

Facilities and Building Committee

Public Meeting Agenda

Wednesday, January 8, 2025 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/64453660299>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held December 4, 2024 attached.
- 3. Facilities Planning Update (standing item)**
Report from the Director, Facilities Services attached.
- 4. Capital Projects Update (standing item)**
Report from the Director, Facilities Services 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 November 6, 2024 attached.
- 7. Next Meeting Date – February 5, 2025 at 4:30 pm**
- 8. Adjournment**

Facilities and Building Committee
Public Meeting Minutes

Wednesday, December 4, 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, Richmond Project Team	S. Ahluwalia
Director, Facilities Services	K. Wilkins
Assistant Manager, Facilities Planning	J. Balderston
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 4:30 pm.

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

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the November 6, 2024 meeting was approved as circulated.

Trustee Tablotney joined the meeting at 4:31 pm.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team spoke to his report as included in the agenda package.

The trustees expressed their appreciation to the facilities team for their hard work. In response to a trustee's question, the Assistant Manager, Facilities Planning noted that, according to the 1701 Report for the 2024/25 school year, the total K-12 domestic enrolment is 22,385.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team highlighted the major and minor capital projects outlined in the report included in the agenda package.

The Director, Richmond Project Team then responded to a trustee's question regarding the current staffing levels for the projects and the potential impact on employment for future projects.

Following a question from the President, Richmond District Parents Association, the Director, Richmond Project Team highlighted potential upcoming childcare facilities in the district, which are pending provincial approval.

5. Facilities Services Update (standing item)

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

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held October 2, 2024 were attached for information.

7. Next Meeting Date – January 8, 2025 at 4:30 pm

8. Adjournment

Prior to adjournment, the Chairperson noted that the Director of the Richmond Project Team is leaving the district, and this would be his last meeting. The Chairperson invited him to say a few words.

The meeting adjourned at 4:50 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Facilities and Building Committee (Public)

Date: January 8, 2025

From: Kris Wilkins, Director, Facilities Services
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)

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 edition 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 LRFP public engagement process began in October 2024, with the Richmond Project Team leading the following:

- Launch of Online feedback forms (October 2024)
- Education Partner Group Meeting #1 (October 3, 2024)
- Richmond Teacher's Association Meeting (October 22, 2024)
- Public Open House (November 19, 2024)
- Board Workshop (November 27, 2024)
- Education Partner Group Meeting #2 (December 5, 2024)

Upcoming public engagement activities include:

- Presentation to Richmond District Parent Association (RDPA) meeting (January 13, 2025)
- Online Open House (January 14, 2025)

- Board Approval (February 2025)

Feedback received during public engagement will be integrated into the finalized LRFP update.

Kris Wilkins

Director, Facilities Services

Umur Olcay, RPP, ALEP

Manager, Facilities Planning

Joseph Balderston, RPP, MCIP

Assistant Manager, Planning

Report to the Facilities and Building Committee (Public)

Date: January 8, 2025
From: Kristopher Wilkins, Director, Facilities Services
Subject: **Capital Projects (Richmond Project Team) Update**

The following report is for information only. No further action on the part of the Facilities & Building Committee 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 is 35% complete. Project Design Advisory Committee meeting was held on September 9, 2024.
 - Pre-permit meeting with City complete.
 - Expected to start siteworks and pre-loading in March 2025.
 - 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.
 - Phase 1 is completed, and Phase 2 is expected to complete in March 2025.
 - Expected completion in December 2025, on budget.
3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)
 - Construction started in June 2024.
 - Phase 1 work wrapping up.
 - Expected completion in May 2026, on budget.
4. Tomsett Building Addition (\$13.5 Million)
 - Design is nearing completion.
 - Pre-permit meeting with City complete and expect to submit for a Building Permit by end of January 2025.
 - Project Design Advisory Committee is scheduled for January 15, 2025.

- Expected completion in Fall 2025, on budget.
5. Talmeley Elementary Building Addition (\$9.0 Million)
 - Building permit was submitted in September 2024, still awaiting approval from the City.
 - Project Design Advisory Committee meeting was held on September 24, 2024.
 - Preliminary site works started in December 2024.
 - Expected completion in September 2025, on budget.
 6. Samuel Brighthouse Building Addition (\$9.0 Million)
 - Completed, wrapping up work on post construction extra work.
 7. Cook Building Addition (\$7.5 Million)
 - Completed, wrapping up work on post construction extra work.
 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, still awaiting approval from the City.
 - Project Design Advisory Committee meeting was held on September 16, 2024.
 - Preliminary site works started in December 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, still awaiting approval from the City.
 - Project Design Advisory Committee meeting was held on September 12, 2024.
 - Preliminary site works started in December 2024.
 - Expected completion in September 2025, on budget.

