

11.1 Call to Order

11.2 Territory Acknowledgement

11.3 Acceptance of the Agenda

11.4 Acceptance of the Minutes:

11.4.1 Council Minutes: February 23, 2026

11.5 Old Business – None

11.6 New Business:

11.6.1 Referendum Results Review

- *Roland G. & Sameer I.*

11.6.2 Student Fee Schedule for 2026-2027 Academic Year

- *Roland G.*

11.6.3 Council Chambers South Patio Renovation Project

- *Adam MK.*

11.6.4 Club Sanctioning – Hindu YUVA BCIT

- *Andrew M.*

11.7 Reports:

11.7.1 Executive Directors' Report

- *Roland G. & Sameer I.*

11.7.1.1 Report: Hearing Testing Pilot

11.7.1.2 Report: Supporting Students with Connections to Iran

11.7.2 Executive Updates

- *Executives*

11.8 Open Forum

11.9 Adjournment

**Monday, March 16, 2026
Council Chambers**

Executives: Cora Bell – President
Adam Matthews-Kott – VP, Finance & Administration
Andrew Maxwell – Interim VP, Student Experience
Shervin Laghaie – VP, External
Huy Tuan Tran – VP, Equity and Sustainability
Ethan Van Dyk – Chair, School of Business & Media
Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment
Ja Mu Ku – Chair, School of Health Sciences
Nina Lu – Chair, School of Energy
Polina Omelyantseva – Chair, School of Computing & Academic Studies
Elena Jou Luo – Chair, Downtown Campus
Marisa Price – Chair, Specialized Transport Campuses

Councillors: Sukhi Dhindsa, Jody Xu, Myre Kyra Pagtakhan, Grina Sumal, Adam Fortin, Erik Aloyan, Miukee Yip, Eisha Mumtaz, Andy Ries, Taiyo Hara, Ninorah Mendes, Avra Parent, Danny Yoo, Magda Kalmar, Kelly Nguyen, Lacie Turner, Aarshdeep Vandal, Janek Basi, Michael McKay, Emma Ordon, Van Luu, Rodrigo Sanchez, Simone Chiang, Savanna Hamilton, Hannah Trimble

Staff: Roland Gagel – Director of Finance; Co-Executive Director
Sameer Ismail – Senior Advisor, Strategic Policy; Co-Executive Director
Adam Beggs – Executive Assistant & Board Liaison

Regrets (E.): None

Regrets (C.): Kurt McCormack, Jessie Grewal, Shub Sohal, Anita Huang, Bhavnoor Saroya, Sean O'Donaghey

Guests: Joseph Yuruk – Member

11.1 Call to Order

The Chair, Cora Bell, calls the meeting to order at 17:38 (29 voting members).

11.2 Territory Acknowledgement

The VP, Finance & Administration acknowledges the territory on which the meeting is held.

**Monday, March 16, 2026
Council Chambers**

11.3 Acceptance of the Agenda

Motion:

Be it resolved that the agenda be accepted as distributed.

Moved by: Andrew Maxwell

Seconded by: Adam Matthews-Kott

Amendment:

To replace the presenter of item 11.6.3 with “Adam Matthews-Kott”.

Moved by: Adam Matthews-Kott

Seconded by: Cora Bell

Unanimous

CARRIED

Motion (Amended):

Be it resolved that the agenda be accepted as amended.

Unanimous

CARRIED

11.4 Acceptance of the Minutes:

11.4.1 Council Minutes: February 23, 2026

Motion:

Be it resolved that the Council minutes from February 23, 2026, be accepted as distributed.

Moved by: Andrew Maxwell

Seconded by: Adam Matthews-Kott

Unanimous

CARRIED

11.5 Old Business – None

11.6 New Business:

Rodrigo Sanchez – Councillor and Janek Basi – Councillor joined the meeting at 17:46 (31 voting members).

11.6.1 Referendum Results Review

- Roland G. & Sameer I.

See attached.

Monday, March 16, 2026
Council Chambers

11.6.2 Student Fee Schedule for 2026-2027 Academic Year

- Roland G.

See attached.

11.6.3 Council Chambers South Patio Renovation Project

- Finance Committee

As submitted.

Motion:

Be it resolved that Council authorizes the initiation of planning and development work for a project to renovate and activate the south patio located on the third floor of SE2 adjacent to Council Chambers. Be it further resolved that the project planning and potential construction be funded from the Restricted Capital Fund – New Building, with a maximum total project budget not exceeding the approximate equivalent of one year of Building Fee revenue, to an absolute maximum of \$2,000,000. Be it further resolved that Council shall receive periodic updates on project development and that the final project design, scope, and detailed cost analysis shall be presented to Council for approval prior to construction proceeding.

Moved by: Adam Matthews-Kott

Seconded by: Ja Mu Ku

33/2/2

CARRIED

Huy Tuan Tran – VP, Equity and Sustainability, Ja Mu Ku – Chair, School of Health Sciences, Taiyo Hara – Councillor, Simone Chiang – Councillor joined the meeting at 18:15 (35 voting members).

Abdul Aziz Ansari – Chair, School of Transportation, Construction, & the Environment and Magda Kalmar – Councillor joined the meeting at 18:30 (37 voting members).

Discussion:

- The New Building Fund has over \$16 million currently in the account. The upper limit for \$2 million for the patio project would not impact the long-term viability of the new building project.
- Management recommends an upper limit of \$2 million because it will allow for greater flexibility in the design and to include space for currently unaccounted for fees and purchases. The current cost analysis is Class D. One year of revenue in the New Building fund is approximately \$2 million.
- The patio furniture is new. Purchasing new furniture is not reflected in the current cost analysis or feasibility study.
- General access for student use would be allowed, except during private events.
- Students will be consulted on the project as it progresses. It is yet to be determined if consultation will be done through committee, survey, or other means.

**Monday, March 16, 2026
Council Chambers**

- BCIT initiated the design study and supports the Association's initiatives in enhancing non-instructional spaces on campus.
- The Association's lease on SE2 is in perpetuity. When the new building is constructed, it will also be leased to the Association from BCIT.

11.6.4 Club Sanctioning – Hindu YUVA BCIT

- Andrew M.

As submitted.

Motion:

Be it resolved that the Hindu YUVA BCIT be officially sanctioned as a Designated Club by the BCITSA.

Moved by: Andrew Maxwell

Seconded by: Ethan Van Dyk

Unanimous

CARRIED

11.7 Reports:

11.7.1 Executive Directors' Report

- Roland G. & Sameer I.

The Co-Executive Directors provided a written report, see attached.

11.7.1.1 Report: Hearing Test Pilot

See attached.

11.7.1.2 Report: Supporting Students with Connections to Iran

See attached.

11.7.2 Executives' Updates

- Executives

The Executives provided written reports, see attached.

Adam Matthews-Kott – VP, Finance & Administration

- A free professional development opportunity (Skillfully Responding to Distress by the Crisis Centre of BC) is being hosted for students on April 8, 2026. Depending on interest, more sessions may be scheduled in the future.

Elena Jou Luo – Chair, Downtown Campus

- The Selection Committee has completed the appointment of members to the Election Committee. Offers to Appeals Committee member candidates will be sent out this week.

**Monday, March 16, 2026
Council Chambers**

Polina Omelyantseva – Chair, School of Computing & Academic Studies

- The second clubs hackathon was hosted over the weekend. The event cost approximately \$10 000 and was supported by four computing clubs. The organizers received many positive comments about the event.

Shervin Laghaie – VP, External

- Iranian students requiring additional support are encouraged to connect with the VP, External.

Cora Bell – President

- Attended a Board of Governors meeting. Shared concerns regarding accessibility on campus, engineering building facilities, changes to the Board of Governors and Education Council student representative elections, and indigenous representation in BCIT initiatives and planning.

11.8 Open Forum

Several student leaders attended a meeting with members of the federal government immediately prior to the Association's Council meeting. The Members of Parliament discussed their initiatives with the participants including improvements to the healthcare systems accessibility and recruitment of doctors into the workforce. Access to medical care was a primary concern of the participants.

Joseph Yuruk – Member

The member shared additional feedback on the design for the Council Chambers Patio Project.

11.9 Meeting Adjournment

The meeting adjourned at 19:20.

Minutes Recorded by

Adam Beggs

Approved by Council on:

March 30, 2026

	11.6.3 Council Chambers South Patio Renovation Project: Main Motion, As Presented.	11.6.4 Be it resolved that the Hindu YUVA BCIT be officially sanctioned as a Designated Club by the BCITSA.
Participant Name		
polina	Yes	Abstain
Andy Ries	Yes	Yes
Van Luu	Abstain	Yes
Hannah Trimble	Yes	Yes
Ja Mu Ku	Yes	Yes
Danny Yoo	Yes	Yes
Huy Tran	Yes	Yes
Rodrigo Sanchez	Yes	Yes
Chair Transportation	Yes	Abstain
Shervin Laghaie	Yes	Yes
Emma Ordoña	Yes	Abstain
Ethan Van Dyk	Yes	Yes
Grina Sumal	Yes	Yes
Taiyo Hara	Yes	Yes
Nina Lu	Yes	Yes
Jody Xu	Yes	Yes
Eisha Mumtaz	Yes	Yes
Adam Fortin	Yes	Yes
Elena	Yes	Yes
Andrew Maxwell	Yes	Yes
ninorah mendes	Yes	Yes
Erik Aloyan	Yes	Yes
Savannah Hamilton	Yes	Yes
Aarshdeep Vandal	Yes	Yes
Avra	Yes	Yes
Marisa Price	Yes	Yes
Lacie Turner	Yes	Yes
Cora Bell	Yes	Abstain
adam mk	Yes	Yes
Janek Basi	Yes	Yes
Sukhi Dhindsa	Yes	Yes
Michael McKay	Yes	
Miukee yip	Yes	Yes
Simone Chiang	No	Yes
Magda Kalmar	Yes	Yes
Myre Kyra Pagtakhan	No	Yes
Kelly Nguyen		Yes

INFORMATION NOTE

March 16, 2026

PREPARED FOR: BCITSA Council

PREPARED BY: Roland Gagel, Co-Executive Director
Sameer Ismail, Co-Executive Director

ITEM: February 2026 Events Referendum

DETAILS:

At the Council meeting of October 27, 2025 Council approved a motion to hold a referendum on an increase of Student fees to fund expanded Organizational and Club Events programming on all Campus with the following referendum question of:

QUESTION: Events Funding Referendum

As a binding referendum, are you in favour of the BCITSA increasing student fees, over 3 years, subject to the annual rate of inflation, as per the table below, for the students of BCIT to permanently fund Event programming?

Student Association Activity Fee - Additional Fee Per Year		26-27	27-28	28-29
All full time day - Technology	per term	\$ 4.00	\$ 4.00	\$ 4.00
All full time day - Trades, Apprentices & Industry Services	per week	\$ 0.23	\$ 0.23	\$ 0.23
All part time day - Technology	per credit	\$ 0.33	\$ 0.33	\$ 0.33
All part time evening (CE courses)	per course	\$ 0.57	\$ 0.57	\$ 0.57
All Coop Technology Students	per term	\$ 2.00	\$ 2.00	\$ 2.00
Trades Coop	per week	\$ 0.11	\$ 0.11	\$ 0.11
Micro-Credentials	per credit	\$ 0.17	\$ 0.17	\$ 0.17

You may select **one** of the following:

Yes

No

The goal of the referendum would provide a secure, dedicated, and sustainable source of funding to maintain a fully staffed Events Department with the resources to plan and deliver approximately 120 events per year—large and small—across all BCIT campuses for BCITSA members. In addition, Club Event Funding would double from \$30,000 to \$60,000.

The promotion and marketing campaign ran from February 9th to the 27th with the voting period taking place from February 23rd to the 27th. In addition to the primary goal of having the membership approve the increase in Student Fees for Events, the secondary goal was to have at least 1,000 members vote in the referendum.

The referendum results were announced after the close of voting period on Friday afternoon with 1,030 members voting yes out of 1,496 members voting, representing 68.9% of the voting members.

See Appendix A:
Simply Voting Inc.
Certified Result – Student Association Fee Referendum
February 27, 2026



5160 Decarie Boulevard, Suite 502
Montreal, QC, H3X 2H9 Canada
1 (800) 585-9694

Feb 27, 2026

British Columbia Institute of Technology
3700 Willingdon Ave
Registrar's Office
Burnaby, BC
V5G 3H2 Canada

To Whom It May Concern:

The following election results are certified by Simply Voting to have been securely processed and accurately tabulated by our independently managed service.

Respectfully yours,

A handwritten signature in black ink that reads "Brian Lack".

Brian Lack
President
Simply Voting Inc.

Results - Student Association Fee Referendum

Start: 2026-02-23 12:00:00 America/Vancouver

End: 2026-02-27 14:00:00 America/Vancouver

Turnout: 1496 (6.6%) of 22751 electors voted in this ballot.

SA Fee Referendum

Option	Votes
Yes	1030 (68.9%)
No	464 (31.1%)

VOTER SUMMARY

Total Voters	1496
Abstain	2 (0.1%)



Election ID: 281565

To validate the authenticity of this
report please contact Simply
Voting at info@simplyvoting.com.

INFORMATION NOTE

March 16, 2026

PREPARED FOR: BCITSA Council

PREPARED BY: Roland Gagel, Co-Executive Director
Sameer Ismail, Co-Executive Director

ITEM: SA Student Activity Fees for 2026-2027

DETAILS:

Each year the SA provides to BCIT a schedule, see following, for the SA Activity Fees to be collected by BCIT on behalf of the SA. The fees are the culmination of all past Referendums in aggregate.

