RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Facilities and Building Committee

Public Meeting Agenda

Wednesday, June 5, 2024 – 4:30 pm
via Zoom

https://sd38.zoom.us/j/67227245670
Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmin̓əm̓ 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 May 1, 2024 attached.

3. **Facilities Planning Update (standing item)**
   Report from the Director, Richmond Project Team, Manager, Facilities Planning, and Assistant Manager, Facilities Planning 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. **2023 District Sustainability and Climate Action Report**
   Report from the Director, Facilities Services, Manager, Energy and Sustainability, and Energy Specialist attached.

7. **Video Surveillance**
   Report from the Executive Director, Learning and Business Technologies attached.

8. **Minutes for Information**
   (a) **Child Care Development Advisory Committee Meeting**
   Minutes of Meeting held April 3, 2024 attached.

9. **Next Meeting Date – September 2024**

10. **Adjournment**

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Facilities and Building Committee

Public Meeting Minutes

Wednesday, May 1, 2024 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice Chairperson	D. Tablotney*
Trustee Member	H. Larson
Trustee	A. Wong
Superintendent of Schools	C. Usih
Deputy Superintendent	R. Ryan
Director, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
President, Canadian Union of Public Employees Local 716	S. Robinson
Representative, Richmond Management and Professional Staff	J. Canlas
Vice President, Richmond Association of School Administrators	A. Goulas*
Executive Assistant (Recording Secretary)	T. Lee

DRAFT

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ 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 April 3, 2024 meeting was approved as circulated.

Trustee Tablotney joined the meeting at 4:34 pm.

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. He then responded to a trustee's question about the implication of the Provincial Government's new housing legislation.

Following a question from the President, Richmond Teachers' Association, the Director, Richmond Project Team outlined the timeline and process for amending the City of Richmond's Official

Community Plan.

4. Capital Projects Update (standing item)

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

He then responded to the President, Richmond Teachers' Association's question on the progress of the Cook and Brighouse Elementary building additions.

Following questions from trustees, the Director, Richmond Project Team provided an update on the progress of the seismic upgrade project at Diefenbaker Elementary and details regarding the assembly and finishing procedures for modular buildings.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package and emphasized the significance of the district's achievement in returning to pre-pandemic emission levels.

He then responded to questions from the President, Richmond Teachers' Association about air sourced heat pumps replacements, and the projects listed in the 2024/25 Facilities Renewal Program including security system renewal, and the room renumbering program.

The Director, Facilities Services then responded to trustees' questions on playground inspections and replacements. Discussion then ensued regarding the accessibility of playgrounds and an update on the District Accessibility Plan.

The Director, Richmond Project Team then responded to a trustee's question on modular classrooms and childcare facilities.

6. Minutes for Information

(a) **Child Care Development Advisory Committee Meeting**

Minutes of Meeting held March 6, 2024 were attached for information.

7. Next Meeting Date – June 5, 2024 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:03 pm.

Respectfully Submitted,

Ken Hamaguchi
Chairperson, Facilities and Building Committee

DRAFT

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Report to the Facilities and Building Committee (Public)

DATE: June 5, 2024

FROM: Steve Ahluwalia, Director, Richmond Project Team
Umur Olcay, Manager, Facilities Planning
Joseph Balderston, Assistant 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 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. Summary of Funded Projects

- Completed the elementary school seismic upgrades at Whiteside and Bridge for approximately $33M, creating 680 safe student seats. We also initiated elementary school seismic upgrade projects at DeBeck and Dixon valued at approximately $50M that will create 765 safe student seats.
- Secured funding for elementary school building additions at Brighouse, Cook and Talmey with a combined budget of approximately $26M that will create 425 new permanent student seats.
- Purpose-built standalone childcares facilities construction at Bridge, Whiteside and McKinney Elementary Schools, and the Adult Education Centre are on track for completion in August 2024 for approximately $8M, which will create 220 child care spaces.
- Secured funding for two additional purpose-built standalone childcare facilities at Garden City and Spul'u'kwuks Elementary Schools for approximately $4M, which will create 100 child care spaces.

2. City Centre Area Growth Planning – R.C. Talmey Elementary Building Addition

In May, the Ministry of Education and Child Care announced the approval of a six-classroom expansion to R.C. Talmey Elementary. This will provide 150 seats by September 2025 which will serve the north part of the City Centre.

3. Local Government Act Amendments

The Provincial Government introduced housing legislation in Fall 2023 amending the Local Government

Act (LGA) in efforts to increase housing supply requiring the City of Richmond to amend their Zoning Bylaw (ZBL) by June 30, 2024, and Official Community Plan (OCP) by December 2025.

The legislation requires local government to allow for more small-scale, multi-unit housing in land use zones and previously restricted to single-family and duplex dwellings and adopt bylaws designating Transit Oriented Areas. The full impact on actual population has not yet been determined, however preliminary analysis by City of Richmond indicates that 27,000 residential parcels may be affected by the increased development potential.

The Richmond Project Team is engaging closely with the City of Richmond to consider the potential impact of new housing legislation on development and enrolment growth patterns across the District and long-term needs for school facilities.

4. Long Range Facilities Plan (LRFP) Update

The Richmond Project Team continues to update the LRFP that is targeted for completion in Fall 2024 with potential Board approval in early 2025.

It is critical that the LRFP revision includes long-term projections based on updated demographic and housing growth trends, which will be influenced by residential density provisions in the City of Richmond's updated ZBL and OCP.

5. Five-Year Capital Plan & Eligible School Site Proposal

The 2025-2026 Five Year Capital Plan which includes the 2024-2025 Eligible School Site Proposal will be presented at the June 19, 2024 Board Meeting for approval. This is required to be submitted to the Ministry of Education and Child Care by June 30, 2024.

