

Facilities and Building Committee

Public Meeting Agenda

Wednesday, December 4, 2024 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/67334753956>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held November 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 October 2, 2024 attached.
- 7. Next Meeting Date – January 8, 2025 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee
Public Meeting Minutes

Wednesday, November 6, 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
Secretary Treasurer	C. Wang
Director, Facilities Services	K. Wilkins
Manager, Facilities Planning	U. Olcay
Assistant Manager, Facilities Planning	J. Balderston
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
President, Richmond District Parents Association	C. Huang
President, Richmond Association of School Administrators	N. Widdess
Representative, Richmond Management and Professional Staff	J. Canlas
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 4:29 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 October 2, 2024 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Manager, Facilities Planning noted the report is included in the agenda package. There were no further questions or comments.

4. Capital Projects Update (standing item)

The Director, Facilities Services noted the report from the Director, Richmond Project Team is

included in the agenda package. There were no further questions or comments.

Trustee Tablotney joined the meeting at 4:32 pm.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package and highlighted the completion of the HVAC Department boiler upgrade project at Boyd Secondary and the Conseil scolaire francophone de la Colombie-Britannique (CSF) site at Kilgour. He then addressed trustee questions regarding the current use of the Sea Island building, sources of heating at McMath Secondary, and installation of security cameras at McMath and other secondary schools.

He then responded questions from the President, Richmond Teachers' Association regarding heat recovery ventilators, gaga ball pits, and pest control and prevention.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held September 4, 2024 were attached for information.

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

8. Adjournment

The meeting adjourned at 4:41 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Facilities and Building Committee (Public)

DATE: December 4, 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

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. To accommodate the enrolment growth in city centre, two new city centre schools are required with the first school targeted to open in September 2029, and the second new school targeted to open by September 2033. The Richmond Project Team is working closely with City of Richmond on designating new school site locations in the Official Community Plan and City Centre Area Plan.

Enrolment Projections

The Planning Team is finalizing the District's enrolment projections based on the actual enrolment data as of September 2024. This annual update is informed by up-to-date demographic data from Baragar Systems, BC Stats and Census Canada. The Planning Team also considers the impact of recently approved and proposed housing developments on enrolment projections at a catchment and district-wide level.

These projections guide facilities planning and capital investment decisions. The current updates will be embedded into the ongoing update to the Long Range Facilities Plan and our next Capital Plan submission to the Province in Spring 2025.

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 province-wide.

In June 2024, to meet legislative requirements, the City of Richmond:

- Adopted a bylaw designating Transit-Oriented Areas (TOA's) with provincially prescribed minimum height and density provisions affecting lands within 800 meter of the City Centre's five Canada Line Stations; and
- Rezoned close to 27,000 single-family and duplex lots throughout the City to allow for Small-Scale Multi-Unit Housing (SSMUH). As directed by provincial legislation, SSMUH zoning permits:
 - 3 dwellings units on lots that are 280m² or less
 - 4 dwelling units on lots that are larger than 280m²
 - 6 dwelling units on lots that are larger than 281m² and within 400 m of a frequent service bus stop (i.e., daytime service every 15 minutes).

School District staff are closely monitoring the impact of housing legislation on the location and timing of housing developments to consider the potential impact on enrolment growth patterns across the District and long-term needs for school facilities.

City of Richmond Official Community Plan (OCP) Update

The City of Richmond intends to update their OCP by December 2025 to align with recently introduced housing legislation. The Richmond Project Team is working closely with the City of Richmond to ensure that the updated OCP strengthens our ongoing collaboration to support an appropriate level of facility expansion and enhancement.

Long Range Facilities Plan (LRFP) Update

The Richmond Project Team continues to update the LRFP targeted for completion in early 2025 with potential Board approval in February 2025. Considerations for the next revision of the LRFP include:

- Updated demographic and housing growth trends, aligned with the upcoming OCP update;
- Emerging Childcare policies resulting from continued integration of Child Care with the Ministry of Education;
- Alignment with updated Metro Vancouver Regional Growth Strategy adopted in February 2023; and
- Updated City Centre Growth Strategy, with growth needs identified for elementary schools, including school expansions and new schools.

The public engagement process began in October 2024 with the launch of online information on the district website. A Public Open House was held on November 19, 2024, at MacNeill Secondary School, and an additional online public open house is scheduled for January 14, 2025.

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

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

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

Report to the Facilities and Building Committee (Public)

DATE: December 4, 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. John Diefenbaker Elementary Seismic Replacement (\$52.61M)
 - Design has commenced. Project Design Advisory Committee meeting was held on September 9, 2024.
 - Expected completion in May 2028, on budget.
2. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
 - Construction commenced in early May 2024.
 - Expected completion in December 2025, on budget.
3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)
 - Construction started in June 2024.
 - Expected completion in May 2026, on budget.
4. Tomsett Building Addition (\$13.5 Million)
 - Design has commenced.
 - Project Design Advisory Committee is planned for the week of January 13, 2025.
 - We have initiated conversations with the City regarding a pre-permit meeting.
5. Talmey Elementary Building Addition (\$9.5 Million)
 - Building permit was submitted in September 2024.
 - Project Design Advisory Committee meeting was held on September 24, 2024.
 - Expected completion in September 2025, on budget.