There are 5 categories of fees

1. **Student Association Activity fee** – Funds all operational, administrative and programming fees to which some portion of the fees is specifically designated to certain programs.
 - a. This fee is subject to the rate of inflation for BC for the 2025 Calendar year as officially reported by Statistic Canada – See Appendix A Attached
 - b. New for this year is a fee increase per the 2026 Events Referendum
2. **Capital Levy Fee** – Consists of 2 sub fees
 - a. Student Spaces Fee – This is restricted for allocation by the Student Spaces Development Committee
 - b. SE2 expansion Fee – This fee is unrestricted and is for the acquisition of the SE2 3rd floor and for supporting the staffing and operation thereof
 - i. The Capital Levy Fee is not subject to CPI
3. **SA Centre Building Fee** – Is for the building and subsequent operation of additional SA spaces.
 - a. This fee is subject to the rate of inflation for BC for the 2025 Calendar year as officially reported by Statistic Canada – See Appendix A Attached
4. **Student Medical Plan Fee** – This fee is to pay the premiums for the eligible members enrolled on the Student Health and Dental insurance plan.
 - a. This fee is subject to change as per the costs of the plan up to a maximum limit as approved by the membership.
5. **U-Pass fee** – This fee is to pay the transit passes for the eligible members enrolled on the U-Pass program
 - a. This fee is subject to change as per the contract with Translink up to a maximum limit as approved by the membership.

Student Association of BCIT

Harmonized Student Fee Schedule

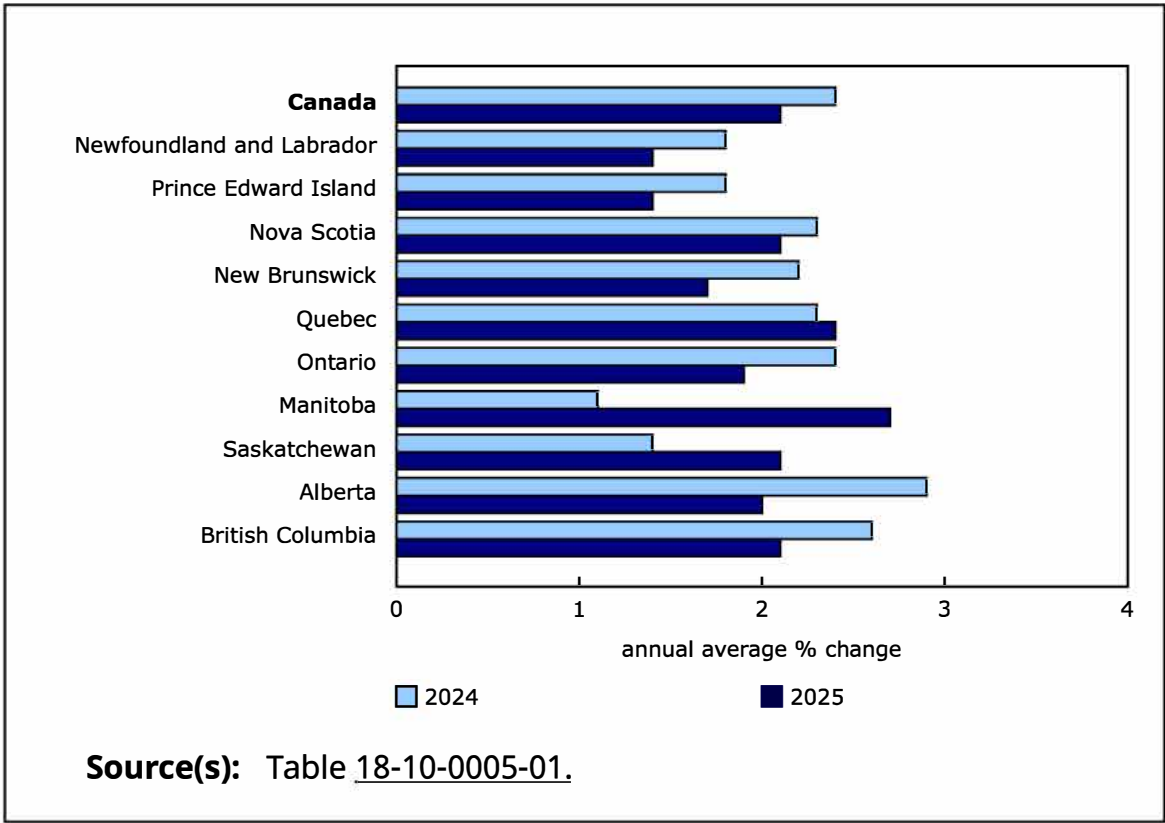
		2026-2027 Final	Changes for 2026-2027				2025-2026 Current
		New Amount	Event Fee		CPI %		Current Amount
			New Rate	\$ Change	New Rate	% Change	
Annual Average CPI for BC, 2025 calendar year per Statistics Canada table 18-10-0005-01			\$ 4.00	2.60%	\$ 3.23	2.1%	
1. Student Association Activity Fee							
a.	All full time day - Technology	\$ 160.97 per term	\$ 160.97	\$ 4.00	\$ 156.97	\$ 3.23	\$ 153.74 per term
b.	All full time day - Trades, Apprentices & Industry Services	\$ 9.20 per week	\$ 9.20	\$ 0.23	\$ 8.97	\$ 0.18	\$ 8.79 per week
c.	All part time day - Technology	\$ 13.44 per credit	\$ 13.44	\$ 0.33	\$ 13.11	\$ 0.27	\$ 12.84 per credit
d.	All part time evening (CE courses)	\$ 22.96 per course	\$ 22.96	\$ 0.57	\$ 22.39	\$ 0.46	\$ 21.93 per course
e.	All Coop Technology Students	\$ 80.47 per term	\$ 80.47	\$ 2.00	\$ 78.47	\$ 1.61	\$ 76.86 per term
f.	Trades Coop	\$ 4.57 per week	\$ 4.57	\$ 0.11	\$ 4.46	\$ 0.09	\$ 4.37 per week
g.	Micro-Credentials - On All Campuses	\$ 6.70 per credit	\$ 6.70	\$ 0.17	\$ 6.53	\$ 0.13	\$ 6.40 per credit
h.	Micro-Credentials - Distance & Online	\$ 3.37 per credit	\$ 3.36	\$ 0.08	\$ 3.29	\$ 0.07	\$ 3.22 per credit
i.	Standard or regular courses - Distance & Online	\$ 11.50 per course	\$ 11.50	\$ 0.29	\$ 11.21	\$ 0.23	\$ 10.98 per course
(as defined as those students taking a course or courses from BCIT but do not use any BCIT facility either owned, rented or occupied by BCIT)							
j.	High School students (invoiced)	\$ 5.00 per registration	\$ 5.00	\$ -	\$ 5.00	\$ -	\$ 5.00 per registration
2. Capital Levy Fee							
a.	All full time day - Technology	\$ 16.00 per term					\$ 16.00 per term
b.	All full time day - Trades, Apprentices & Industry Services	\$ 0.91 per week		-			\$ 0.91 per week
c.	All part time day - Technology	\$ 1.34 per credit		-			\$ 1.34 per credit
d.	All part time evening (CE courses)	\$ 2.28 per course		-			\$ 2.28 per course
e.	All Coop Technology Students	\$ 8.00 per registration		-			\$ 8.00 per term
f.	Trades Coop	\$ 0.45 per week		-			\$ 0.45 per week
g.	Micro-Credentials	\$ 0.67 per credit					\$ 0.67 per credit
3. SA Centre Building Fee - Burnaby campus only							
a.	All full time day - Technology	\$ 104.71 per term			\$ 2.15		\$ 102.56 per term
b.	All full time day - Trades, Apprentices & Industry Services	\$ 5.97 per week			\$ 0.12		\$ 5.85 per week
c.	All part time day - Technology	\$ 8.71 per credit			\$ 0.18		\$ 8.53 per credit
d.	All part time evening (CE courses)	\$ 14.97 per course			\$ 0.31		\$ 14.66 per course
e.	All Coop Technology Students	\$ 52.37 per term			\$ 1.08		\$ 51.29 per term
f.	Trades Coop	\$ 3.01 per week			\$ 0.06		\$ 2.95 per week
g.	Micro-Credentials	\$ 4.38 per credit			\$ 0.09		\$ 4.29 per credit
4. Student Medical Plan		2026-2027 Final	Changes for 2026-2027		2025-2026 Current		
	Student Medical and Dental	\$ 294.00 per Year	\$ -	per Year	\$ 294.00	per Year	
		147.00 per term	-	per term	147.00	per term	
		98.00 per 4 month term	-	per 4 month	98.00	per 4 month term	
5. U-Pass (Per month per qualifying student)		\$ 47.85 Per Month	\$ 0.95	Per Month'	\$ 46.90	Per Month	
*Rate Increase effective as of September 1 (instead of May 1) each year as of September 2025 as per new agreement through to August 2030.							

Chart 5

Prices increase at a slower pace on an annual average basis in seven provinces

[◀ Back to main article](#)

[Interactive](#) [Image](#) [CSV \(1 KB\)](#)



Prices increase at a slower pace on an annual average basis in seven provinces, annual average % change

	2024	2025
Canada	2.4	2.1

	2024	2025
Newfoundland and Labrador	1.8	1.4
Prince Edward Island	1.8	1.4
Nova Scotia	2.3	2.1
New Brunswick	2.2	1.7
Quebec	2.3	2.4
Ontario	2.4	1.9
Manitoba	1.1	2.7
Saskatchewan	1.4	2.1
Alberta	2.9	2.0
British Columbia	2.6	2.1

Date modified:

2026-01-19

DECISION NOTE

March 16, 2026

PREPARED FOR: SA Council

PREPARED BY: Adam Matthews-Kott, VP Finance & Administration
Roland Gagel, Co-Executive Director | Director of Finance

ISSUE: Authorization to initiate planning and design work for the SE2 Council Chambers South Patio Renovation Project.

DECISION REQUESTED:

That Council authorizes the initiation of the planning and design phase for a project to renovate and activate the south patio adjacent to Council Chambers on the third floor of SE2 and establish a funding framework for the project subject to final Council approval prior to construction.

MOTION:

Be it resolved that Council authorizes the initiation of planning and development work for a project to renovate and activate the south patio located on the third floor of SE2 adjacent to Council Chambers.

Be it further resolved that the project planning and potential construction be funded from the Restricted Capital Fund – New Building, with a maximum total project budget not exceeding the approximate equivalent of one year of Building Fee revenue, to an absolute maximum of \$2,000,000.

Be it further resolved that Council shall receive periodic updates on project development and that the final project design, scope, and detailed cost analysis shall be presented to Council for approval prior to construction proceeding.

PURPOSE:

The south patio adjacent to Council Chambers is currently underutilized due to limited accessibility and lack of integration with the interior space. Redevelopment of the patio would transform the area into a functional outdoor extension of Council Chambers and surrounding student areas.

The project would create an improved student gathering space while enhancing the functionality of Council Chambers for events, meetings, and community activities.

More broadly, the project would establish a **Student Commons Terrace** — an accessible outdoor space that supports student engagement, informal gatherings, small events, and community programming.

BACKGROUND:

The south patio adjacent to Council Chambers on the third floor of SE2 is currently underutilized due to limited accessibility and the lack of integration with the interior Council Chambers space. The BCIT Student Association engaged BCIT Facilities and external consultants to undertake a feasibility study exploring options to redevelop the patio into a functional outdoor extension of the Council Chambers and surrounding student areas.

The study concluded that the patio can be successfully redeveloped into a flexible and accessible space supporting student engagement and expanded use of Council Chambers.

Key conceptual design elements identified in the feasibility study include:

- replacement of the existing curtain wall with a movable glazed partition wall system
- installation of an accessible ramp to address elevation differences
- addition of a sun-shading structure
- installation of seating and landscaping elements
- addition of lighting and electrical infrastructure
- upgrades to patio finishes and guardrails

A further element to be explored is:

- The development of a small outdoor kitchen and serving counter area, which may include BBQ equipment, a staff handwashing station, undercounter refrigeration, and food service preparation space

The full feasibility study is attached as Appendix A.

PROJECT OPTIONS AND PRELIMINARY COST ESTIMATES

The feasibility study developed several concepts with Class D preliminary cost estimates.

<u>Option</u>	<u>Description</u>	<u>Estimated Construction Cost</u>
Base Option	Custom sun-shading structure, integrated seating and planters, movable glazed partition system, accessibility improvements	~\$1,135,000
Variation A	Reduced custom shading structure with prefabricated landscape elements	~\$1,001,800
Variation B	Off-the-shelf shading structure with simplified landscape elements	~\$832,400

These are conceptual estimates and will be refined during the design phase.

FINANCIAL CONSIDERATIONS

The project would be funded through the Restricted Capital Fund – New Building, supported through Building Fee revenue. The motion establishes a funding framework that:

- limits project cost to no more than one year of Building Fee revenue, and
- establishes an absolute maximum budget of \$2,000,000.

Final project costs will be presented to Council for approval prior to construction.

STRATEGIC AND STUDENT IMPACT

The project would significantly improve the quality and functionality of student space within the SE2 building. The project would:

- create an enhanced outdoor gathering space for students, especially clubs
- improve the flexibility and usability of Council Chambers
- support student engagement events and community activities
- provide a space suitable for small events and social gatherings
- redefine the patio as a **Student Commons Terrace** that strengthens the sense of community within the SA facilities

RISKS AND MITIGATION

Cost escalation: Construction costs may change as design is refined.

Mitigation: Final design and detailed cost estimates will return to Council for approval prior to construction.

Coordination with BCIT Facilities: Work must align with institutional building standards.

Mitigation: Project development will be undertaken in coordination with BCIT Facilities and professional consultants.

Construction disruption: Construction may temporarily affect nearby spaces.

Mitigation: Construction scheduling will aim to minimize operational disruption.

Food Service Infrastructure Compliance: Incorporation of an outdoor kitchen and food service elements may require compliance with health, safety, and facilities requirements.