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

Umur Olcay, RPP, ALEP
Manager, Facilities Planning

Joseph Balderston, RPP, MCIP
Assistant Manager, Planning

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Report to Facilities and Building Committee (Public)

Date: June 5, 2024

From: Steve Ahluwalia, Director, Richmond Project Team

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 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)*
   - Construction commenced in early May 2024.
2. Alfred Dixon Elementary Seismic Upgrade *($31.2 Million)*
   - Building Permit has been received. We are anticipating construction start June 2024.
3. Samuel Brighouse Building Addition ($9.0 Million)
   - Building Permit has been received. Expected completion in September 2024, on budget.
4. Cook Building Addition ($7.5 Million)
   - Building Permit has been received. Expected completion in September 2024, on budget.
5. R.C. Talmey Elementary Building Addition ($9.5 Million)
   - Project Design Advisory Committee will be established in June 2024 as per District Policy 701.2
   - Currently working on the design. Expected completion in September 2025, on budget.
6. Childcare Facility – James Whiteside Elementary ($1.98 Million)
   - The project is expected to accommodate approximately 62 children total for the daycare and before & after care program.
   - Expected completion in September 2024, on budget.

7. Childcare Facility – James McKinney Elementary ($1.98 Million)
    - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
    - Expected completion in September 2024, on budget.
8. Childcare Facility – William Bridge Elementary ($1.98 Million)
    - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
    - Expected completion in September 2024, on budget.
9. Childcare Facility – Adult Education Centre ($2.3 Million)
    - The facility is expected to accommodate approximately 56 children total for the daycare and before & after care program.
    - Expected completion in September 2024, on budget.
10. Childcare Facility – Spul'u'kwuks ($1.98 Million)
    - Ministry approved this project that is expected to accommodate approximately 50 children total for the daycare and before & after care program.
    - Expected completion in September 2025, on budget.
11. Childcare Facility – Garden City ($1.98 Million)
    - Ministry approved this project that is expected to accommodate approximately 50 children total for the daycare and before & after care program.
    - Expected completion in September 2025, on budget.

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.
    - Deficiencies and final invoicing is being completed. Currently underbudget.

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 has commenced. Expected completion in September 2024, on budget.

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

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Report to the Facilities and Building Committee (Public)

DATE: June 5, 2024

FROM: Kristopher Wilkins, Director, Facilities Services

SUBJECT: **Facilities Services Update**

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

BOMA Pinnacle Innovation Award winners @ Cambie Secondary

In early 2023 Facilities Services contracted with NuvoClean and Tremco for a project at Cambie Secondary to restore the metal roofing systems across the entire building. Nuvoclean coated the prematurely rusting metal roofs at Cambie Secondary with a metallic asphaltic suspension called Alumination 301 made by Tremco. This coating has extended the life of the metal roofs at Cambie back to the 40-50+ years originally planned for in the initial building envelope design. The project was completed in April/May 2024 with the remaining cap and perimeter metal flashings receiving the same coating treatment.

By renewing the roofing system, instead of replacement, SD38 saved an estimated $4+ million in replacement roofing costs, and years of re-roofing work. Over 240 tons of material were prevented from being sent to the landfill, and a similar amount of new material did not need to be ordered.

As a result of the success of this project, Nuvoclean applied for a Pinnacle Innovation award from BOMA BC (Building Owners and Managers Association of BC), and on May 23 they won the award!

Pinnacle Award Description: *Innovation*

This award promotes innovation in the commercial real estate industry - whether it is a uniquely beneficial program, product or service, a better way to solve specific needs, or an ingenious way to keep customers happy.

Minor Capital Projects 2024/2025

- The 2024/2025 Facilities Renewal Program (FRP), funded by the Annual Facilities Grant (AFG), School Enhancement Program (SEP), Carbon Neutral Capital Program (CNCP), and other sources (total 8.1 Million), is underway.
    - MacNeill chiller replacement tender process is underway, with bids due May 30;
    - Thompson has selected their new playground supplier and design (funded by PEP), with installation to be scheduled in ~2 months;
    - Roofing projects (AFG) are awarded to contractors with work expected to start in July at General Currie, Thompson, Kilgour and Lee; and
    - Electrical Permit has been received for the main power distribution replacement at McKay this summer (AFG), and the Electrical Department is coordinating with BC Hydro for the 2 week shut down.

Maintenance Activities

Highlights in the Maintenance Departments:

- Submission is complete for Annual Facility Grant (AFG) projects to the Ministry of Education and Child Care for the 2024/2025 budget year, with the majority of project scheduled for completion this summer;
- Recruiting process is complete for a new Manager, Mechanical and Electrical Maintenance. Start date is June 3, 2024;
- Carpentry Dept has been busy completing numerous smaller projects and Service Requests, these include;
    - New flooring in the staff room and 3 classrooms at Byng, 6 classrooms at McNeely, and the McNair counseling office;
    - Replaced antiquated sliding boards with new rolling blinds in window bays at Gilmore in one classroom. The remaining three classrooms will be replaced as time allows in the next year;
    - New Garden Sheds built at MacNeill and Hamilton;
    - Continuing the construction of the new millwork for the Homma Library Renovation;
- Paint Department has completed several exterior painting projects early this year due to the good weather, including the re-paint of the exterior doors at MacNeill and the repair of 2 north facing walls at Lee where the existing paint had failed;
- Paint has also begun 2 of their Summer paint projects, the full interior re-paint at McNeely and the complete exterior re-paint at General Currie;
- Grounds Department continued their annual maintenance programs (sand pit top-ups, playground inspections, power washing, playground fall protection top ups, hedge and tree trimming, etc.) across District sites;