6. Samuel Brighthouse Building Addition (\$9.0 Million)
 - Completed, final minor refinement in progress.
7. Cook Building Addition (\$7.5 Million)
 - Completed, final minor refinement in progress.
8. Childcare Facility – Spul'u'kwuks (\$1.98 Million)
 - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
 - Building permit was submitted in August 2024.
 - Project Design Advisory Committee meeting was held on September 16, 2024.
 - Expected completion in September 2025, on budget.
9. Childcare Facility – Garden City (\$1.98 Million)
 - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
 - Building permit was submitted in August 2024.
 - Project Design Advisory Committee meeting was held on September 12, 2024.
 - Expected completion in September 2025, on budget.

B. 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 completed (2023/24 SEP: \$768,000 + \$495,000).
2. Building Envelope Replacement at Blair Elementary was completed in September 2024, on budget. The project is awaiting final paperwork.

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

Report to the Facilities and Building Committee (Public)

DATE: December 4, 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

Minor Capital Projects 2024/25

- The 2024/25 Facilities Renewal Program (FRP) is underway, primarily funded by the Annual Facilities Grant (AFG), School Enhancement Program (SEP) and Carbon Neutral Capital Program (CNCP) (total \$8.1 Million).
 - DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington, Thompson and McNeely are complete. Talmey installation is underway, with Palmer in the final design review stage. Sea Island and Steveston-London are planned to start design in early 2025 and complete all work by the end of June 2025; and
 - MacNeill chiller replacement (SEP) is underway, new equipment is expected the first week of December 2024. The project is expected to be completed in January 2025.

Maintenance Activities

Highlights in the Maintenance Departments:

- Electrical Department continues to support lighting upgrade projects, and the major capital projects. They are also working on security and fire alarm system upgrades at Blundell, Anderson and Talmey;
- Plumbing Department has started the annual fire extinguisher recertification throughout the district with nine sites completed to date, and is preparing for the annual water testing at 1/3 of District sites in January;
- HVAC Department installed HRVs in Tomsett Portables 5 & 6 to provide fresh air changes and replaced all the control valves at Errington in support of the DDC upgrade. Primary focus of the department is to keep schools and classrooms warm and dry by ensuring our heating systems are working as intended;

- Paint Department is continuing work on the interior repaint projects at Kidd, McNeely and Blair, and supporting the completion of projects in other departments;
- Carpentry Department completed several requests in support of the Kidd Indigenous Gathering Space, installed new flooring at the front entry of Burnett, and has started the construction of millwork for the library renovations at Quilchena;
- Grounds Department continued inspections and fall protection top-ups at playgrounds across the district and other site clean up work including clearing leaves, maintenance of parking lot drains, gutter cleaning and supporting various maintenance projects;
- Grounds Department was also very busy with the clean up of several trees and large branches that fell in the recent heavy rain and wind from Fall storms; 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
 - Preparing Winter Break schedule for the Operations Department, and assigning additional cleaning tasks for the break at each site;
 - New group of six sub custodians has been hired and has completed the training program;
 - Continuing the analysis of the custodial workload for each site and each custodian to assess fairness in the allocation of duties and square footage;
 - Custodial Workload Committee is meeting in the beginning of December to discuss the custodial workload analysis; and
 - The custodial staff continue to focus on providing a safe and healthy learning environment for the students and staff of the Richmond School District.
- Transportation and Assets
 - All drivers completed the annual bus evacuation drill;
 - Bus aides and drivers participated in a Vancouver Coastal Health online course to increase knowledge, skills and confidence when working with students with disabilities or diverse abilities;
 - A Winter maintenance schedule is being prepared for all buses;
 - New van for maintenance staff and a new Grounds truck have arrived and are completing their outfitting, ready to join the vehicle fleet;
 - Buses and bus routes are running well and there have been no major issues to date; and
 - Two new electric buses are on schedule to arrive in May 2025.
- Energy and Sustainability
 - 24/25 Eco Wise grant approvals have been issued to the 22 schools that applied. Projects being run by the schools include Pack In, Pack Out; Year End locker clean up; shutting doors and

windows; Holiday Shutdowns; BURr Days; and Green Gardens. Some schools have created “create your own” sustainability initiatives. Schools will complete their campaigns between now and May, and will report on their successes in June;