Mitigation: Design development will ensure that all food preparation and service comply with applicable health and safety regulations.

PROJECT TIMELINE

The anticipated project schedule is approximately 16 months from project initiation, including:

- Consultant procurement: ~8 weeks
- Design development and construction documentation ~24 weeks
- Tender process and contractor selection ~8 weeks
- Construction and installation ~16 weeks

The objective is to complete the project by September 2027, subject to Council approvals and procurement timelines.

NEXT STEPS

If Council approves the motion, the following steps will occur:

1. Confirm project scope with BCIT Facilities.
 2. Procure architectural and engineering consultants.
 3. Develop detailed design and project documentation.
 4. Prepare refined project cost estimates.
 5. Present the final project proposal to Council for approval prior to construction.
-

APPENDIX A - Attached

BCIT SE2 Council Chambers Patio Feasibility Study
Delage Architecture & Design
July 2025



Project Identification Report

Project #: BCIT- 1963 BSE02/SApatio25

Prepared by: Glenda Dominguez, Project Manager, Campus Planning and Facilities

Consultants

Delage Architecture & Design

Bush Bohlman & Partners

AME Group Ltd.

LEC Group Inc

Architect

Structural Engineer

Electrical Engineer

Quantity Surveyor

July 2025

Executive Summary

The BCIT Student Association Council (BCITSA) approached the Facilities Improvement Department to explore the feasibility of renovating the patio located on the second floor of the SE02 building. The primary objective is to create direct access from the adjacent meeting room to the balcony, effectively integrating the patio into the overall space. This would improve both usability and aesthetics.

At present, the balcony is underutilized due to limited accessibility and a hidden entrance door. To address this, BCITSA proposed to replace the existing curtain wall with a movable glazed partition wall system and incorporation of a ramp, allowing for a seamless indoor–outdoor transition. Additional improvement ideas included:

- A sun-shading structure
- A BBQ area
- Electrical outlets
- Upgraded furnishings
- Enhanced railing design

A feasibility study was completed and outlines three renovation options:

1. **Base Option:** Custom steel frame structure, a custom bench planter, and replacement of the existing curtain wall with a movable glazed partition wall (e.g., Nana Wall). Updated wayfinding signage.
2. **Variation A:** Reduced-size custom shading structure (smaller and lighter design). Utilizing prefabricated commercial planter boxes in place of custom elements. Updated wayfinding signage
3. **Variation B:** Replacement of the custom sun-shading structure with an off-the-shelf product. Include updated wayfinding signage. Remove custom planter and bench.

We confirmed this location is fully able to be converted into a space that supports and fosters the BCIT Student Association community. The proposed renovation aligns with their vision to transform an underutilized area into a vibrant and functional setting for future events and gatherings.

To assist with decision-making and next steps, the following budget summaries—drawn from the attached Class D cost estimate—outline three distinct options for consideration. These can help guide the selection of a preferred concept for further development and funding pursuit.

Note: Furniture costs are excluded from the estimates presented in this report.

Budget

Class D Cost Estimate based on **Base Option**

Hard Costs – Construction	\$ 739,000
<u>Hard Costs – Allowances & General Requirements</u>	<u>\$ 396,000</u>
TOTAL Hard Costs	\$ 1,135,000

Class D Cost Estimate based on **Variation A**

Hard Costs – Construction	\$ 659,000
<u>Hard Costs – Allowances & General Requirements</u>	<u>\$ 342,800</u>
TOTAL Hard Costs	\$ 1,001,800

Class D Cost Estimate based on **Variation B**

Hard Costs – Construction	\$ 547,400
<u>Hard Costs – Allowances & General Requirements</u>	<u>\$ 285,000</u>
TOTAL Hard Costs	\$ 832,400

Timelines

The project is estimated to require about 16 months to finalize the design and renovate the spaces once approval has been given to Project Services to proceed:

8 weeks	RFQ to hire the consultants
24 weeks	Finalize design and produce tender and construction documents
8 weeks	Invitation to Tender to hire the GC
16 weeks	GC mobilization, ordering of fixtures and materials, and construction.

Documents

Feasibility Study by Delage Architecture, Bush Bohlman and WSP	37 pages
Cost Estimates by LEC Group	17 pages



BCIT-SE02

Council Chamber Patio

British Columbia Institute of Technology
SE02 building, Burnaby campus

feasibility study – Final Report
December 20, 2024

Table of Contents

BCIT - SE02 - council chamber patio
feasibility study

Report

- 1.0 Introduction and Existing Conditions
- 2.0 Photos of Existing Conditions
- 3.0 Renovation Options
- 4.0 Design
- 5.0 Next steps
 - Structural report
 - Electrical report

Appendix A

- Architectural Drawings
 - Base option
 - Variation A
 - Variation B

1.0 Introduction and Existing Conditions

We conducted a feasibility study for the renovation of the patio located on the second floor of the SE02 building at the British Columbia Institute of Technology (BCIT).

The project aims to transform an underutilized second-floor patio space adjacent to the council chamber and prayer room into a vibrant, functional, and accessible outdoor area.

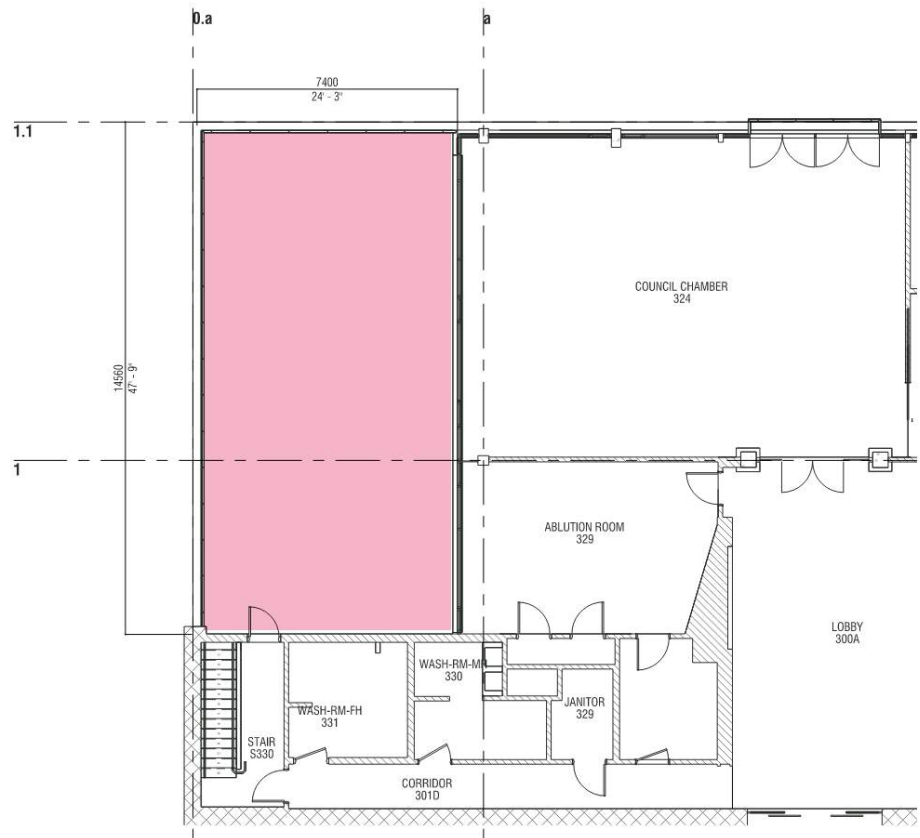


Image right: patio is identified in pink.

1.1 Project Description:

The patio is currently occupied by the BCIT Student Association (BCITSA). We held two meetings with the broader client group and an additional meeting with BCIT's campus planning and facilities project manager, Glenda Dominguez, and senior project coordinator, Maryna Alokchina. The first meeting was a kickoff on August 1, 2024, and the second was a Teams meeting with all stakeholders on September 11, 2024. We presented three options with different planter arrangements and covered area strategies. The group instructed us to proceed with a custom steel structure and a central planter located closer to the council chamber and prayer room (identified as the base option in the report)

- We received limited existing drawings from BCIT to conduct a feasibility study. However, more record drawings and more investigations on the existing building will be required for the subsequent phases.

1.2 Purpose of the report

The purpose of this report is to provide the necessary tools and information for the client to determine the needs, the feasibility of the project and establish an associated budget to move forward with construction. The Stakeholders would like to move ahead with construction as early as 2025 or no later than the summer of 2026.

1.3 Consultant Team

The design team includes:

- **Architecture:** Jean-Philippe Delage, Delage Architecture and Design
- **Structural:** Timothy White, BushBolman & Partners
- **Electrical:** Kelvin Siu, WSP
- **Landscaping:** Jason Wegman, gökotta studio + lab

2.0 Photos of existing conditions



SEO2-Patio



Patio



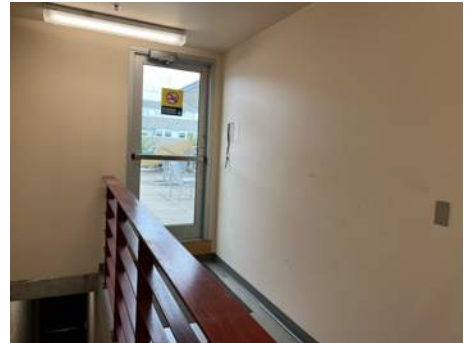
Patio



FSA Lobby



Corridor to Washrooms and Staircase



Patio access from staircase



Council chamber from Lobby



Patio from Council Chamber



Floor height levels (reading: 10.15in)



Existing patio



Council Chamber



Prayer Room

3.0 Renovation Options

Renovation Options: refer to the drawings

Base Option: Custom steel frame structure with an opening for direct sunlight to a sculptural planter. The planter, with a small tree and low planting material, is designed to create a welcoming area and improve the connection to nature. It will be lit for visibility during dark and rainy seasons. Seating is organized around the planter, and the sun shading device will partially block the sun during the warmest parts of the day. The existing curtain wall will be replaced with a movable glazed partition wall to fully open the council chamber to the patio. A ramp will provide universal access.

Variation A: Modify the custom sun shading structure by removing covered spaces to reduce size and weight, potentially yielding savings without impacting usability.

Variation B: Replace the custom sun shading structure with an off-the-shelf product.

4.0 Design

The renovation aims to address several challenges while enhancing the usability and visual appeal of the patio. A key feature is the addition of a custom steel **sunshade structure**, designed to partially block sunlight during peak hours while maintaining an open and airy aesthetic. The sunshade uses light-colored materials to reflect and diffuse light, creating a pleasant environment for users. Variations in the design were explored, including off-the-shelf alternatives and size reductions to achieve cost savings without compromising functionality. The existing guardrails will be upgraded to meet current codes and will be non-climbable. Glass guardrails is being considered as we think it may help also reducing noise to and from adjacent spaces. The patio renovation will include a complete rebuild of the hardscape and landscape. The hardscape will involve replacing the existing pavers with new ones to enhance durability and aesthetics.

Wayfinding: The current patio suffers from underutilization due to limited direct access and a lack of visual connection. To address this, the design incorporates wayfinding enhancements and bold visual cues. While adding a dedicated corridor within the council room was ruled out due to space constraints, the inclusion of vibrant graphics and signage along the washroom corridor encourages users to view the patio as a destination, transforming it into an “Oasis” for the users. The existing patio access via a staircase is retained, but the design addresses its limitations in width and landing dimensions by proposing additional egress routes. The project does not increase occupancy loads but enhances accessibility through a second egress and ramp system that meets modern codes.

Planter: Central to the design is a sculptural planter, strategically located closer to the council chamber and prayer room. This planter serves dual purposes: it acts as a focal point to define the space and brings greenery closer to the interior spaces, fostering a stronger connection to nature and privacy buffer for the prayer room. The planter incorporates a small tree and low-lying greenery, with a sloped surface angled toward the council chamber, allowing occupants to enjoy views of nature from inside the building. Integrated lighting ensures the planter remains a visually appealing feature during evenings and overcast seasons.

The planter will feature low-maintenance planting materials, ensuring the landscaping remains visually appealing throughout all seasons. An automatic irrigation system will be installed to reduce the maintenance burden on BCIT's maintenance crew, ensuring the plants remain healthy with minimal manual intervention.

Accessibility and connectivity: To improve accessibility and connectivity, the existing curtain wall will be replaced with a movable glazed partition wall. This allows the council chamber to open directly onto the patio, creating a seamless indoor-outdoor flow. Given the 10-inch floor elevation difference, a combination of a built-up plinth and a ramp is proposed to ensure universal access. While the council chamber's AV setup remains unchanged for meetings, the improved patio access opens up new possibilities for hosting events.

Seating: The patio's seating is organized around the central planter, providing opportunities for relaxation and social interaction. The space will include outdoor millwork for barbecues and storage for gardening tools, further enhancing functionality. Electrical upgrades ensure sufficient outlets near seating and planter areas, supporting diverse uses. The addition of directional lighting allows the patio to be used for evening events, fostering flexibility in its programming.

Structural Upgrades: The SE-02 building, constructed in 1962 with additions in 1994, features a steel roof structure, concrete slabs for suspended levels, and a seismic system combining steel bracing, a moment frame, and concrete shear walls. Proposed structural upgrades for the patio include new steel-and-concrete stairs and ramps to bridge floor elevation differences, a planter with cast-in-place concrete walls and lightweight planting medium, and an operable wall supported by existing steel beams with possible reinforcement. A steel sunshade is also planned, designed to withstand snow and wind loads, featuring clean box-section aesthetics and additional bracing for seismic stability. All designs integrate with the existing structural framework.