- Grounds has also begun work at MacNeill in support of the expanded outdoor learning area;
- HVAC Department has been continuing to work on preventative maintenance balanced with responding to service request calls relating to thermal comfort. Planning is underway for summer projects and scheduling of contractors for duct cleaning, filter replacements, and Direct Digital Controls (DDC) HVAC upgrade at 3 sites;
- HVAC is also continuing to support the Board Office DDC heating controls upgrade, and boiler and chiller replacements which are scheduled for June installation;
- HVAC has completed the installation of new air-source heat pumps at Rideau Park which will provide both heating and cooling for the now 12 month occupied site, while reducing greenhouse gas emissions;
- Electrical Department has been focused on completing service requests for schools, and ordering long lead time materials for summer AFG projects; 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*
  - The Summer use schedule for all buildings has been created, and the Operations Department is organizing their staffing and resources accordingly for Summer cleans at all sites;
  - Operations Day in July is being finalized;
  - Streamlined the new hire process and orientation to provide better support;
  - Transformed and updated the Custodial training program;
  - Implementing an on-line ordering system for supplies with BSWIII custodians; 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 completed their May 17th CPI Nonviolent Crisis Intervention recertification training, and is providing orientation to two new relief substitute drivers;
  - School field trips for the end of the school year and summer trips for International students are being scheduled and staffed; and
  - The Department is processing applications for ridership for the next school year.
- *Energy and Sustainability*
  - Palmer, Brighouse, and Blundell LED lighting upgrades: tenders received and approved. Collectively, the winning bids for all three projects came in ~$150,000 under budget, providing some contingency for these projects and allowing for other projects to move forward within the AFG funding. All bids confirmed that they will be complete by August 31, which will qualify for a

50% bonus in BC Hydro incentives;

- 2023 Carbon Neutral Activity Report (CNAR) submitted to the Climate Action Secretariat, which details the actions and progress on our GHG reductions. This report, along with other CNAR's by all other public sector organizations, is published annually by the Secretariat, and is also required to be made publicly available on the District website. See "2023 Carbon Report" to the Facilities and Building Committee for a summary of the report;
- Issued a tender for electrical infrastructure upgrades at the Facilities Services Centre. This upgrade is to prepare FSC for future fleet electrification and is funded jointly by BC Hydro and the federal Zero Emission Transit Fund. Bids are due June 11, with project work to be completed in summer 2024;
- Completed a three-year look-ahead of energy conservation projects for electricity and natural gas. This will form the basis of our next BC Hydro Commercial Energy Manager contract, and is in alignment with the District Sustainability and Climate Action Plan; and
- Supported Cambie Eco-Savers team in their request to install a bicycle repair station on the community centre side (in consultation with the City). The purpose is to encourage more active transportation and allow cyclers to have a dedicated space to make minor repairs to bicycles.

Kristopher Wilkins, BEng
Director, Facilities Services

Huard Duncan Group – Nuvoclean Surface Restoration

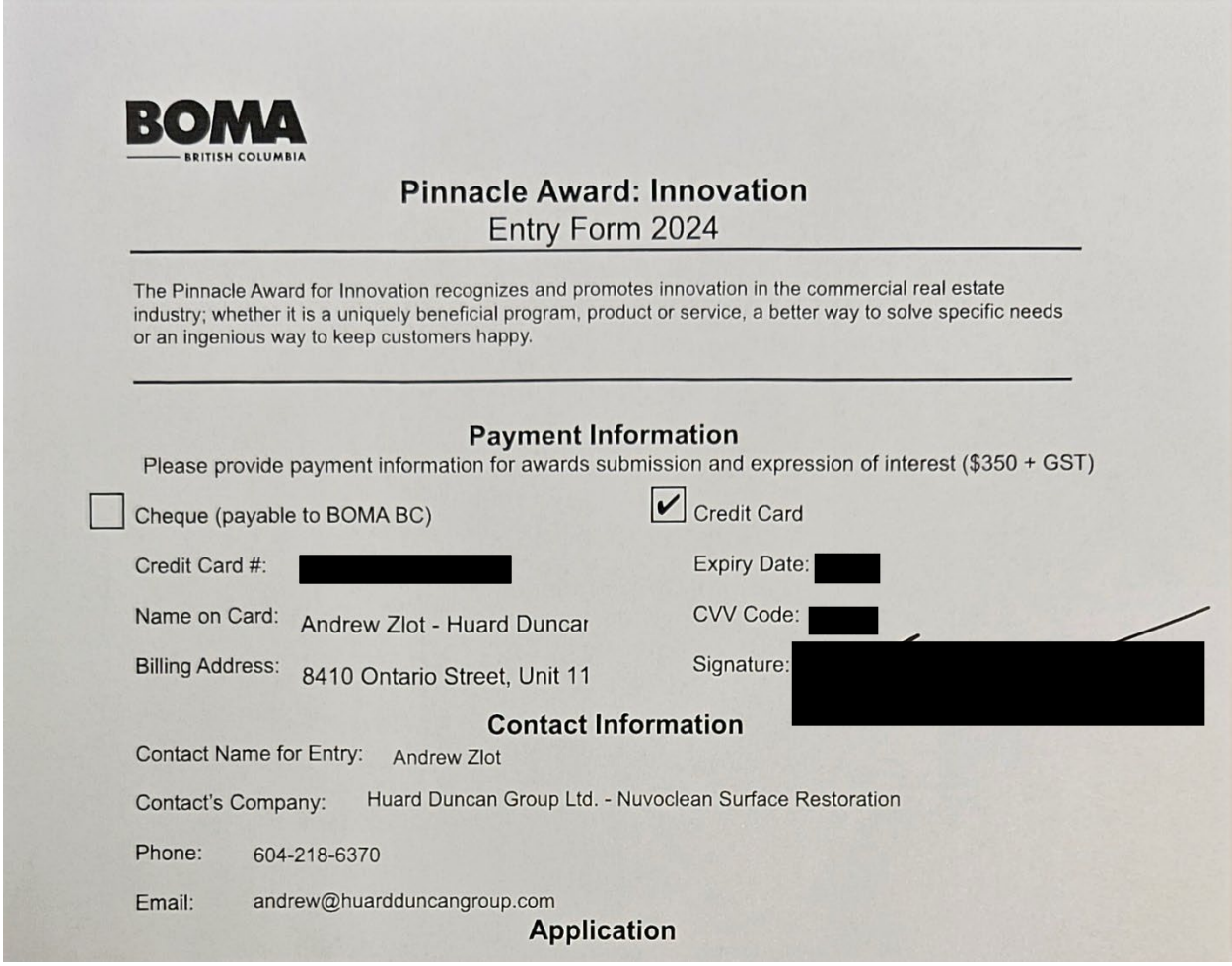
Project: School Diustric No.38 – Cambie Secondary School.