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

1. Building Envelope Replacement at Blair Elementary was completed in September 2024, on budget. The project is awaiting final paperwork.

Kristopher Wilkins, BEng
Director, Facilities Services

Report to the Facilities and Building Committee (Public)

Date: January 8, 2025
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).
 - Food Infrastructure Program (FIP) funded replacement appliances arrived over Winter Break and are being installed in the first 2 weeks of January;
 - DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington, Thompson and McNeely are complete. Talmey is in the commissioning stage, 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 arrived and was lifted onto the roof in early December. All piping and controls work are expected to be completed by January 10th with commissioning to follow. The project is expected to be completed in January 2025.

Maintenance Activities

Highlights in the Maintenance Departments:

- Grounds Department continued inspections and fall protection top-ups at playgrounds across the district and other site cleanup work including clearing leaves, maintenance of parking lot drains, gutter cleaning and supporting various maintenance projects;
- Paint Department is continuing work on the interior repaint projects at Kidd, McNeely, MacNeill, and Blair, completed a project to paint safety zones around all the shop equipment in the Boyd wood shop, and supporting the completion of projects in other Departments;

- Carpentry Department supported the completion of flooring replacements at Station stretch (washrooms and corridor), Thompson (classroom), Richmond Secondary (staff washrooms), Westwind (classroom), Quilchena (library);
- Carpentry Department also completed a renovation at Richmond Secondary to support a student with diverse needs, and is continuing to work on the Quilchena library renovation and new millwork;
- Electrical Department continues to support the major capital projects with the current focus on Dixon security system, continuing security and fire alarm system upgrades at Anderson, Talmey and Palmer, completed high voltage vault maintenance at the Board Office, Palmer and Burnett, and supported the completion of the kitchen suppression system cleaning and testing at all Secondaries and Hamilton;
- Plumbing Department is continuing the annual fire extinguisher recertification throughout the district with fifteen sites completed to date, and is prepared for the annual water testing at 1/3 of District sites in January;
- HVAC Department supported the HVAC filter change at all District sites (with ~75% completed by end of December), supported the MacNeill chiller replacement project, and completed the annual science lab fume hood certification and testing and is working on repairing the one defective unit at Palmer; and
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all district sites.

Operations Activities

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

- Operations & Rentals
 - Completed Winter Break scheduled duties in our schools;
 - Custodial Workload Committee met, with good discussions and preparation for the workload project and analysis;
 - Continuing the analysis of the custodial workload for each site and each custodian shift to assess fairness in the allocation of duties and square footage;
 - Working closely with Stores to reorganized custodial tools, equipment, and supplies; 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
 - Transportation department was kept busy with field trips during the month of December, a typically very busy time;
 - Bus mechanics will be completing bus maintenance and service during the Winter Break and checking to ensure batteries are fully charged and the fleet is ready for the Transportation staff to be back at work on Monday, January 6th;
 - New dump truck for the Grounds Department completed its outfitting over the Winter Break

- and is available for use;
- Buses and bus routes are running well and there have been no major issues to date; and
- Two new electric buses are still on schedule to arrive in May 2025.
- Energy and Sustainability
 - Ahead of Winter Break, Holiday Shutdown reminders sent to all schools to unplug devices not in use until the New Year. Exception is for computers, which remain plugged in and logged off to perform software updates;
 - Brighthouse and Errington waste audits show that current diversion of 34% and 35%, respectively, can increase to 79% through proper source separation of recyclables and organics from the garbage stream to organics and single stream recycling. Education of students, staff, and custodians on where materials are properly diverted will be key to increasing waste diversion;
 - Working with 'Friendlier' to run a pilot project at Burnett Secondary in January 2025 for reusable food containers to increase waste diversion. The catering company will use 3 types of containers to serve food, the cost of which includes a deposit fee. The containers will then be returned to one of four collection bins and will be returned to Friendlier to be washed and made ready to be re-purchased. Burnett Green Team members would bring the containers from the collection bins to an exterior tote that is picked up once a week by Friendlier. When repurchasing containers, the deposit fee would be credited to the costs of purchasing replacement containers;
 - One of the two Board Office EV chargers failed after a power outage and restoration of electricity service. Investigation confirmed that a surge of power caused an electrical overload of the charger and damaged one of the power wires. A replacement EV charger has been purchased and will be installed as soon as it is received;
 - Working to resolve deficiencies with Palmer and Blundell LED upgrades. Work is nearly complete at Blundell, and Palmer is expected to conclude in late January or early February 2025; and
 - Facilities Services Centre (FSC) Electrical Infrastructure Upgrade: continuing to work 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

November 6, 2024

7:00 PM

Virtual

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Diana Ma, Karen Jensen, Jocelyn Wong, Elana van Veen, Maryam Bawa, Vedrana Tomic, Geovany Cheng, Heather Larson (School Board Trustee Liaison), Carol Day (Council Liaison), Chris Duggan (Staff Liaison).