Refer to structural report section

Electrical: Electrical outlets will be provided around the planter walls, and an outdoor millwork piece will allow for barbecues and storage. The planter will have an automatic irrigation system. The existing power distribution system has adequate capacity, but obsolete panel boards may need replacement. Proposed updates include new lighting on a photocell and timeclock, weatherproof GFI receptacles, and rewiring to support the new layout. The fire alarm system will be re-tested, and graphics updated. Wireless connectivity will be enhanced, but no security or AV devices are planned.

Refer to electrical report section

5.0 Next Steps

We recommend that BCIT

1. Reviews the draft feasibility report with the stakeholder group and provide comment to D-ad to update the report
2. Confirm the following:
 1. Date of the last roof renovation.
 2. Furniture requirements
3. Obtains a Class D cost estimate to establish preliminary project budget.
4. Finalize and approve the budget dedicated to the project.
5. Assemble a consultant team to move forward with the Design and Documentation.

We look forward to hearing back from BCIT once the project has secured funding. Our team is eager to provide a proposal and work on the next steps,

Appendix A

Architectural drawings

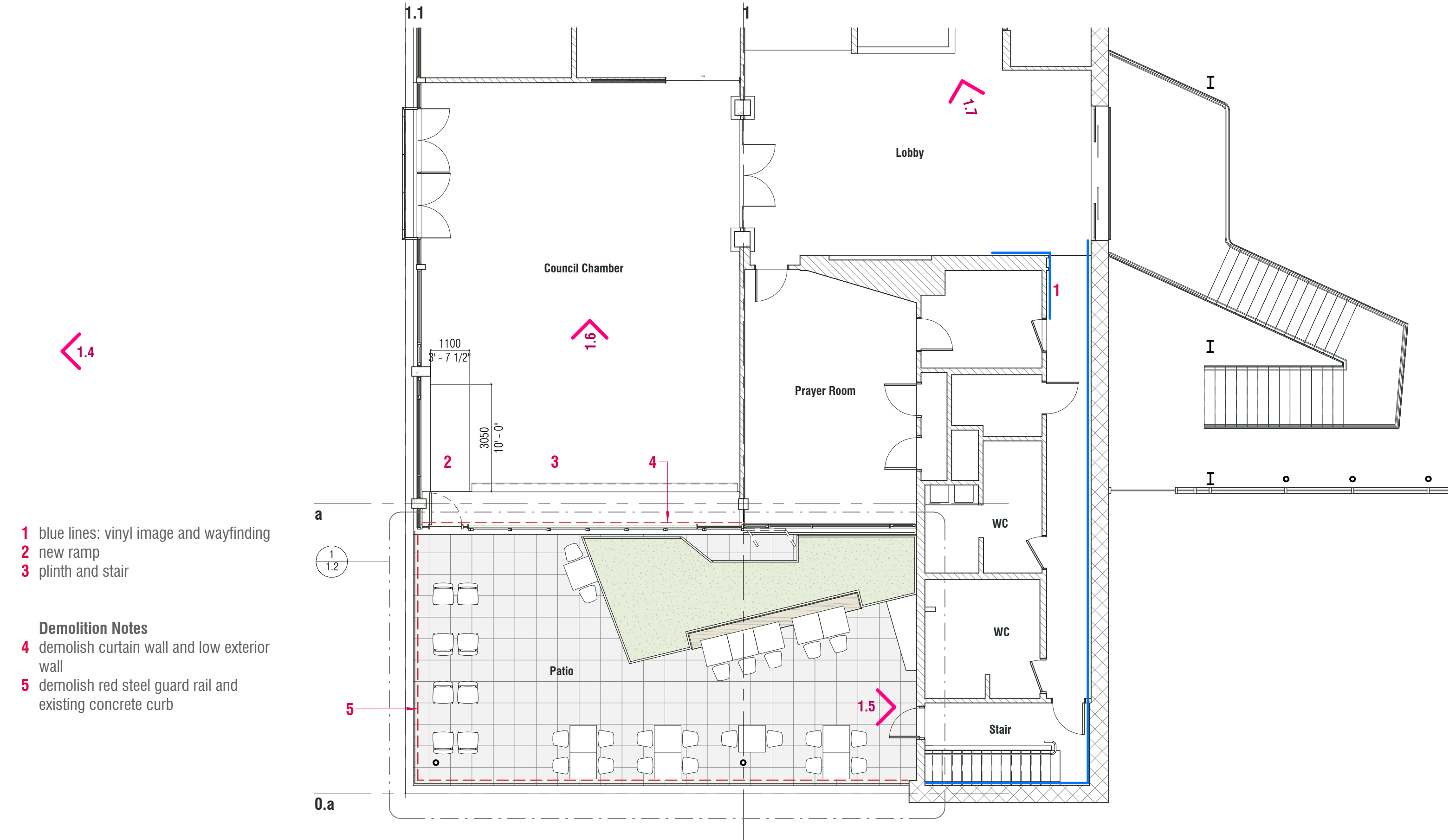
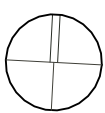
Patio Chamber Feasibility Study

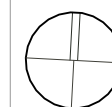
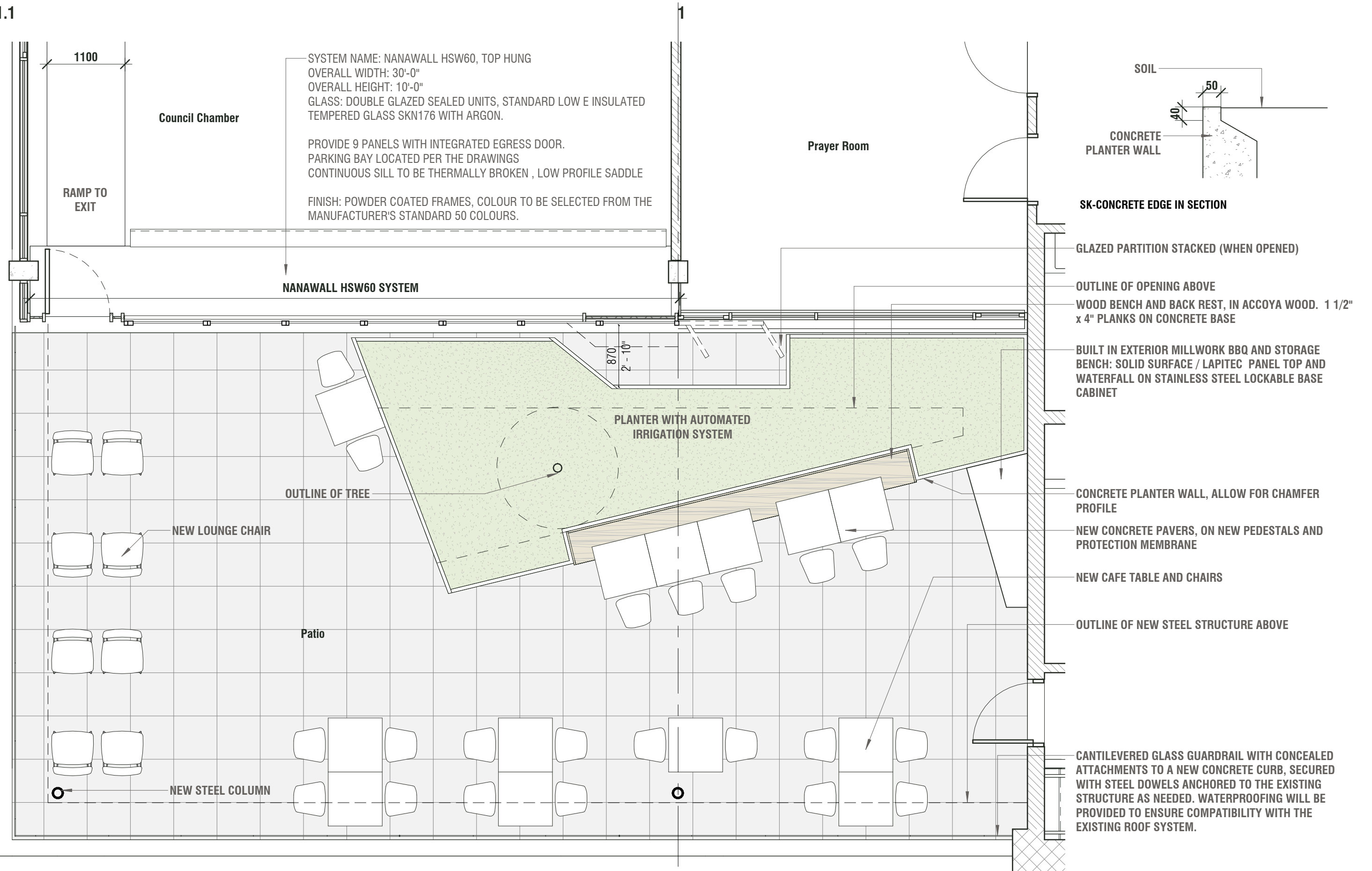
SE02

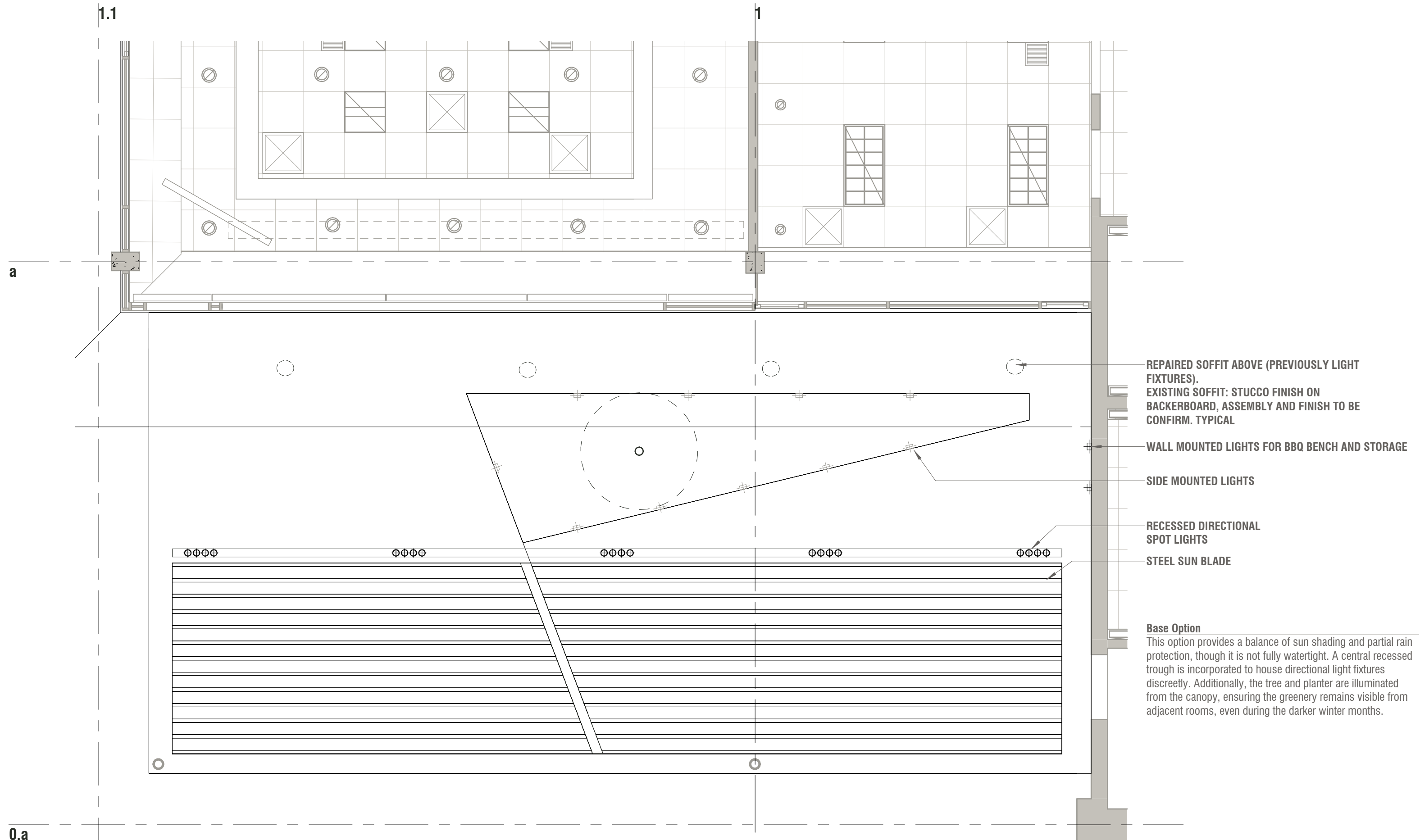
Burnaby Campus

20241220 Feasibility Final Report

base option	Overall Plan & Demolition Notes	1.1
	Plan view- Base Option	1.2
	Reflected Ceiling Plan- Base Option	1.3
	Conceptual View From Grade- Base Option	1.4
	Conceptual View From Patio- Base Option	1.5
	Conceptual View From Chamber- Base Option	1.6
	Conceptual View From Lobby- Base Option	1.7
	Conceptual Landscaping	2.0
	Variation A- Steel Sun Shading	A.1
Variation B- Louvered Product		B.1







REPAIRED SOFFIT ABOVE (PREVIOUSLY LIGHT FIXTURES).
EXISTING SOFFIT: STUCCO FINISH ON BACKERBOARD, ASSEMBLY AND FINISH TO BE CONFIRM. TYPICAL

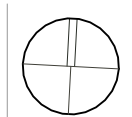
WALL MOUNTED LIGHTS FOR BBQ BENCH AND STORAGE

SIDE MOUNTED LIGHTS

RECESSED DIRECTIONAL SPOT LIGHTS

STEEL SUN BLADE

Base Option
This option provides a balance of sun shading and partial rain protection, though it is not fully watertight. A central recessed trough is incorporated to house directional light fixtures discreetly. Additionally, the tree and planter are illuminated from the canopy, ensuring the greenery remains visible from adjacent rooms, even during the darker winter months.