Scope: Restore rusted metal roofing.

Size: 60,000 sqft

Project Manager: Andrew Zlot

Lead Supervisory Technicians: Carlos Cairns & Aiden Smith



BOMA BRITISH COLUMBIA

Pinnacle Award: Innovation
Entry Form 2024

The Pinnacle Award for Innovation recognizes and promotes innovation in the commercial real estate industry; whether it is a uniquely beneficial program, product or service, a better way to solve specific needs or an ingenious way to keep customers happy.

Payment Information

Please provide payment information for awards submission and expression of interest ($350 + GST)

☐ Cheque (payable to BOMA BC) ☑ Credit Card

Credit Card #: [redacted] Expiry Date: [redacted]

Name on Card: Andrew Zlot - Huard Duncar CVV Code: [redacted]

Billing Address: 8410 Ontario Street, Unit 11 Signature: [redacted]

Contact Information

Contact Name for Entry: Andrew Zlot

Contact's Company: Huard Duncan Group Ltd. - Nuvoclean Surface Restoration

Phone: 604-218-6370

Email: andrew@huardduncangroup.com

Application

Application Details

In Western Canada, not many building owners or roofing consultants are aware of a tried-and-true restoration method that has been successfully employed predominantly in Eastern Canada & globally since the 1960's. Rusted metal roofing often does not require replacement, provided the panels still have integrity and have not rusted completely through. Advanced surface rust can be arrested and the panels preserved using coating systems such as Tremco Alumanation 301. With proper panel preparation, fastener check & replacement, and seam sealant application, the existing panels and substrate can be preserved, waterproofed, and warrantied.

In 2023 we were given the opportunity to bid on a 20,000 sqft portion of School District No.38's 60,000 sqft Cambie School Roof in Richmond, BC. The roof had originally been slated for replacement, but the district, being short on funds, was eager for alternative options. We bid the 20,000 sqft project per spec. with a Tremco restoration coating system, using Geoguard Seam Sealer & Alumanation 301 preservation coating. Our bid was successful and we mobilized in July of 2023. The project was finished in one month, on-time and under-budget. The district & community were so happy with the result and price that they decided to immediately proceed with an additional 40,000 sqft in order to complete the full roof restoration in 2023.

Restoration systems offer several benefits apart from cost savings, though the over $4M saved vs. replacement is highly significant, the district was also able to avoid the logistical effort required for full-replacement, and best of all they were able to save 240 tons of material from being sent to the landfill, and a further 240 tons of new material from being brought in. That's over 480 tons of material saved in total. The restoration sealants and coatings applied totalled around 15 tons, an immense difference.

These restoration systems save money, time, logistics, and waste. They are fully warrantied, they easier to service & repair than new material, they look great, and everyone wins. Our niche and joy is to study and apply building restoration techniques, and to help our customers integrate these options into their maintenance and repair plans. Offering a product and service with so many upsides is both fun and rewarding.

Our crew worked very hard to stay on-schedule. The work was completed on-time, under budget, without a single deficiency noted. We are very proud of our crew, being led by our site supervisory techs Carlos Cairns & Aiden Smith.

A note from Kristopher Wilkins, Director of School District No.

To whom it may concern:

Richmond School District #38 engaged Nuvoclean Surface Restoration (Huard Duncan Distribution Ltd.) to undertake the preparation and installation work for a Tremco roof coating system at Cambie Secondary School. The crew and management worked very well with Tremco, the product supplier, to ensure they were meeting all requirements for the installation of the Geoguard seam sealer and Alumanation 301 on the standing metal seam roofs (approx. 19 sections). Nuvoclean has demonstrated care and attention to the worksite, excellent communication with SD38 staff and the public, and diligence in meeting the expected timelines. The project has gone so well that we expanded the scope of work for this year (by more than double). We look forward to continuing to work with Nuvoclean on future projects.

Project size +/- 60,000 sqft.

Standing Seam Metal Roof requiring preparation for rust remediation, fastener tighten/replacement, seam sealant detail, and Alumanation 301 coating.

Kristopher Wilkins
Director | Facilities Services
Richmond School District No. 38
5200 River Road, Richmond, BC, V7C 1A4
C: 604-841-2512 P: 604-668-6000 ext. 7839

Before:

Advanced rust typically requires full replacement according to conventional knowledge.

After:

Fully restored & warrantied without the need for any replacement sections.