Regrets: Tania Lam, Joyce Lin, Harinder Mahli, Maho Kawasaki, Tiffany Mallen (Recording Secretary).

1. Welcome, Introduction and Regrets

2. Approval of the Agenda

Motion: Approval of the Agenda for November 6, 2024.

CARRIED

3. Approval of the Minutes

Motion: Approval of the Minutes of October 2, 2024.

CARRIED

4. Guest Speaker/Presentation

None.

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 Child Care Grants Sub-committee will meet on November 18, 2024 to review submissions for the 2025 City of Richmond Child Care Grants. Recommendations from the committee will be brought forward for discussion and endorsement at the December 4, 2024 CCDAC meeting prior to recommendations being presented to City Council for review and approval in 2025.

b. City Reports

i. **New Developments Proposing Child Care**

None.

ii. **Council Liaison**

Councillor Day shared updates via email including:

- Vancouver Coastal Health Children’s Dental Screening Program - a free program for children under the age of 5 years who cannot go to a dentist.
- Food Bank List 2024 - information about locations and opening times of food banks in Richmond.

iii. **Staff Liaison**

The final Richmond Child Care Strategy 2024-2034 is scheduled to be presented to City Council for review and endorsement in December 2024.

BC Healthy Communities Grant consulting contract has been awarded to LevelUp Planning Consultancy. A project team will be created and an advisory committee will be formed to guide the project and provide valuable advice and knowledge about creating school-age child care.

A training session for supervisory and leadership staff in all City-owned child care facilities took place today. This annual training includes information regarding the child care operator’s responsibilities within their lease; roles and responsibilities of various City departments in relation to the child care centre; and critical information to support staff in responding to facility-related emergencies and repair or maintenance issues.

a. School District Reports

i. **School Board Trustee Liaison**

Tomsett and Talmey elementary schools will have building additions in the near future and design has begun. Brighthouse and Cook elementary schools had modular buildings (not portables) installed onsite and these have windows and bright hallways. They are lovely spaces and meet the increased need in City Centre. This eliminates the need to send children cross the District when schools are full. Spul’u’kwuks and Garden City elementary schools will each have 50 new child care spaces in the future.

Building permits for these projects were submitted to the City in August. School District and City staff have been working incredibly well together on these child care projects.

8. Community Updates

i. Richmond Children First (RCF)

There are new members on RCF and members are working out how to effectively work together and engage with the community. RCF members are looking at the most effective means to deliver the Kaleidoscope Tour to onboard new service providers, provide an orientation to community services and child care. Vancouver Coastal Health has recently had a high staff turn over and are particularly interested in meeting more frequently or through a different mechanism.

ii. Child Care Resource and Referral (CCRR) Update

CCRR has a steam focused session with Cristovao Janicas on November 19, 2024, titled 'STEMagination: Learning Math & Science Through Play and Exploration'. On December 7, 2024, Susan Garcia Wong is hosting a workshop on 'Inclusion Materials: Resources are for Everyone'. Funding from the 2024 City of Richmond Child Care Grants will fund this workshop. This workshop will provide information on how to support the rights of all children regardless of their diverse abilities and how to use the CCRR inclusion kits. The workshop will be held at Seedlings Early Childhood Development Hub.

The Richmond Christmas Fund program is underway. CCRR are re-introducing income guidelines as the demand continues to exceed resources available with an increase of 33% in people wanting to access the program in comparison to last year. Details on income eligibility will be availability on website

Ms. Jensen shared that the Inclusion and Belonging conference will be held at Seedlings on Jan 24 and 25, 2025. Individuals can register for just Friday, just Saturday or both.

9. Next Meeting

The next meeting will take place on December 4, 2024 at 7 p.m. at Gardens Children's Centre. Dinner will be served at 6:30pm.

10. Adjournment


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

CARRIED

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on November 6, 2024.


Chantelle Pereira, Chair

December 4, 2024
Date


Chris Duggan, Recording Secretary

December 4, 2024
Date