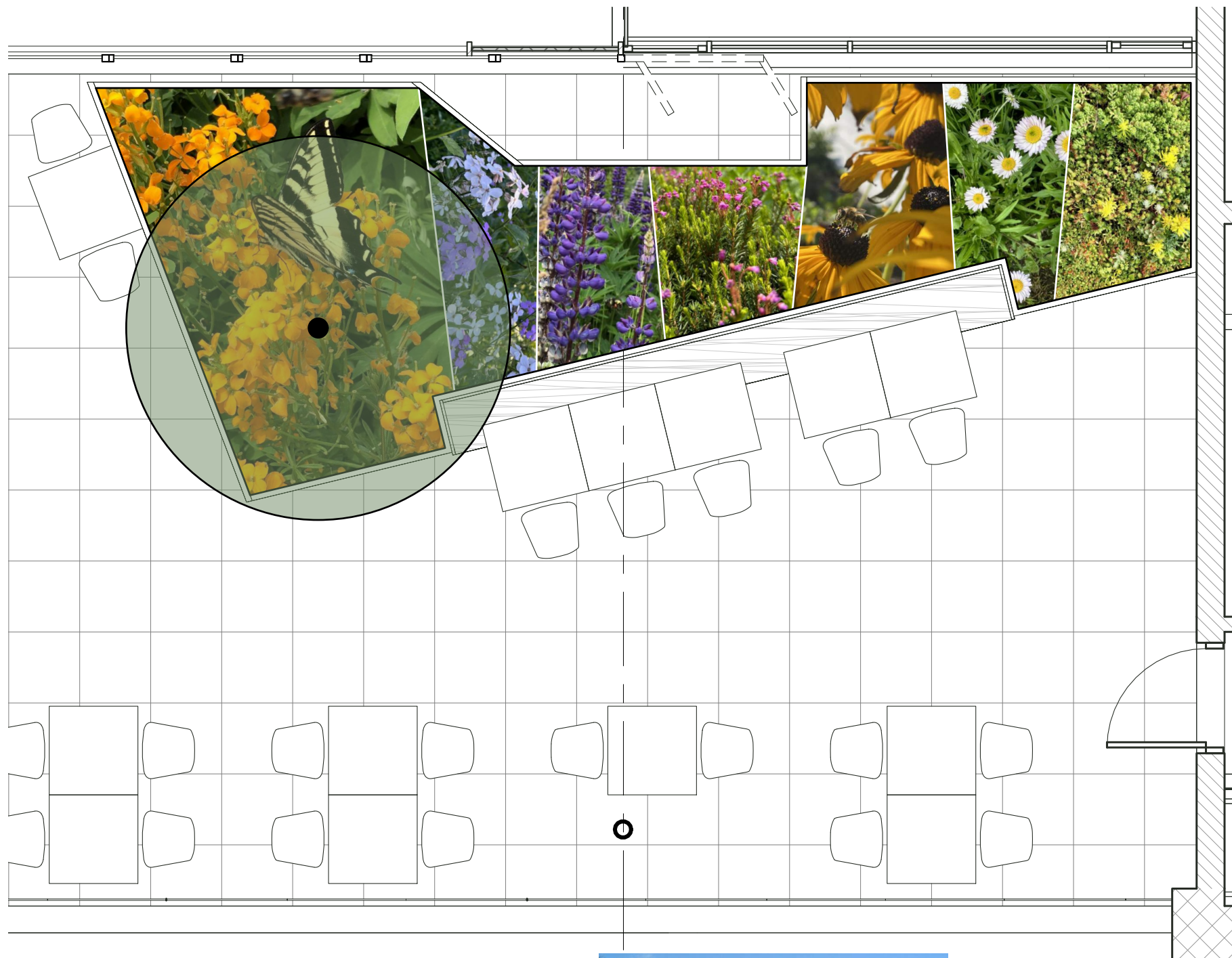
Notes

This option provides a balance of sun shading and partial rain protection, though it is not fully watertight. A central recessed trough is incorporated to house directional light fixtures discreetly. Additionally, the tree and planter are illuminated from the canopy, ensuring the greenery remains visible from adjacent rooms, even during the darker winter months.



notes
Conceptual image only.

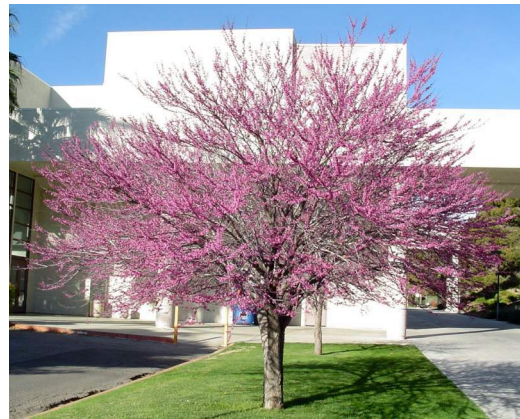
Vinyl on existing concrete and gypsum walls. Remove existing wood panel (one) for new vinyl image and wayfinding lettering



Focal Tree

Western Redbud (*RudbeCercis occidentalis*)

Silvery-gray branches with brilliant magenta flowers attractive to hummingbirds, bees, butterflies and other pollinators



Planting Design Strategy

Sustainability is a core strategy and vision at BCIT, reflected through various educational programs, policies, and initiatives on the Burnaby Campus. The Student Association patio provides an opportunity to explore environmental sustainability within a small rooftop area that currently lacks contributions to planetary health. Additionally, this space offers a chance to enhance social sustainability and environmental awareness by creating a beautiful, engaging area where people can connect with nature in a controlled and inviting setting.

Pollinator species face increasing risks due to climate change and urbanization, making it essential to provide supportive habitats in urban environments. The raised planter on the patio presents an excellent opportunity to create additional habitat and food sources for these critical species. This initiative complements the growing number of pollinator-friendly spaces on campus. The planter's design will allow staff and students from the Student Association offices to interact with it in various ways: viewing it from adjacent rooms, sitting at its edge, and enjoying the other proposed seating on the patio. Vibrant colors, fragrant blooms, and a diverse mix of textures will ensure the planter becomes a dynamic focal point.

The planting design concept features a vibrant and colorful selection of native and adaptive species that provide both habitat and food for pollinators. The species are chosen to ensure staggered bloom times across spring, summer, and fall, while also maintaining aesthetic interest during the winter months, which constitute an important part of the school year. Structural engineering constraints limit the planter to a 250mm (10") depth of growing medium. To address this, a lightweight growing medium suitable for the proposed plant assemblage will be used, ensuring the planter remains within the building's load-bearing capacity.

This thoughtful and functional design showcases the integration of ecological principles and aesthetic considerations, fostering a deeper connection between people and nature while addressing critical sustainability goals.

Conceptual Pollinator Plant List

Black-Eyed Susan (*Rudbeckia hirta*)

Bright yellow blooms attract bees and butterflies.

Lupine (*Lupinus spp.*)

Tall spikes of colorful flowers provide nectar for bees and butterflies.

Purple Coneflower (*Echinacea purpurea*)

Large purple blooms attract butterflies and bees.

Bee Balm (*Monarda didyma*)

Vibrant red, pink, or purple flowers attract hummingbirds, bees, and butterflies.

Yarrow (*Achillea millefolium*)

Clusters of tiny flowers attract a variety of pollinators.

Blanket Flower (*Gaillardia spp.*)

Bright red and yellow flowers attract bees and butterflies.

California Poppy (*Eschscholzia californica*)

Brilliant orange flowers attract native bees.

Coreopsis (*Coreopsis spp.*)

Cheerful yellow flowers bloom over a long season, attracting butterflies.

Penstemon (*Penstemon spp.*)

Tubular flowers in shades of red, pink, and purple are loved by hummingbirds and bees.

Blue Flax (*Linum lewisii*)

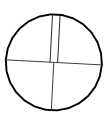
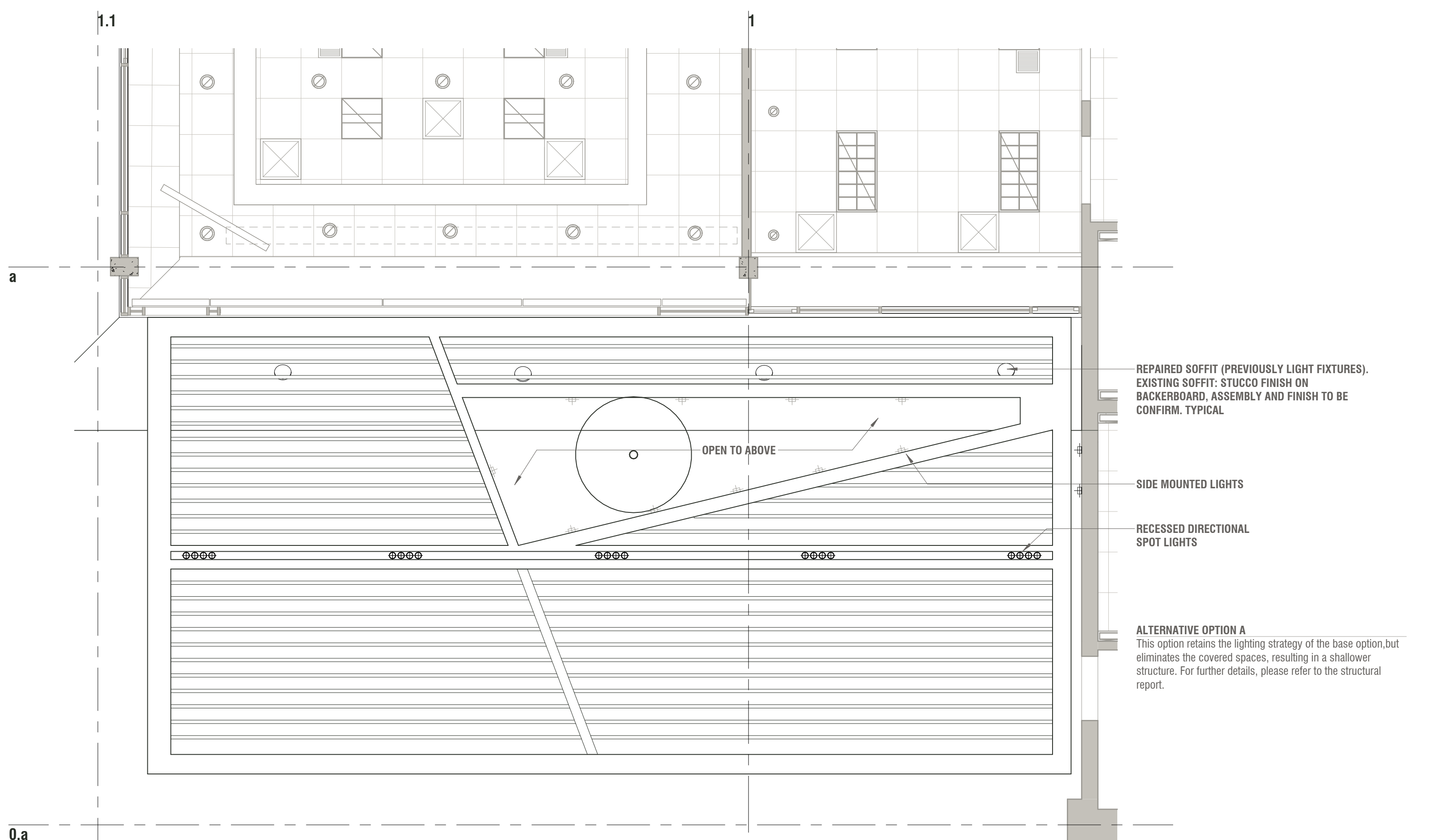
Delicate blue flowers bloom in abundance, attracting bees.

Tickseed (*Bidens ferulifolia*)

Golden yellow flowers bloom profusely and attract pollinators.

Globe Gilia (*Gilia capitata*)

Rounded clusters of blue flowers attract native bees and butterflies.





Alternative option B

Painted Aluminum Louvered Roof System

- Features:
- Controllable blades for adjustable shading.
 - Integrated lighting.
 - Built-in power outlets.

Dimensions: 40' x 20' x 10' (height).

Budget: \$140,000 (includes installation).
Pricing provided by:
Connor McFadyen
Sales Manager, Suncoast Enclosures
Phone: 604-445-4651

image above left: existing installation at Painted Rock Winery.
the image comes from Suncoast enclosure



Jean-Philippe Delage, Architect AIBC, OAQ, LEED APDelage Architecture & Design
1004-1025 Gilford Street
Vancouver, BC, V6G 2P2

November 3, 2024

Project Number 8994

**Re: BCIT SE02 Patio Study
Structural Report**

Jean-Philippe,

We have reviewed the proposed renovations to the Patio at BCIT Building SE02 at the BCIT Burnaby Campus. The Patio is located the South-west corner of the building on Level 3.

The two sections below outline first a description of the existing structure and then outline the structural scope of work.

Description of Existing Structure

SE-02 was originally constructed in 1962 and has multiple additions. The West portion of the building, where the Patio is located, was built in 1994. We have reviewed the June 1994, Issued for Construction, structural drawings prepared by CY Loh and Associates.

The building has a steel roof structure consisting of 38mm metal deck on open-webbed steel joists (OWSJ) spanning to steel beams and girders, which are supported by steel columns. Some roof areas, such as those supporting mechanical units, have composite slabs. The suspended levels are cast in place concrete. These consist of concrete slabs spanning to slab bands, which are supported by a combination of concrete columns and concrete walls. The ground floor is slab on grade. Foundations are conventional pad and strip footings. The seismic system is steel bracing and steel moment frame on the top level and concrete shearwalls on the other levels.

