

## Facilities and Building Committee

### Public Meeting Agenda

Wednesday, November 6, 2024 – 4:30 pm  
via Zoom

<https://sd38.zoom.us/j/69022664821>

Passcode: 6000

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

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1. **Adopt Agenda**
2. **Approve Minutes**  
Public minutes from meeting held October 2, 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. **Minutes for Information**
  - (a) **Child Care Development Advisory Committee Meeting**  
Minutes of Meeting held September 4, 2024 attached.
7. **Next Meeting Date – December 4, 2024 at 4:30 pm**
8. **Adjournment**

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

**Wednesday, October 2, 2024 - 4:30 pm**  
**Via Zoom**

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**Present:**

Vice Chairperson	D. Tablotney
Trustee Member	H. Larson
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
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

**Regrets:**

Chairperson	K. Hamaguchi
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The meeting was called to order at 3:30 pm.

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

The Vice Chairperson had committee members introduce themselves before proceeding to the agenda items.

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

Minutes from the September 4, 2024 meeting was approved as circulated.

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

The Director, Richmond Project Team spoke to his report, which is included in the agenda package. He then responded to a trustee's question regarding the City of Richmond Official Community Plan

open houses.

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

The Director, Richmond Project Team referred to his report as included in the agenda package and highlighted current capital projects. Trustees expressed their appreciation to the Facilities team for their work on the childcare spaces. He then responded to trustees' questions regarding the Tomsett Elementary modular classroom addition and the washroom facilities in the modular classrooms.

Following a question from the President, Richmond Teachers' Association, the Director, Richmond Project Team noted that the targeted completion timeline for the Tomsett Elementary modular classroom addition is Fall 2025.

The Director, Richmond Project Team then responded to a question from the President, Richmond District Parents Association regarding the Spul'u'kwuks childcare facility, as well as a trustee's inquiry regarding the use of school building facilities by childcare operators.

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

The Director, Facilities Services spoke to his report as included in the agenda package and shared a presentation on additional summer projects that have been completed. Trustees thanked the Director of Facilities Services for the presentation and the updates on the facilities.

The Director, Facilities Services then responded to a trustee's question regarding parking lot line repainting and waste audits.

**6. Minutes for Information**

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

Minutes of Meeting held June 5, 2024 were attached for information.

**7. Next Meeting Date – November 6, 2024 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 5:00 pm.

*Respectfully Submitted,*

*Debbie Tablotney  
Vice Chairperson, Facilities and Building Committee*

## Report to the Facilities and Building Committee (Public)

**DATE:** November 6, 2024

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

#### 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 updating the district's enrolment projections based on the actual enrolment data as of September 2024. This annual update is informed by the most recent demographic data from BC Stats and Census Canada. The Planning Team also considers the impact of recent provincial housing legislations and housing developments on enrolment projections across the school catchment areas within the school district.

These projections inform the school infrastructure planning across the school district. The latest updates will be integrated into the ongoing update to the Long Range Facilities Plan and the next Capital Plan submission to the Ministry of Education and Child Care 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 280m<sup>2</sup> or less
  - 4 dwelling units on lots that are larger than 280m<sup>2</sup>
  - 6 dwelling units on lots that are larger than 281m<sup>2</sup> 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.

### **2025 Long Range Facilities Plan (LRFP)**

The Richmond Project Team continues to update the LRFP targeted for completion in Fall 2024 with potential Board approval in early 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 launching of Online Feedback forms on the School District's website.

*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:** November 6, 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. John Diefenbaker Elementary Seismic Replacement (\$52.61M)
  - Design has commenced. Project Design Advisory Committee meeting was held on September 9, 2024. We are currently on track for the budget and schedule.
2. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
  - Construction commenced in early May 2024. We are currently on track for the budget and schedule.
3. Alfred Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
  - Construction started in June 2024. We are currently on track for the budget and schedule.
4. Tomsett Building Addition (\$13.5 Million)
  - Design has commenced.
  - Project Design Advisory Committee is planned for December 2024.
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.
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). Richmond Secondary is undergoing remediation of deficiencies that will be completed by December.
2. Building Envelope Replacement at Blair Elementary was completed in September 2024, on budget. The project is undergoing remediation of deficiencies that will be completed by December.

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

## Report to the Facilities and Building Committee (Public)

**DATE:** November 6, 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

#### 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).

- Fire alarm and security upgrade projects (AFG): Completed over 80% of the security upgrade projects for this year, and 80% of the fire alarm device upgrades;
- DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington and McNeely are complete. Thompson installation is underway, with Talmey and Palmer in the final design review stage. Sea Island and Steveston-London are planned to get underway in 2025 and complete by end of June 2025; and
- MacNeill chiller replacement (SEP) is underway, new equipment is expected in December 2024.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Electrical Department continues to carry out fire alarm preventative service throughout entire district. Exterior lighting system was inspected and re-programmed for Halloween;
- Plumbing Department is starting the annual fire extinguisher recertification throughout the district and is preparing for annual water testing;
- HVAC Department completed boiler upgrade projects at SBO and Boyd, and is working to install HRVs in the Tomsett Portables to provide fresh air. 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,



completed painting of the exterior doors at Blair, and supporting the completion of projects in other departments;