BEFORE

AFTER (STILL CURING)
AFTER (CURED)

NUVOCLEAN Surface Restoration
113-8410 Ontario Street
Vancouver BC V5X 4S6

604-565-7494
hello@nuvoclean.com
nuvoclean.com

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Report to the Facilities and Building Committee (Public)

DATE: June 5, 2024

FROM: Kristopher Wilkins, Director, Facilities Services
Jonathan Ho, Manager, Energy and Sustainability
Travis Wong, Energy Specialist

SUBJECT: **2023 District Sustainability and Climate Action Report**

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 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

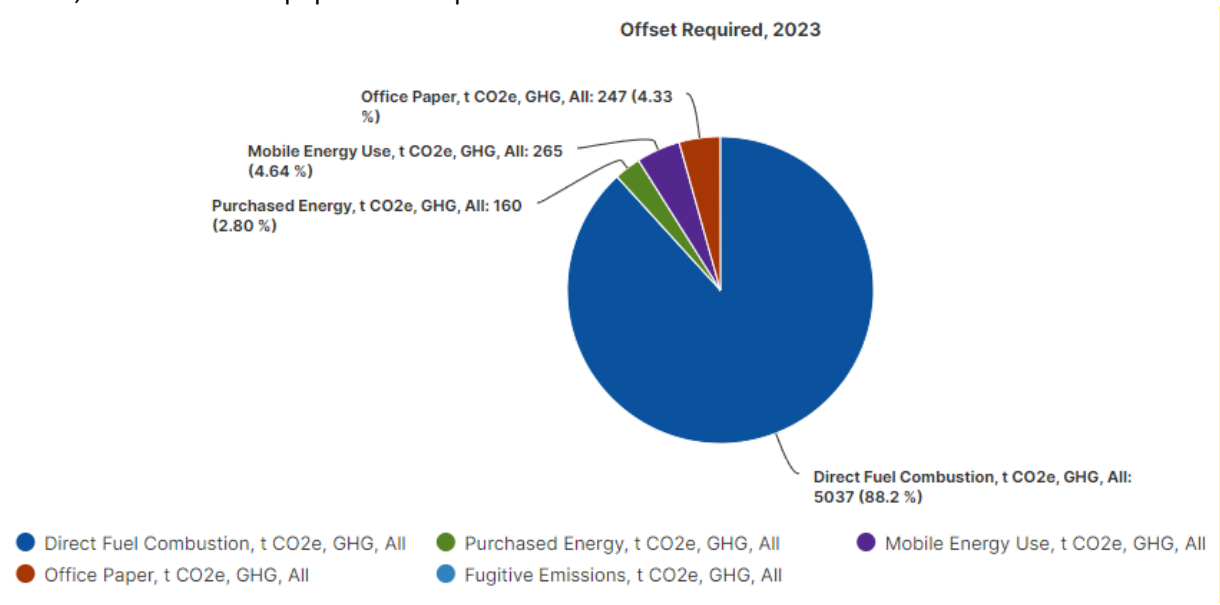
Introduction

All Public Sector Organizations are required by the Ministry of Environment and Climate Change (MECC) to report on its greenhouse gas emissions. These emissions are then converted into an equivalent tonnes of carbon dioxide (t CO_2e), using a number of factors that convert any greenhouse gas into its carbon dioxide equivalent. For example, methane, the largest component of natural gas, has a greenhouse gas potential roughly 26 times higher than carbon dioxide. Thus, every tonne of methane used by the District is considered the equivalent of 26 tonnes of carbon dioxide.

The District reports on direct fuel combustion (primarily natural gas to heat buildings, along with propane to heat portables), mobile sources (from our fleet vehicles), purchased energy, and office paper. Data is collected on a calendar year basis, reported to MECC by April of the following year. After verification of the data, the District then files a Carbon Neutral Activity Report by the end of May, and must pay the province $25/tonne in carbon offsets to be carbon neutral.

2023 Greenhouse Gas Emissions and Offsets Summary

In 2023, there were 5,709 t CO_2e of GHG emissions that required offset by Richmond School District, of which 91% was from natural gas and propane (for portables), 2.21% from electricity, 4.64% from fleet sources, and 4.33% from paper consumption.



$142,725 is the total amount of money that the District had to pay for 2023 carbon offset.

School District 38's 2023 GHG Emissions and Offsets Summary	
GHG Emissions for the period January 1 – December 31, 2023	
Total Emissions (tCO_2e)	*5,885*
Total $BioCO_2$	*15.5*
Total Offsets (tCO_2e)	*5,709*
Adjustments to Offset Required GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO_2e)	*0*
Grand Total Offsets for the 2023 Reporting Year	
Grand Total Offsets (tCO_2e) to be Retired for 2023 Reporting Year	*5,709*
Offset Investment ($25 per tCO_2e)	*$142,725*

In 2023, we have achieved a **29% reduction in building** and **a 19% reduction in fleet emissions from the baseline in 2007**, making good progress in both metrics against our 2030 targets. The overall GHG emissions in 2023 returned to pre-pandemic levels, with a reduction of 653 tonnes of CO_2 equivalent compared to 2022, and $15,600 saved in avoided carbon offset costs.

Richmond School District 38 (SD38) GHG Emissions [tonnes CO_2e] Comparison in 2022 & 2023

	2022	2023	% Change from 2022
A. Stationary Sources - Buildings	5,921	5,197	-12.22%
B. Mobile Sources - Fleet	389	425	+9.25%
C. Office Paper	213	247	+16.14%
Total	**6,522**	**5,869**	**-10.01%**

Building Emissions

These emissions account for the vast majority of the District's overall emissions at (88.2%) in 2023.

Of the nine DSCAP pillars, Energy Conservation presents the greatest opportunity for both GHG reductions and financial savings given that the largest proportion of the District's GHG emissions is from energy use in buildings. Thus, the largest proportion of our GHG reduction initiatives focus on energy conservation within our schools and administrative facilities. In 2023, activities included:

- Implemented 2 boiler replacement projects to high efficiency condensing boilers at Talmey and Homma Elementary;
- Conducted rooftop unit replacements at Tomsett
- Implemented Direct Digital Control (DDC) upgrades at McMath, Brighouse, and Hamilton;
- Implemented Continuous Optimization (C-Op) programs at 10 sites: Boyd, Byng, Kidd, Facilities Services Centre, McNair, McNeely, Palmer, Richmond Secondary, Steveston-London, and Talmey;
- Conducted a "Plug Load Pirates" campaign at 9 schools (6 elementary and 3 secondary). The purpose was to measure energy consumed by devices that remain plugged in but not in use, and to see what energy savings can be gained by unplugging them. Some schools found interesting plug loads (Cambie textiles room sewing machines), while other schools showed unusual increases due to misunderstanding the campaign. The District will run an updated version in 2024.

