfred Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
  - Building Permit submitted in February 2024.
  - Design underway; anticipating construction start of July 2024.
3. Samuel Brighthouse Building Addition (*\$9.0 Million*)
  - Expected completion in September 2024, on budget.
4. Cook Building Addition (*\$7.5 Million*)
  - Expected completion in September 2024, on budget.
5. Childcare Facility – James Whiteside Elementary (*\$1.98 Million*)
  - Modular unit delivered to site. Expected completion in September 2024, on budget.
  - The facility is expected to accommodate approximately 62 children total for the daycare and before & after care program.
6. Childcare Facility – James McKinney Elementary (*\$1.98 Million*)
  - Modular unit delivered to site. Expected completion in September 2024, on budget.
  - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.

7. Childcare Facility – William Bridge Elementary (\$1.98 Million)
  - Modular unit delivered to site. Expected completion in September 2024, on budget.
  - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
8. Childcare Facility – Adult Education Centre (\$2.3 Million)
  - Modular unit delivered to site. Expected completion in September 2024, on budget.
  - The facility is expected to accommodate approximately 56 children total for the daycare and before & after care program.

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

1. Classroom Ventilation Program (*up to \$12 Million*)
  - Construction completed at 12 elementary schools (Mitchell, Steves, Lee, Blundell, McKay, Cook, Garden City, Grauer, Kidd, Woodward, Dixon, and Ferris). Currently underbudget.
  - Deficiencies and final invoicing is being completed.

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

1. Wood shop dust extraction system replacements at McMath Secondary and Richmond Secondary are underway. The expected completion of these projects is September 2024 (2023/24 SEP: \$768,000 + \$495,000). Preliminary work at McMath Secondary has commenced during unoccupied periods.
2. Building Envelope Replacement at Blair Elementary is anticipated to start the week of March 11, 2024.

*Steve Ahluwalia, PEng, MBA*  
*Director, Richmond Project Team*



## Report to Facilities and Building Committee (Public)

**DATE:** April 3, 2024  
**FROM:** Kristopher Wilkins, Director, Facilities Services  
**SUBJECT:** **Facilities Services Update**

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

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Recruiting process is underway for a new Manager, Mechanical and Electrical Maintenance;
- HVAC Department has been continuing to work on preventative maintenance balanced with responding to service requests relating to heating. They have also been supporting the Energy and Sustainability team with the results of the Continuous Optimization analyses;
- Three new rooftop units at Tomsett have been installed and the eight new rooftop units have been received for installation at Rideau Park in April;
- HVAC is also continuing to support the Board Office Direct Digital Controls heating controls upgrade, and boiler and chiller replacements are scheduled for June installation;
- Electrical Department completed work on AFG 2023/24 upgrades for Fire Alarm, security and motion detectors. Removal of analog phone lines and their replacement with network and cellular connections complete at all sites except for SBO and FSC;
- Work completed on the accessibility and security fob upgrades to the Aspen wing at MacNeill;
- Paint Department completed the interior re-paint project at Currie, and is preparing for the upcoming exterior painting projects as weather allows;
- Gym floors at Palmer, Boyd and MacNeill were recoated as part of our annual Gym Floor Maintenance Program;
- Grounds Department continued their annual maintenance programs (sand pit top-ups, playground

inspections, power washing, etc.) across District sites and have completed the playground installations and new border/fall protection at Sea Island and Westwind;

- Carpentry Department is building the new millwork for the Homma library renovation, installed new accessible entry doors at the main entrance at Kilgour, installed a new main entrance storefront and door system at the main entrance at Palmer, and replaced failed counter tops in the Cambie foods room;
- Flooring replacements were completed in the main office and meeting room at Currie, one classroom and a washroom at Thompson, a custodial room at Lee, and the main office area including the staffroom and the computer room at Homma; and
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all District Sites.

### **Operations Activities**

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

- Operations & Rentals
  - Completed Spring Break cleaning at all sites;
  - Continuing to restructure the Rentals Department, updating website rentals information, and implementing credit card payment option;
  - Utilizing Asset Recovery through the BC Auction House to sell old custodial equipment. Working closely with Stores to reorganize custodial tools, equipment, supplies and to recycle old chemicals from schools;
  - Revision of the on-boarding and training process for new substitute custodians is underway to provide better support for new hires; and
  - The custodial staff continues to provide a safe and healthy learning environment for the students and staff of the Richmond School District.
- Transportation and Assets
  - Transportation Department is working with Tech Services to develop and implement a field trip booking system; and
  - Beginning to receive and process applications for ridership for the next school year.
- Energy and Sustainability
  - Byng LED lighting upgrade is complete;
  - McRoberts LED lighting upgrade is 80% complete, with anticipated substantial completion by April 30, 2024;
  - Tender development is underway for Palmer, Brighthouse, and Blundell LED upgrades funded by the Facilities Renewal Program (FRP). BC Hydro is offering a 50% increase in incentive payments for any projects completed by August 31, 2024;
  - Installed a capacitor at Talmey to raise the school's power factor from <80% to >95%. BC Hydro

levies a surcharge on any site that has a power factor <90%. Once we have confirmed the power factor has been corrected, Facilities will continue to install capacitors at the remaining 10 sites with low power factor ratings;