Structural Scope of Work

The structural scope of work consists of a number of elements:

- 1) Stairs up to Patio
- 2) Planter
- 3) Operable Wall support
- 4) Sunshade

Stairs up to Patio

New stairs and a ramp are needed to make up the difference in floor elevation from the inside to the patio floor, which is raised with insulation and pavers. The stairs and ramp can be built out of steel stud with concrete topping on metal deck as the surface. This will keep the weight down but still provide a very solid feeling and sounding set of stairs.

There is currently a concrete upstand wall below the exiting window. This wall should be demolished and replaced with a cast in place concrete curb of the correct height. See Figure 1.

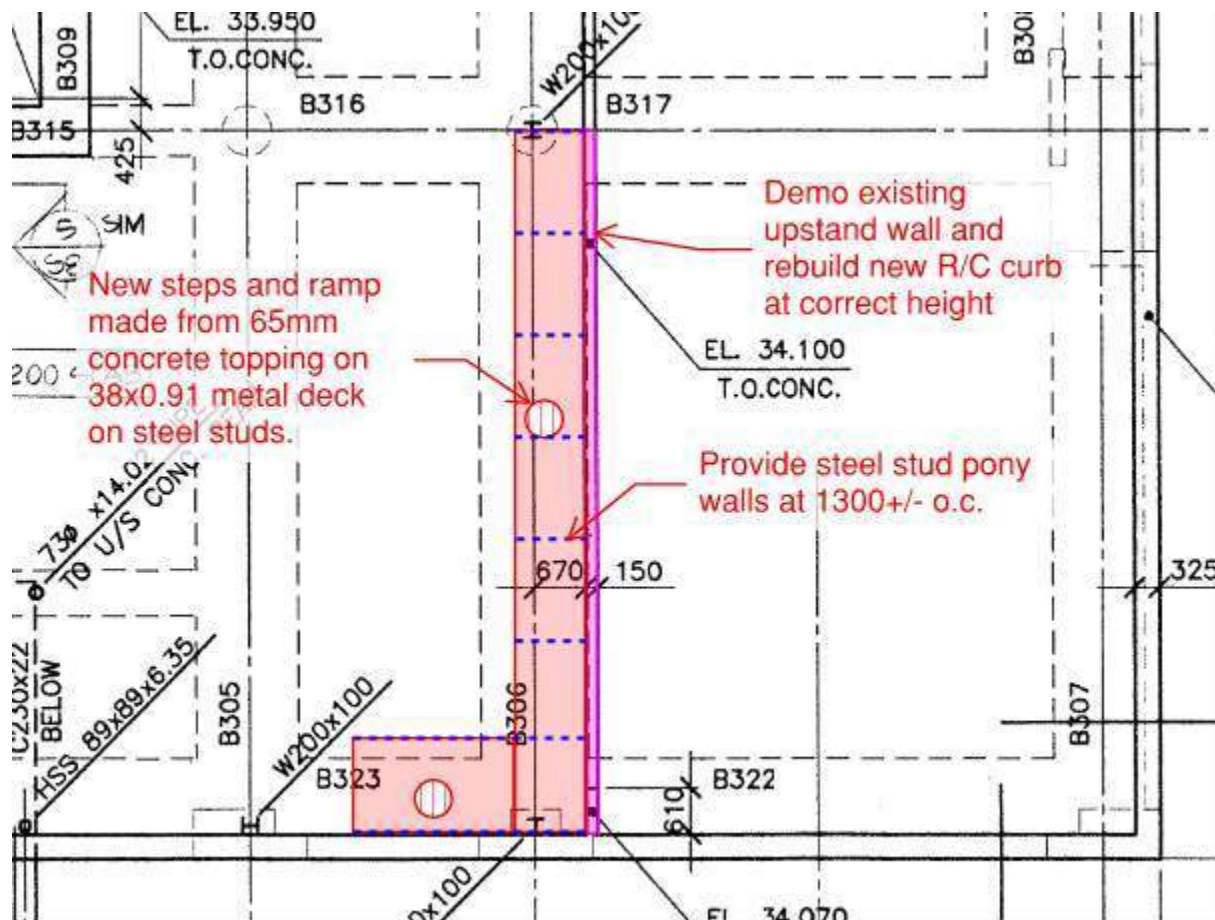


Figure 1 New Stairs, Ramp and Curb

Planter

The new planter will be located in the patio area. We recommend the planter walls be built out of 200mm thick cast in place concrete walls. As saturated soil is extremely heavy, we recommend that the planting medium be maximum 254mm deep for the majority of the area. This should be over rigid insulation to make up the difference in elevation down to the slab below. If the tree can be placed close to the slab band below (See Figure 2), then it will be permissible to have deeper soil in that location.

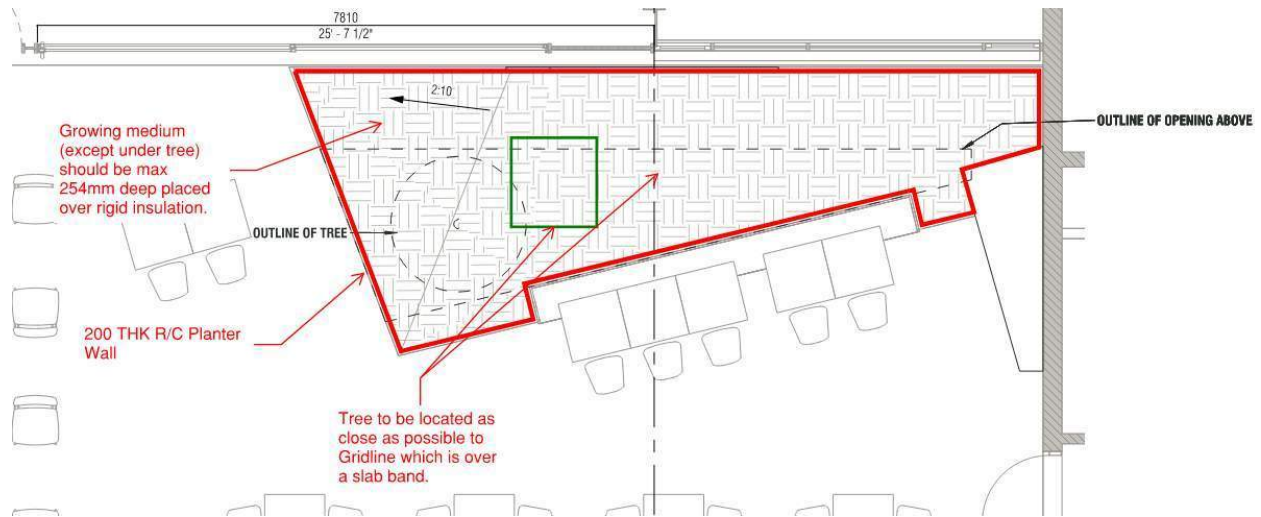


Figure 2 Planter

Operable Wall Support

An operable wall is to replace the existing window dividing the patio and the adjacent inside space. This operable wall will be hung from the steel roof structure above. There is an existing continuous W460x67 rolled beam in approximately the right location to support the new wall. As some fine tuning of location require, we recommend carrying an allowance for adding a continuous steel plate welded to the bottom of the existing W460x67 beam. See Figure 3 for a section and Figure 4 for the plan view.

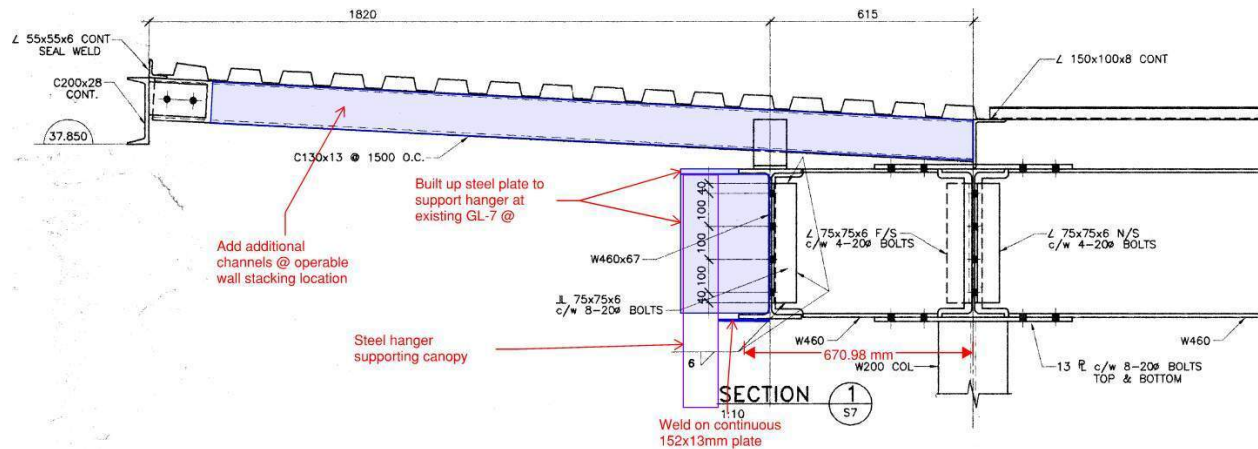


Figure 3 Operable Wall and Canopy Support (Section)

Additionally, depending on the location where the operable wall is stacked, an allowance should be carried for upgrading the existing steel outriggers (C130x13).



Sunshade

A sunshade is proposed to protect the majority of the patio area. We recommend the sunshade be constructed of structural steel. The West half is open with steel fins. Steel beams (approx. 360mm deep) around the perimeter and along the diagonal would be boxed out with 6.4mm steel plates so that they appear as “clean” box sections. The covered areas would use 6.4mm steel plate on the top and sides and thinner steel plate on the soffit. A preliminary structural framing plan is shown in Figure 5.

The canopy is designed to support snow and wind loads. The snow loads on the East portion are particularly heavy as they would be subjected to snow drifting from the upper roof.

The canopy is supported by a pair of steel columns bearing on a concrete slab band below the patio pavers. We recommend that there be 4 additional attachment points to the existing structure. These would be attached to the existing steel structure by new steel hangers. Locations are shown on Figures 3 and 4. Additional bracing is required in some locations to accommodate seismic loads.

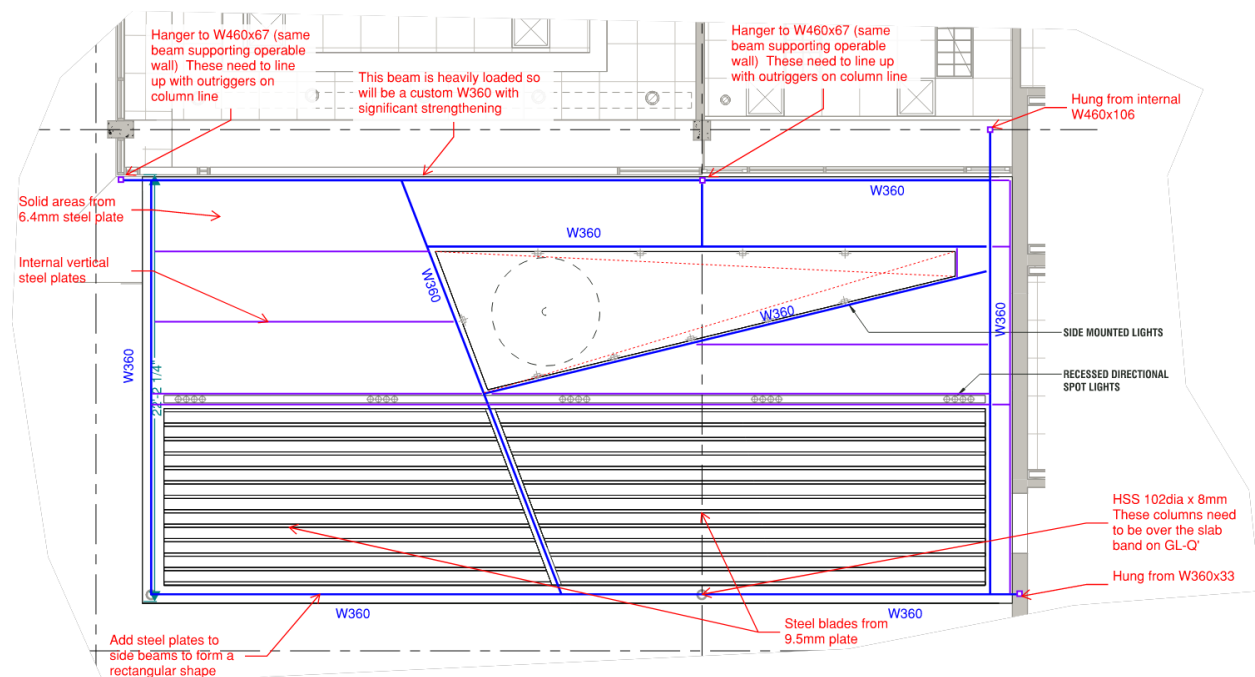


Figure 5 Sunshade

Alternate Sunshade

An alternate sunshade, shown in Figure 6, is completely open. As this structure does not have to support snow loads, the steel sections do not have to have as much depth, and would be approximately 305mm deep.