In 2023, the occupied floor area of the District slightly increased by 0.1% from 275,770 m^2 in 2022 to 276,038 m^2 in 2023 (through modular child care changes and the move of Tech Services to the Rideau Park Resource Centre). Despite this increase, there was 622,369 kWh of electricity and 15,143 GJ of natural gas saved in 2023, far beyond the annual target reductions of 275,000 kWh/year of electricity and 2,000 GJ/year of natural gas.

Covid-19 Impact on GHG Emissions

Now that the province is managing Covid-19 as endemic, the District has updated its mechanical ventilation schedules to maintain the pre-occupancy flush in all buildings. This differs from the pre- and post-occupancy flushes that were in operation during the pandemic, and is a result of updated guidance from ASHRAE and best practice recommendations from the BC Centres for Disease Control.

Fleet Emissions

The fleet accounted for 4.6% of the District's overall emissions in 2023. In order to reduce the fleet emissions, there is a two-pronged approach:

- Behavioural – providing training and planning resources to all employees that drive District vehicles on route planning and economic driving techniques. It is believed that this can achieve up to 27% of the required 40% reduction in GHG emissions.
- Technical – as existing vehicles reach a point where maintenance costs become greater than the cost of replacement, they will be retired in favour of electric vehicles where feasible, or with a more fuel efficient version of the same.

In 2023, the District acquired 3 gasoline GMC Sierra 3500 trucks to replace 3 obsolete grounds trucks with snow equipment. Further, 1 small bus and 3 GMC Safari vans were also retired from the fleet. Mobile emissions increased from 389 t CO_2e in 2022 to 425 of tonnes CO2 equivalent in 2023. This increase was due to higher student enrollment in the District, leading to an increase in bus transportation services, and a corresponding increase in maintenance activities, leading to greater mileage of the trades vehicle fleet.

Greenhouse Gas Reduction Planning for 2024

In 2024, we are continuing with the District's comprehensive energy conservation program and have a number of energy efficiency projects slated for 2022/23 including:

- Implementation of Continuous Optimization programs at 10 sites: Currie, DeBeck, Garden City, Grauer, Ferris, Homma, Kingswood, Maple Lane, McKay, and Steves.
- SBO DDC, boiler, and chiller upgrades
- Boiler upgrades to high-efficiency condensing boilers at Boyd and Kilgour
- DDC upgrades at Errington, Kingswood, and McNeely
- RTU replacement to a high efficiency version at Facilities Services Centre
- Installation of 8 air-sourced heat pumps at Rideau Park Resource Centre
- EV charging infrastructure upgrade to support the District's Fleet Electrification Plan. This is funded by the Zero Emission Transit Fund of the federal government, and BC Hydro.

CONCLUSION

The District continues to implement the District Sustainability and Climate Action Plan, with a specific focus on energy conservation, associated greenhouse gas emissions, and sustainable transportation. As we continue to reduce natural gas and other fossil fuel consumption, we reduce our overall impact on the climate. This has the added benefit of avoided costs from carbon taxes and carbon offsets that all public sector organizations in the province must pay.

Kristopher Wilkins, B.Eng.
Director, Facilities Services

Travis Wong, MEL
Energy Specialist

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

RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Report to the Facilities and Building Committee (Public)

DATE: June 5, 2024

FROM: Rob Laing, Executive Director – Learning and Business Technologies

SUBJECT: **Video Surveillance**

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

STRATEGIC PRIORITY 3 – OPTIMIZED FACILITIES AND TECHNOLOGY

> ***Goal One***: The district's technology infrastructure is stable, secure, and relevant to support learning
> ***Objective Five***: Strengthen the security of our network, data, software, systems and practices

INTRODUCTION

The Board of Education committed funds to initiate a video surveillance project in the districts' ten secondary schools, for the purpose of protecting:

a) the safety of individuals in or around the school;
b) an individual's belongings in or around the school;
c) school and district property.

The implementation of this project was delayed due to the pandemic as well as competing demands from other projects that required staffing resources. Vandalism to school property continues to be a concern, and the installation of surveillance cameras is intended to be a proactive approach aimed to reduce the rate of vandalism, and to enable authorized staff to review footage if an incident were to occur.

The district is committed to ensuring the privacy of students, staff and members of the public, and has well-established policies, regulations and guidelines that align with the provisions of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA) and the Office of the Information and Privacy Commissioner (OIPC)Public Sector Surveillance Guidelines.

BACKGROUND

Policy:

Policy 708, Regulation 708 and Administrative Guidelines 708 were revised in 2016 and remain accurate as per the current FOIPPA and OIPC Public Sector Guidelines. The regulations and administrative

guidelines provide clear direction for the appropriate use, security, access to and viewing recordings, record retention, and maintenance/review of hardware and procedures.

Implementation:

A Request for Proposal was issued for public tender, leading to the selection of a vendor based on detailed criteria. The vendor will work in partnership with district staff and members of the technology services team to develop site maps for each location, select appropriate camera models, supply and deliver the hardware, provide training, documentation, support and warranty for the equipment. The installation of the wiring and cameras will be completed by SD38 staff.

Detailed site maps will be designed for each school site, identifying the specific location of each camera and the appropriate camera model. This process will include thorough consultation with video surveillance experts, the RCMP, district staff, and principals and vice principals. The number of cameras installed in each location will reflect the unique building design of each site, and the need to remain within the allocated budget for this project.