- Conducting investigations to install a battery back-up system at Boyd (currently the only secondary school without a back-up diesel generator) as an alternative to a generator. BC Hydro funding is potentially available for this work; and
- Evaluating a proposal to deploy an AI-powered solid waste sorting system called [Oscar](#) at three secondary schools. Waste diversion at secondary schools is the lowest in the District at 32%. Previous waste audits have suggested that by properly sorting our waste (in particular, organics away from garbage) that we can increase our waste diversion rate to at least 60%.

*Kristopher Wilkins, BEng  
Director, Facilities Services*



**Child Care Development Advisory Committee**

February 7, 2024

7:00 PM

Held virtually

**Members in Attendance:** Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Elana van Veen, Karen Jensen, Tiffany Mallen (Recording Secretary), Joyce Lin, Harinder Mahli, Jocelyn Wong, Diana Ma, Maryam Bawa, Rod Belleza (Alternate for Trustee Liaison).

**Regrets:** Chris Duggan (Staff Liaison), Heather Larson (Trustee Liaison), Carol Day (Council Liaison), Vedrana Tomic, Tania Lam

**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 February 7, 2024

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of December 6, 2023

**CARRIED**

**4. Guest Speaker/Presentation**

Lavleen Sahota and Jenric Ng, from LevelUp Planning, presented the Child Care Strategy ‘What We Heard’ feedback. The presentation detailed the key feedback received over the Child Care Strategy engagement period in Fall/Winter 2023, including feedback from the two public surveys, the focus groups, committee presentations, key informant interviews and the outreach sessions conducted.

Staff are now working with LevelUp Planning and the Child Care Strategy Advisory Committee to develop draft actions and recommendations for the new Strategy.

**5. Correspondence**

Ms. Mallen explained that the City will be recruiting a new member for CCDAC, who will be a Youth member, and the call out will be going out during February.

**6. New Business**

**a. Election of Chair and Vice Chair**

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

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

**b. Annual Report and Work Program**

The 2023 CCDAC Annual Report, which outlines the successes, achievements and activities of the committee for 2023 and the CCDAC Work Program for 2024 were shared.

Motion: Approval of the 2023 Annual Report

**CARRIED**

Motion: Approval of the 2024 Work Program

**CARRIED**

**7. Reports**

**a. Sub-committee Reports**

**i. Advocacy Sub-committee**

None.

**ii. Child Care Month Sub-committee**

CCDAC discussed the preferred style and format of the Symposium event. Members expressed a preference for a ‘key note’ style presentation followed by 2-3 small breakout sessions which participants could sign up to. Members discussed potential for a smaller presentation at the end to bring the participants back together.

**iii. Child Care Grants Sub-committee**

The Child Care Grants were approved by Council on Monday January 29, the successful applicants will be informed in due course.

**b. City Reports**

**i. Council Liaison**

Councillor Day shared a number of items with the Committee via email prior to the meeting. Information was shared, including the Children’s Arts Festival, Community Celebration Grants and the Community Services Program.

**ii. Staff Liaison**

**a. New developments proposing Child Care Amenities**

None.

**b. Other Updates**

None.

**c. School District Reports**

**i. School Board Liaison**

Trustee Belleza shared an update from the facilities and building committee at the board of education regarding new child care facilities on school grounds. The School District are delivering modular units on the following sites: Whiteside Elementary, McKinney Elementary, William Cook Elementary, Bridge Elementary and the Adult Education Centre. They are expected to be completed and open circa September 2024.

**8. Community Updates**

**i. Richmond Children First**

The next meeting is to be arranged.

**ii. Child Care Resource and Referral (CCRR) Update**

CCRR are running two workshops in February; ‘Promising Practice of Relationship Building’ on February 21, and ‘Sensory Challenges Through a Child’s Lens’ on February 28.

CCRR delivered all of the sensory kits to recipients in December, these were deemed to be very successful and there was a big take up on these. CCRR are hoping to get more funding in the future to provide more kits.

**9. Next Meeting**

March 6, 2024 at 7:00 p.m. – virtual meeting.

**10. Adjournment**

The Committee Chair adjourned the meeting at 8.00 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 February 7, 2024.

via email  
Chantelle Pereira, Chair

March 6, 2024

via email  
Tiffany Mallen, Recording Secretary

March 6, 2024