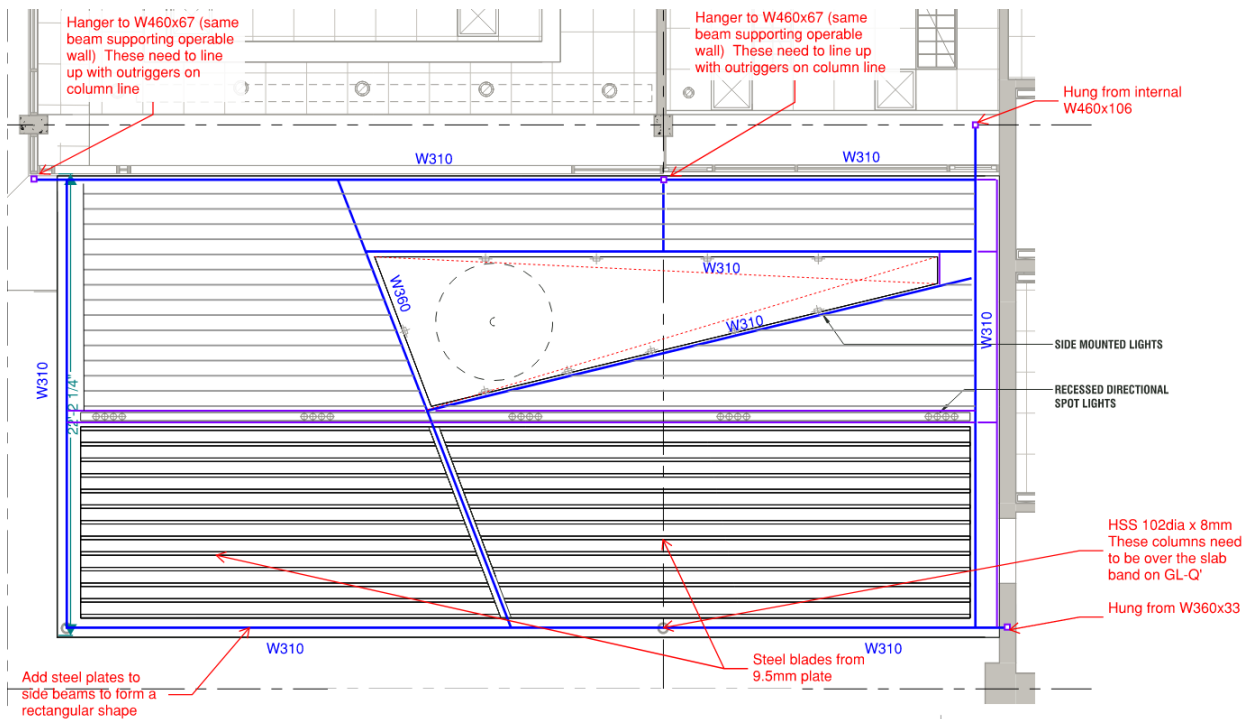


Figure 6 Alternate Sunshade

Sincerely,

Tim White, Ph.D., P.Eng.
Managing Partner
Bush, Bohlman & Partners LLP
EGBC Permit to Practice 1000651



BCIT

SE02 PATIO CHAMBER STUDY REPORT ELECTRICAL DISCIPLINE

NOVEMBER 08, 2024

ISSUED FOR REPORT





SE02 PATIO CHAMBER STUDY REPORT ELECTRICAL DISCIPLINE BCIT

ISSUED FOR REPORT

PROJECT NO.: CA0043022.1795
DATE: NOVEMBER 08, 2024

WSP
SUITE 1000
840 HOWE STREET
VANCOUVER, BC, CANADA V6Z 2M1

TEL.: +1 604 685 9381
WWW.WSP.COM

REVISION HISTORY

FIRST ISSUE

Nov 8, 2024	Issued for Report
Prepared by	Steven Chiu, MSc., EIT
Reviewed by	Kelvin Siu, P.Eng,

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1 INTRODUCTION

The purpose of this report is to provide an outline of the electrical feasibility for opening an assembly space onto the level 3 patio space of BCIT SE02 building located at 3700 Willingdon Avenue, Burnaby, BC. The concrete building is three storeys and constructed in 1994. Furthermore, sections of the third floor were renovated in 2016 and 2021 as per the received electrical drawings by AES as well as Prism Engineering.

A patio chamber is proposed to be constructed at the southwest of level 3 in the SE02 building as shown in the hatched area in Figure 1 below.

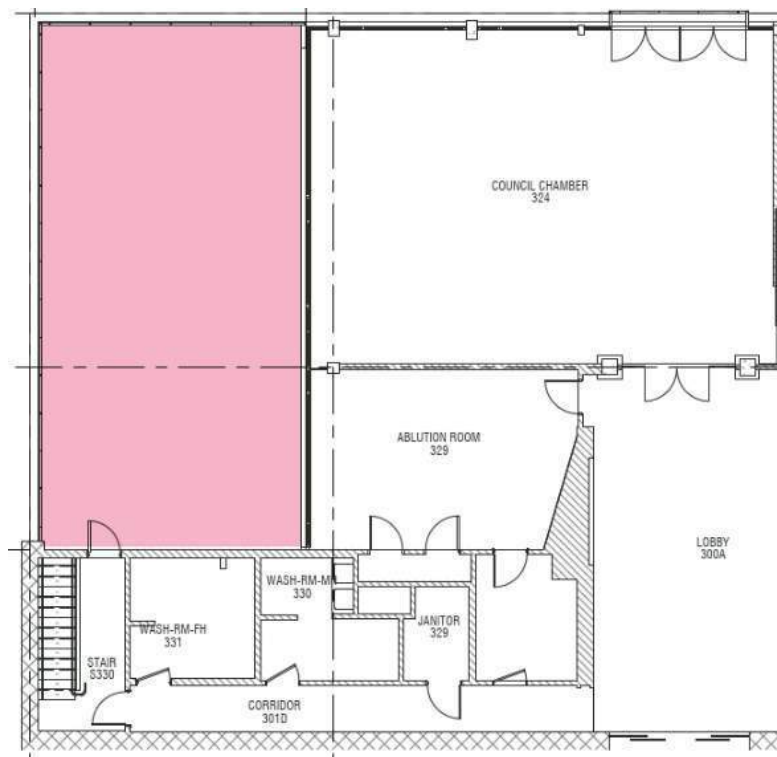


Figure 1: Patio Chamber Location (Level 3)

One (1) site visit was conducted on October 21, 2024 to examine the existing electrical conditions to suit three (3) patio layout options proposed by Architect. The existing conditions are discussed in Section 2.1, and the electrical impacts for the proposed options are examined in Section 2.2.

2 FINDINGS

2.1 EXISTING PATIO CHAMBER CONDITIONS

The existing conditions of the patio chamber are reviewed in the following sections.

2.1.1 Power Distribution

A site visit has been conducted to locate existing electrical panel boards on level 2 and level 3 serving the existing space. While the electrical outlets adjacent to or at the patio are mainly fed from Panel 3-2A, this panel board was not found during the site visit. The existing documents do not have information on the mounting location for Panel 3-2A. Further investigation during the design phase to be conducted to determine this panel board location.

Additional existing Panels 3-2B, 3-2C, and 3-2EA are located in level 3 corridor space as shown in the existing electrical drawings (See Figure 2).

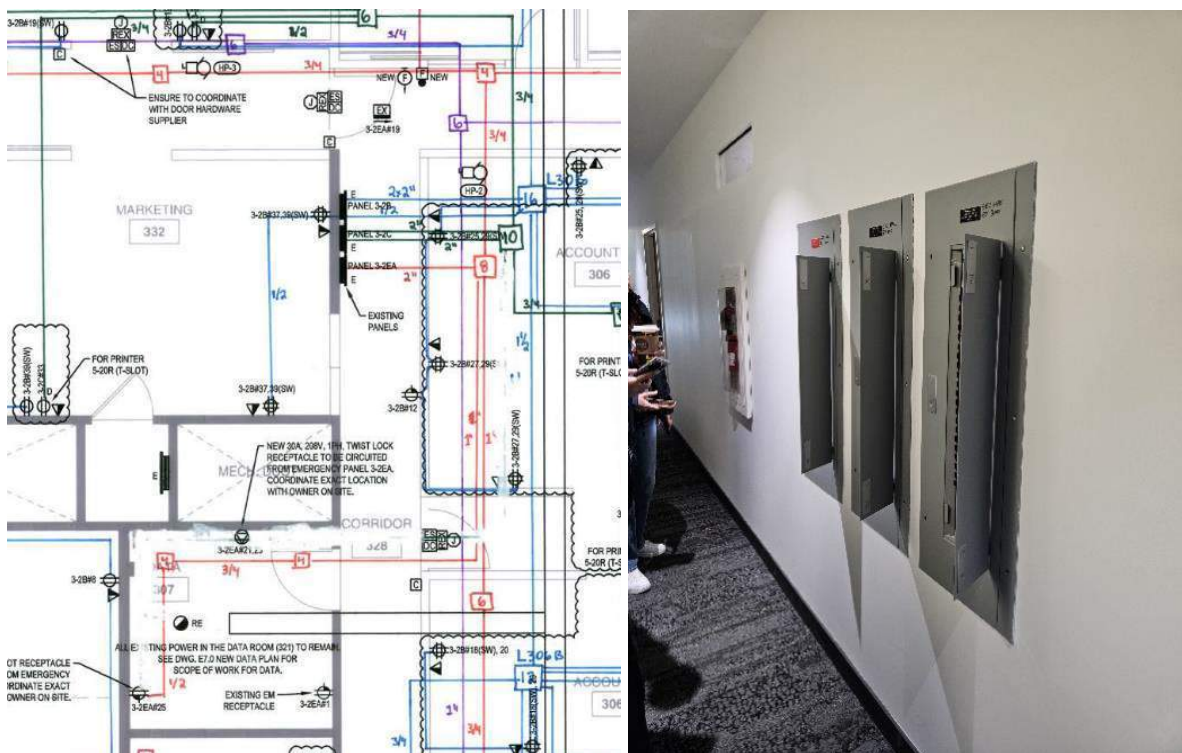


Figure 2: Partial Existing Record Drawings – Location of Panels 3-2B, 3-2C, and 3-2EA

These existing panel boards are manufactured by Federal Pioneer (FPE) which have been discontinued and limited spare parts are available in the aftermarket as per discussion with Schneider Electric. The panel boards electrical ratings are 225A, 120/208V, 3-phase, 4-wire.

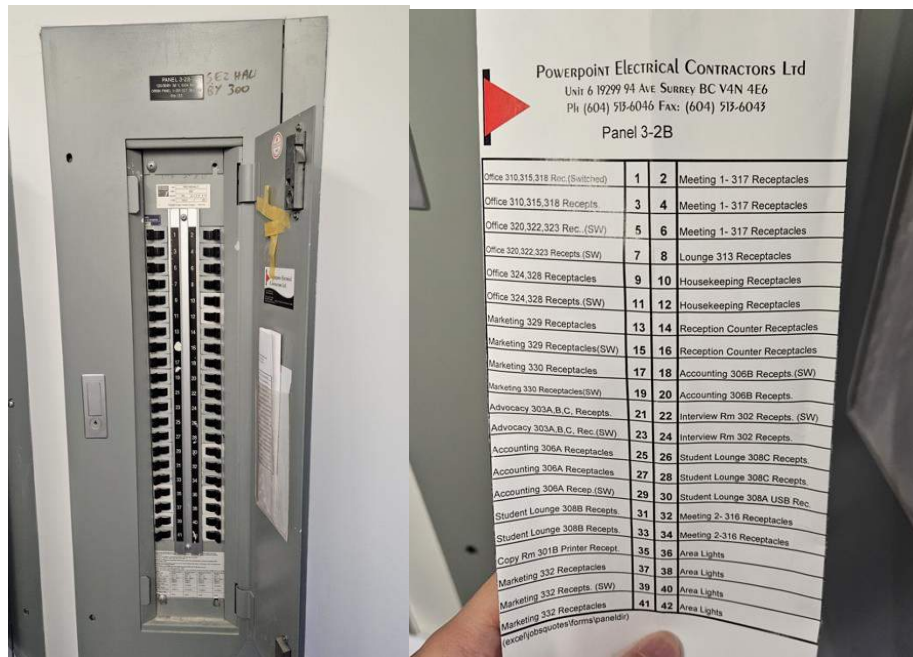


Figure 3: Existing Panel 3-2B on Level 3

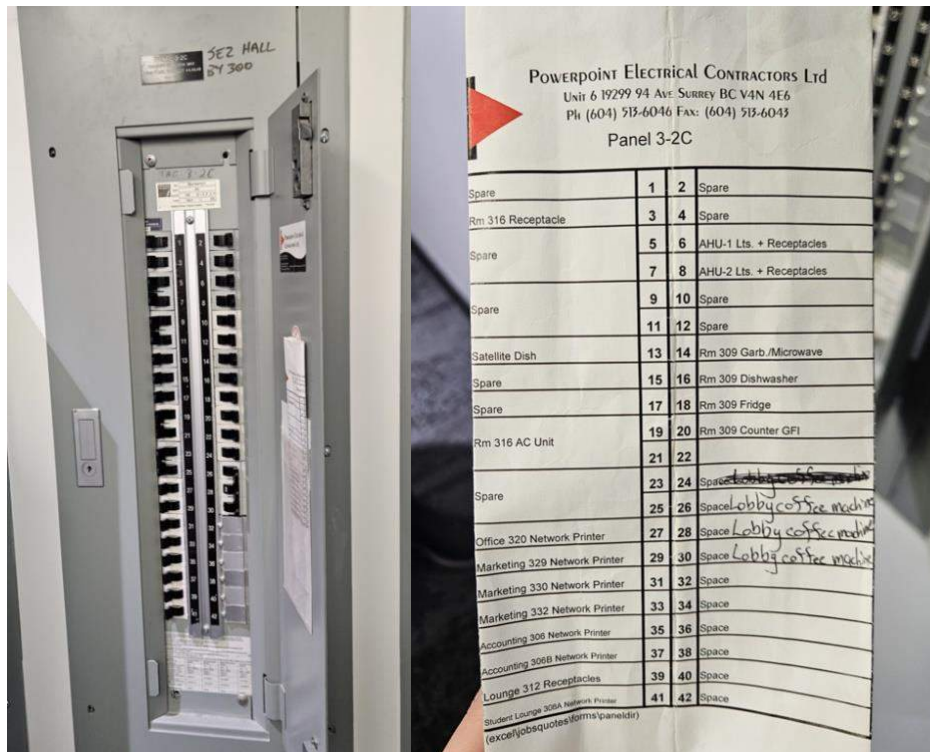


Figure 4: Existing Panel 3-2C on Level 3



Figure 5: Existing Panel 3-2EA on Level 3

As shown in Figures 3, 4 and 5, Panel 3-2B is full; however, Panel 3-2C and Panel 3-2EA have spare circuiting capacity. Panel 3-2EA is backed up by emergency power as denoted by the red lamacoid.