Video surveillance cameras will be installed around the exterior of secondary school buildings, in addition to internal locations such as main entrances/exits and areas where students may congregate within the school. Cameras will not be used in locations where private activities/functions are routinely carried out (e.g., bathrooms).

Signage:

Public notification signs will be prominently displayed around the perimeter of the school building so students, staff and the public have sufficient awareness that video surveillance may be in operation before they choose to enter the area. The signs include a link to the Board's Policy 708, Regulation 708 and Administrative Guidelines 708 to provide more detailed information as to the purpose for the collection and include contact information for the school principal.

Privacy/Access/Use of Video Recordings:

A Privacy Impact Assessment has been completed to assess the privacy implications and potential risk of the video surveillance system.

Only the school principal/vice principal, building director/manager, or designated school district employee responsible for the maintenance of the system will have access to the video surveillance recordings. Access will be restricted to the specific worksite location of the authorized staff member. Access to the recordings will be secured through authorized account credentials and will be encrypted for enhanced security.

To receive authorized access to the video surveillance recordings, designated staff members will need to complete training sessions to learn about the Board's Policy, Regulations and Administrative Guidelines, and to learn about acceptable use of the recordings and system features. The regulations provide clear guidelines on how the recordings may be used, and who may have access to view the recorded contents as per section 5 of the Freedom of Information and Protection of Privacy Act.

The regulations and guidelines are in compliance with FOIPPA, the OIPC Public Sector Video Surveillance Guidelines, the OIPC Guidance Document on Using Overt Video Surveillance, and the BC School Act.

Timeline:

- February 2024: Vendor selected
- Phase 1: Four (4) Secondary Schools
    - March – April 2024: Development of Site Maps
    - April 2024: Order submitted for hardware
    - May – June 2024: System configuration, camera testing, technology team training
    - June 2024: Training for principals/vice principals
    - June - October 2024: infrastructure installation (signage, cabling, camera installation)
    - Each system will be activated once installation, testing and training has been completed
- Phase 2: Three (3) Secondary Schools
    - November – January 2024
- Phase 3: Three (3) Secondary Schools
    - February – April 2024
- Consideration for Future Phases:
    - Subject to Board approval, future phases may include expanded coverage for elementary schools and other district sites

CONCLUSION

In conclusion, the Board of Education approved a video surveillance project in the district's ten secondary schools to protect the safety of individuals, their belongings, and school property. The district is committed to ensuring the privacy of students, staff, and members of the public, and has well-established policies, regulations, and guidelines that align with the provisions of the FOIPPA and the

OIPC. The scope of the initial project will be implemented in three phases to maximize licensing terms and hardware warranty.