- Tomsett’s waste audit report by Recycling Alternative has been received and reviewed. The audit collected waste from classrooms, staff rooms, bathrooms, hallways, and the admin office. Key findings include that 22% of material in the garbage stream is actually recyclable, and that food waste/organics is a leading contaminant in our single stream recycling. Proper source separation would improve Tomsett waste diversion from 40 to 62%. Key recommendations were to improve signage and to provide education and training to students, school staff and custodians on where to properly place materials;
- Brighthouse and Errington waste audits conducted in November, with reports due in December;
- Completed the BC Hydro required Energy Management Assessment. This is a process undertaken every 2 years to ensure that the District is meeting best practices for energy conservation. The District is advanced in its energy management practices compared to other school districts with a high level of cooperation and alignment across all Facilities Services departments and the Richmond Project Team. Areas of improvement include providing better feedback to individual schools on energy and sustainability impacts;
- The District received \$36,540 in incentive funding from Fortis BC for the 8 Rideau Park dual-fuel air sourced heat pumps; and
- Facilities Services Centre (FSC) Electrical Infrastructure Upgrade: working with BC Hydro transformer designers on the next phase of the project, a separate connection from the transformer including a new meter to feed the EV power kiosk. Expecting the connection work to occur in March 2025, before the arrival of the two new electric buses.

Kristopher Wilkins, BEng
Director, Facilities Services



Child Care Development Advisory Committee

October 2, 2024

7:00 PM

Virtual

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Tiffany Mallen (Recording Secretary), Diana Ma, Tania Lam, Karen Jensen, Maho Kawasaki, Heather Larson (Trustee Liaison) Jocelyn Wong, Joyce Lin, Elana van Veen, Harinder Mahli.

Regrets: Carol Day (Council Liaison), Chris Duggan (Staff Liaison), Maryam Bawa, Vedrana Tomic, Geovany Cheng.

1. Welcome, Introduction and Regrets

2. Approval of the Agenda

Motion: Approval of the Agenda for October 2, 2024.

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of September 4, 2024.

CARRIED

4. Guest Speaker/Presentation

Emily Huang, Policy Planner at the City of Richmond, presented information on the City of Richmond's Official Community Plan (OCP) Update. The presentation included an overview of what the City's OCP is, and the proposed public engagement process to update it. The OCP Update is currently in Phase 1- Public Engagement, which includes a Lets Talk Richmond survey, pop-ups at various locations across the City and open houses, through Fall and Winter 2024. There will be two more opportunities for public input. More information is available at <https://www.richmond.ca/business-development/planning/ocp-update.htm>

5. Correspondence

None.

6. New Business

None.

7. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

None.

iii. Child Care Grants Sub-committee

The City of Richmond Child Care Grants are now open for applications. The CCDAC Child Care Grants Sub-Committee will meet in November to review the submitted applications and make recommendations to the CCDAC for endorsement prior to their presentation to City Council for approval. Ms. Mallen thanked those members who have offered to volunteer on this sub-committee.

b. City Reports

i. New Developments Proposing Child Care

None.

ii. Council Liaison

Councillor Day shared updates via email prior to the meeting including:

- Richmond's 3rd annual tree sale is taking place at the Richmond Works Yard, October 5, 2024 and is open to all Richmond residents.
- Steveston Community Park playground is undergoing a transformation including the addition of a fishing boat inspired climber, lighthouse tower, two big slides, a large sand play area with water table and a zipline. Construction is expected to be completed by Summer 2025.

iii. Staff Liaison

Staff are analysing the feedback received on the Draft Child Care Strategy, which was collected in July and August, and are finalizing the new Strategy. The final Child Care Strategy is scheduled to be presented to City Council for endorsement in December 2024.

The City issued an invitation to quote for services related to a BC Healthy Communities Child and Youth Mental Wellbeing grant. The City has received funding to explore additional tools to create new school age child care spaces in Richmond. The project will include the preparation of sample business plans for developing School-Age Child Care in one priority neighbourhood in Richmond and will also include options to replicate this in two-three other neighbourhoods.

a. School District Reports

i. School Board Liaison

There is continued integration of child care spaces on school grounds. New facilities will be created at Spul'u'kwuks and Garden City elementary schools. These are estimated to provide child care spaces for 50 children each and to be completed and in operation for September 2025.

8. Community Updates

i. Richmond Children First

An update will be provided in the December meeting.

ii. Child Care Resource and Referral (CCRR) Update

CCRR shared that workshops and training are ongoing and there is an excellent fall calendar. In November there are two online workshops 'Parents: From Problems to Partners' and STEMagination: Learning Math & Science Through Play and Exploration. CCRR shared that their Saturday hours are now very popular, mostly with parents.

9. Next Meeting

The next meeting will take place on November 6, 2024 at 7 p.m. (virtually)

10. Adjournment

The Committee Chair adjourned the meeting at 7:44p.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 2, 2024.



Chantelle Pereira, Chair

November 6, 2024
Date



Tiffany Mallen, Recording Secretary

November 6, 2024
Date