- Carpentry Department built a new garden shed at Westwind, installed new flooring in the library at General Currie, installed a new communications sign at Kingswood playground, and renovated a room at Lee to create a quiet room;
- 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 also installed a new mud kitchen and outdoor learning area at Byng and Spul'u'kwuks, built a new gaga ball pit at Anderson, and is completing the playground and borders installation at MacNeill to support the Aspen program; 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
  - Continuing the analysis of the custodial workload for each site and for each custodian to assess fairness in the allocation of duties and square footage;
  - Custodial Workload Committee is reconvening at the end of November to discuss custodial workload analysis;
  - Hired several sub-custodians to help ensure absence coverage for schools to ensure continued service and cleanliness;
  - Final voting day on October 19 was successfully completed at 32 school sites, Rentals will conduct a review of the day to identify any areas of improvement for future elections;
  - Preparations and staffing assignments completed for Halloween patrols on October 31 and the weekend prior; 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
  - Drivers and bus aides are scheduled to complete their annual bus evacuation drill in November;
  - Buses and bus routes are running well and there have been no major issues to date;
  - Two new electric buses are on schedule to arrive in May 2025; and
  - A review of the white fleet (vehicles and trailers assigned to staff at Facilities Services and Information Technology Services) was completed, which will be used to help plan for replacement vehicles and right size the fleet to reflect the service needs of the district.
- Energy and Sustainability
  - Waste audits conducted at Rideau Park, School Board Office, and Facilities Services Centre. Expect reports within two weeks that will identify opportunities to improve waste

diversion;

- Waste audits in progress at eight school sites. Working on rescheduling some audits due to schedule conflicts;
- Eco Wise grant applications being received, with approvals to be issued in early November to support sustainability initiatives at the school level;
- Working on BC Hydro funding applications for upcoming DDC upgrades at Steveston-London, Palmer, and Sea Island. Also applying for Fortis BC Technical Assistance Funding for the same three projects. This will require an energy study to estimate the electricity and natural gas savings that could be obtained from the upgrades, which will then be used for a formal incentive agreement with BC Hydro; 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**

September 4, 2024

7:00 PM

Virtual

**Members in Attendance:** Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Tiffany Mallen (Recording Secretary), Diana Ma, Chris Duggan (Staff Liaison), Tania Lam, Maryam Bawa, Karen Jensen, Maho Kawasaki.

**Regrets:**, Heather Larson (Trustee Liaison), Carol Day (Council Liaison), Harinder Mahli, Jocelyn Wong, Geovany Cheng, Vedrana Tomic, Joyce Lin, Elana van Veen.

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for September 4, 2024.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of June 5, 2024.

**CARRIED**

**4. Guest Speaker/Presentation**

None.

**5. Correspondence**

**i. Treehouse Playground Renovations**

An invitation was received by staff to attend the opening of the newly renovated playground at the Treehouse Early Learning Centre. The new playground was partly funded using federal funding and funds from the City of Richmond Child Care Grant Program.

**ii. Amendments to Advisory Committee Term Limits**

On Monday, July 8<sup>th</sup>, Council adopted updates to the Advisory Body Term Limits Policy, which amends the term limits for citizen appointments to external boards, Council committees and advisory bodies, to serve three consecutive terms or six consecutive years. This change is immediate.

**iii. CCDAC Applications**

The City is now accepting applications for new CCDAC members until September 27, 2024. There will be eight positions vacant for 2025-2026.

## 6. New Business

An update on the Draft Child Care Strategy was provided by staff. Engagement sessions were held for parents, child care providers and advisory committee members over the summer. These went well and the data and feedback is currently being analysed. The Child Care Strategy will be finalized and is scheduled to be presented to Council later this year.

## 7. Reports

### a. Sub-committee Reports

#### i. Advocacy Sub-committee

None.

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

None at the current time, planning will begin early next year.

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

The City of Richmond Child Care Grants opened for applications on Wednesday September 11 and will close on Wednesday October 27, 2024. There are two grants available, Capital Grants and Child Care Professional and Program Development Grants. Members who are interested in participating on the Child Care Grants Sub-Committee are asked to please let Ms Mallen know.

### b. City Reports

#### i. New Developments Proposing Child Care

The developer involved in the Lansdowne Mall redevelopment has submitted revised plans for their development application. Child care is proposed for a later phase of the development.

#### ii. Council Liaison

The Council Liaison sent regrets for this meeting.

#### iii. Staff Liaison

BC Healthy Communities Grant

The City has received a BC Healthy Communities Child and Youth Mental Wellbeing Grant. Staff and project partners will utilise this grant to explore the opportunity to expand and enhance school-age child care in Richmond, to promote social equity and mental wellness amongst children.

### a. School District Reports

#### i. School Board Liaison

The School Board Liaison sent regrets for this meeting.

**8. Community Updates**

**i. Richmond Children First**

A Richmond Children First meeting was held in June where updates on the Child Care Strategy and the Child Care Month Symposium were shared.

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

The CCRR liaison sent regrets for this meeting.

**9. Next Meeting**

The next meeting will take place on October 2, 2024 at 7 p.m. (virtually)

**10. Adjournment**

The Committee Chair adjourned the meeting at 7:45p.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 September 4, 2024.

\_\_\_\_\_  
Chantelle Pereira, Chair

October 2, 2024  
Date

\_\_\_\_\_  
Tiffany Mallen, Recording Secretary

October 2, 2024  
Date