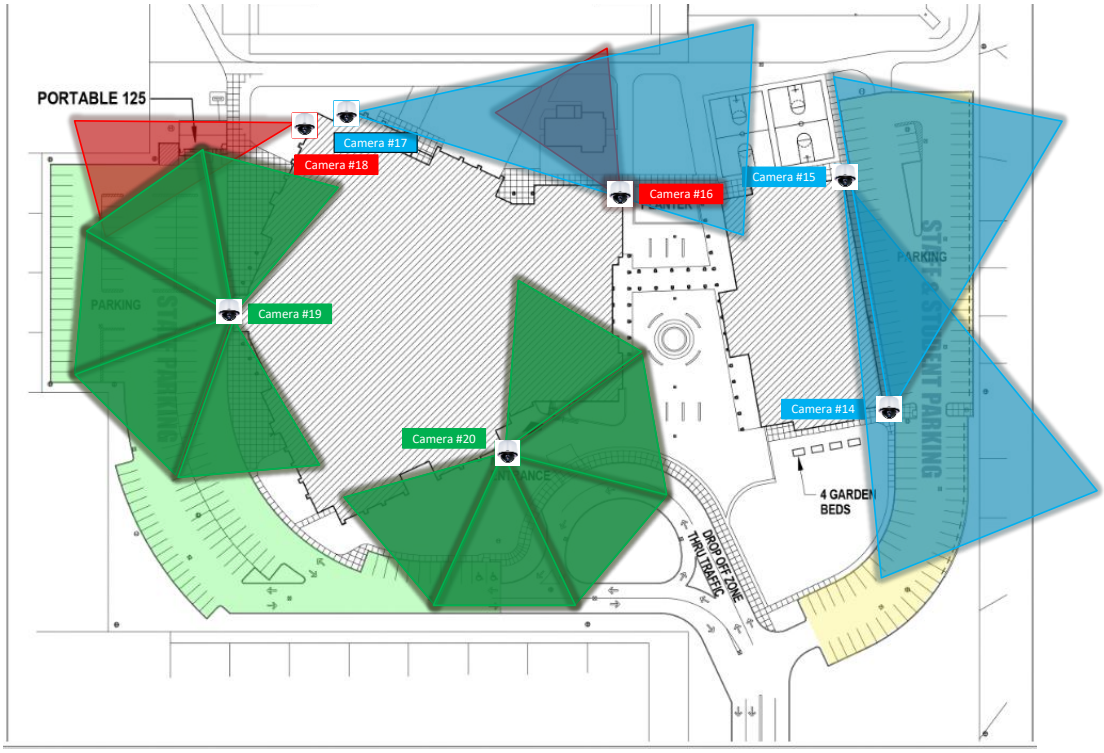
Respectfully submitted,

Rob Laing
Executive Director – Learning and Business Technologies

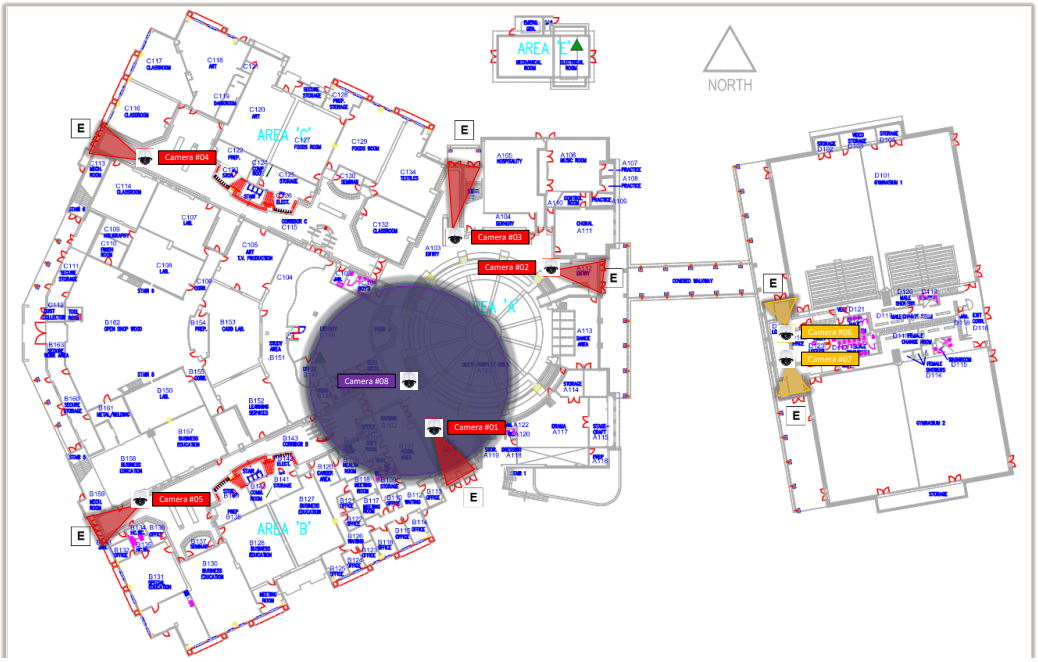
Attachment: Appendix A: Sample Site Map

Appendix A: Sample Site Map

Exterior:



Interior:



Child Care Development Advisory Committee

April 3, 2024
7:00 PM
Held virtually

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Elana van Veen, Tiffany Mallen (Recording Secretary), Joyce Lin, Diana Ma, Chris Duggan (Staff Liaison), Heather Larson (Trustee Liaison), Carol Day (Council Liaison), Tania Lam, Maryam Bawa, Jocelyn Wong.

Regrets: Karen Jensen, Harinder Mahli, Vedrana Tomic.

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 April 3 2024. **CARRIED**

3. **Approval of the Minutes**
   Motion: Approval of the Minutes of March 6, 2024. **CARRIED**

4. **Guest Speaker/Presentation**
   None.

5. **Correspondence**
   We have received applications to the CCDAC. This report will go to Council later this month and the new members will be announced soon after.

6. **New Business**
   None.

7. **Reports**

   a. **Sub-committee Reports**

      i. **Advocacy Sub-committee**
      None.

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

An update was provided of the confirmed speakers for the Child Care Symposium Event, which is planned for May 4. These include a keynote presentation from Elder Shane Point and five workshops to choose from. These include: a workshop on emotional resilience by Vancouver Coastal Health, a workshop on cultural practices in caregiving by Richmond Multicultural Community Services and Diversity in Storytime, by Richmond Public library. Registration for the Symposium will be available shortly.

We are looking for volunteers to help set up and to hand out roses on the day. If you would like to volunteer, please email Tiffany or Chris after the meeting.

The Children's Art Exhibition has been confirmed for May 3 to May 31 and will take place at the Brighouse Branch of the Richmond Public Library. Application forms to sign up will be circulated this week.

iii. Child Care Grants Sub-committee

The second intake of the Professional and Program Development Grants will open beginning of April and applications will be accepted until April 16. If you would like to volunteer to be on the Child Care Grants sub-committee for this second intake of grants, please contact Tiffany or Chris.

b. City Reports

i. Council Liaison

Councillor Day shared a number of items with the Committee, including:

- Construction works have begun on the Pathways Clubhouse Building providing 80 new affordable homes.
- City of Richmond are hosting its Capital Projects Open House on Wednesday April 19 from 3-7pm. Residents and businesses can learn about new and on-going capital construction works in Richmond.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

The Child Care Strategy has been drafted and is due to be presented to Council in Summer. Engagement on the draft Strategy will take place following Council endorsement of the draft.

a. School District Reports

i. School Board Liaison
Trustee Larson provided an update on the School District and confirmed that seismic upgrades would be commencing soon to a number of the schools in Richmond.

8. Community Updates

i. Richmond Children First
The next meeting is to be arranged.

ii. Child Care Resource and Referral (CCRR) Update
Jocelyn Wong shared updates from Child Care Resource and Referral. CCRR is exploring the opportunity to deliver more training in centres as a number of the centres are asking for specific professional development topics and provide pro-d days for their staff. CCRR is hoping to reach out to these and offer them in house training, as previously this has been very successful.

CCRR are going to be trialing some weekend hours alongside the daytime and evening hours that CCRR currently offers, as this is one of the mandates that the Ministry of Education and Child Care has added to the updated contracts for all CCRRs across the Province.

To celebrate Child Care Month, CCRR are hosting a breakfast workshop in partnership with Aspire at Seedlings Early Childhood Development Hub. The workshop will be on May 25 and it will be an in person. Dr. Vanessa Lapointe will be presenting and attendees will receive 2 hours of professional development.

9. Next Meeting

May 1, 2024 at 6:30 p.m. – in person event at Seedlings Child Care Facility.

10. Adjournment

The Committee Chair adjourned the meeting at 7:38 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 April 3, 2024.

via email May 1, 2024
Chantelle Pereira, Chair Date

via email May 1, 2024
Tiffany Mallen, Recording Secretary Date