Panel 3-2D is in Storage Room 309 as per the existing record drawings as shown in Figures 6 and 7. Panel 3-2D is for mechanical load in addition to two plug load circuits. Panel 3-2D is a Schneider Electric SquareD panel board and with an electrical rating of 225A, 120/208V, 3-phase, 4-wire. There is spare circuit capacity in Panel 3-2D.

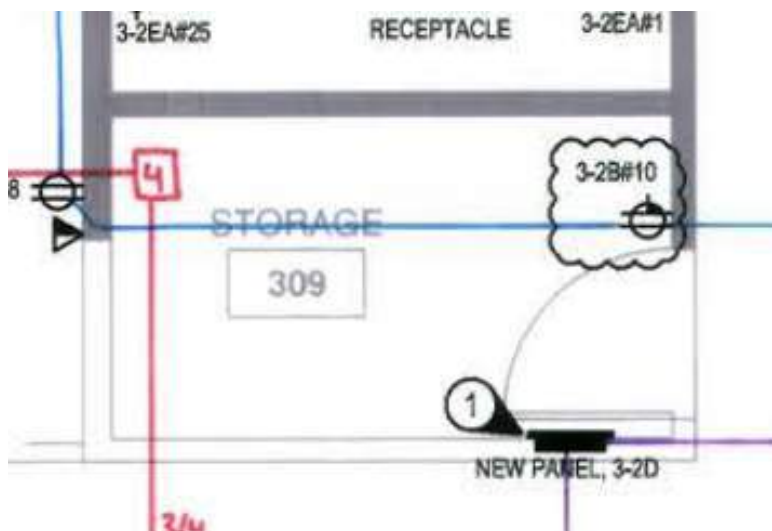


Figure 6: Partial Existing Record Drawings – Location of Panels 3-2D

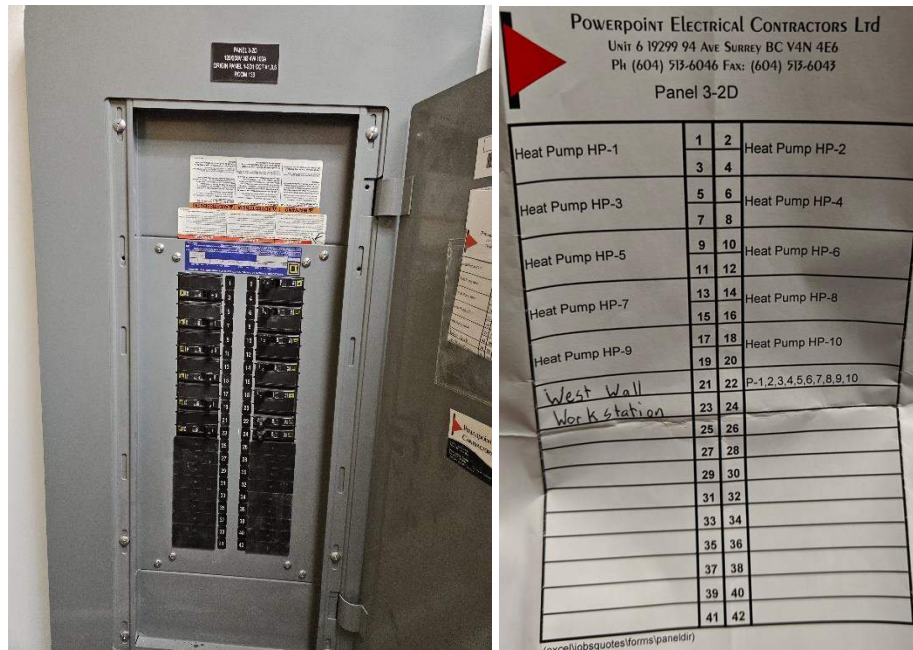


Figure 7: Existing Panel 3-2D in Storage 309

Panels 2-2H, 2-2C, 2-2B, 2-4A and a low-voltage relay panel are observed on level 2. The electrical panel boards are by Federal Pioneer. Panels 2-2H, 2-2C, 2-2B are 100A, 120/208V, 3-phase, 4-wire. Panel 2-4A is 225A-277/480V, 3-phase, 4-wire for lighting load as per panel board schedule. The enclosure of the low-voltage relay panel was locked, and the interior was not reviewed. These panel boards are in a corridor space at the north end of building. Consideration of the travel distance to run wiring and raceways to be reviewed, if these level 2 panel boards are to be used to feed new devices on the level 3 patio space.

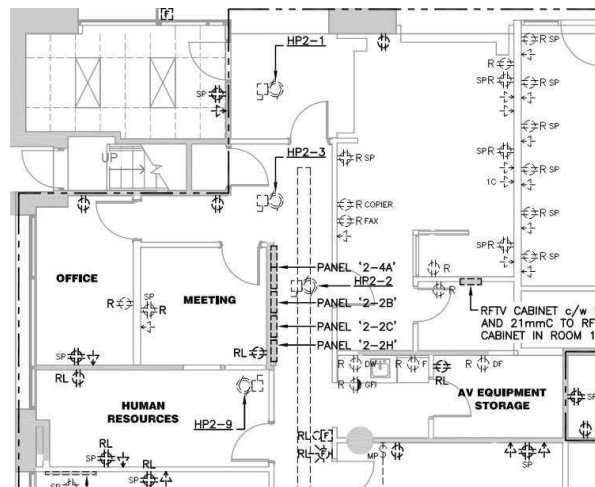


Figure 8: Partial Existing Record Drawings – Location of Panels 3-2D



Figure 8: Existing Panels 2-2H, 2-2C, 2-2B, 2-4A and LV Relay Panel 2-4A on Level 2

2.1.2 Lighting and Lighting Control

Four (4) existing exterior downlights have been observed on the existing canopy at the patio space as shown in Figure 9. The circuiting of these downlights is not shown on existing drawings. As per discussion with BCIT Electrician, exterior lighting is controlled by a timeclock (See Figure 10) located in the Main Electrical Room on the first floor. The photocell has been disconnected as per site labelling.



Figure 9: Existing Exterior Downlights at the Canopy



Figure 10: Existing Timeclock at the Main Electrical Room

A Douglas low-voltage relay lighting control panel (See Figure 11) is observed in level 1 Electrical Room 133. The interior of this relay panel has four power sources complete with internal voltage barriers. It comprises of 277V normal, 277V emergency, 120V normal and 120V emergency power sources.

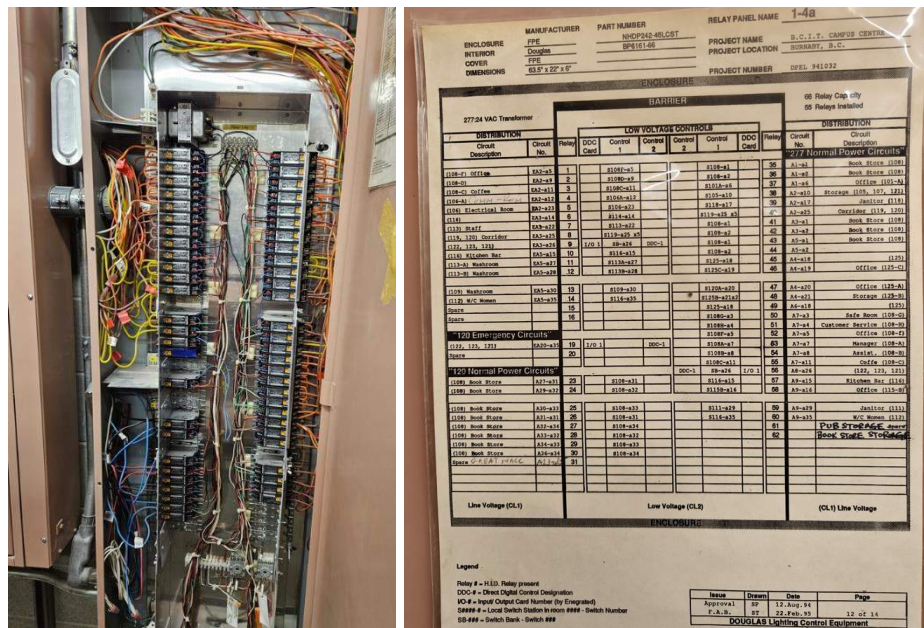


Figure 11: Existing Douglas LV Relay Panel in Main Electrical Room

Adjacent to the proposed patio space is Council Chamber 324. Existing lighting in this room comprises of 2x2 recessed troffer lights in T-bar ceiling and recessed downlights in a perimeter boarded ceiling. The general space lighting is fed from circuit 3-2A-23 as per labelling noted above wall light switches. A green running man exit sign is observed in this room. As per discussion with Architect, existing lighting in the Council Chamber 324 to remain.



Figure 12: Existing Light Fixtures in Council Chamber 324

2.1.3 Receptacles and Wiring

Receptacles are observed on the exterior wall between the patio and Council Chamber 324. All receptacles are 15A-120V GFCI rated. Several weatherproof covers have fallen off, and the receptacles have been exposed to weather. The exterior receptacles are not labelled with circuitries. The receptacles inside the Council Chambers 324 are labeled to be fed from panel 3-2A. Refer to Figure 13 for exterior receptacles and Figure 14 for interior receptacles.



Figure 13: Exterior Receptacles at the Existing Patio Chamber



Figure 14: Interior Receptacles in Council Chamber 324 Sharing the Wall with the Patio Chamber

The Council Chamber 324 has ceiling mount projectors and motorized screens. One screen is located at a potential location for a new door into the patio space. Motorized blinds are also observed along the perimeter glazing in Council Chamber 324.



Figure 15: Existing Projector Screen, Motorized Blinds and Receptacle Connections

2.1.4 Fire Alarm

The building comprises a Simplex fire alarm system, and a fire alarm annunciator graphic for level 3 is shown in Figure 16. The third floor's pull stations and smoke detectors, and sprinkler flow zoning is observed to be Zone 7/13.

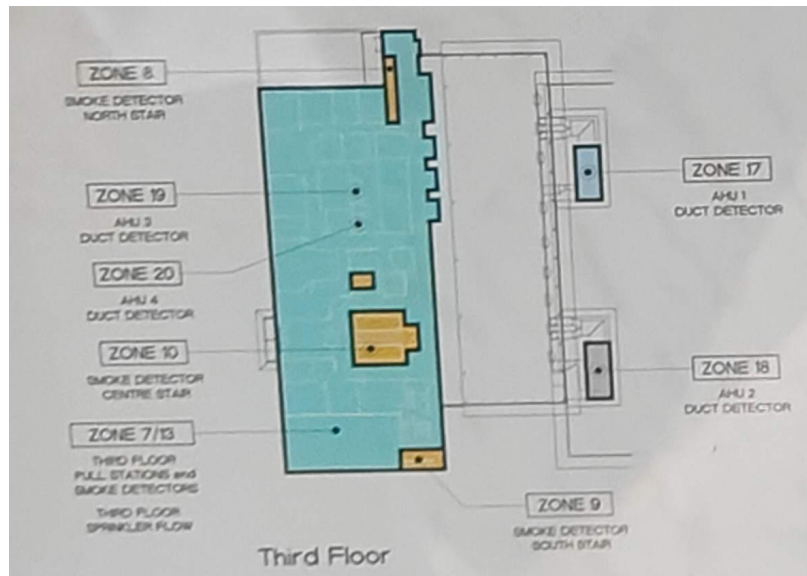


Figure 16: Fire Alarm Annunciator Panel Graphics for Third Floor

A fire alarm gong and a fire alarm strobe are reviewed at the current patio space on the wall shared with the exit stairs. The existing fire alarm gong and alarm strobe appear to have poor aesthetic as shown in Figure 17. Their functionality was not verified on site as the fire alarm was not activated.



Figure 17: Existing Fire Alarm Gong and Strobe at the Patio Space

2.1.5 Communication

Communication outlets are not observed at the outdoor patio space nor on the wall between the Council Chamber 324 and the patio space. The nearest data rack (See Figure 18) is in Data Room 307 on level 3 in the adjacent office area. Cable trays are observed in the Data Room 307. However, as a ladder was not available at the time of site review, further investigation in design stage is required to confirm if a cable tray system is provided throughout the third floor. Cable tray layout is not available in any of the received electrical drawings.

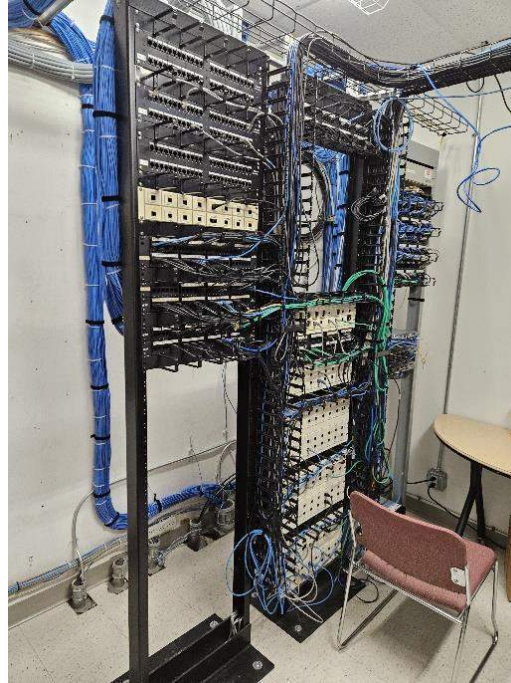


Figure 18: Existing Condition of Communication Rack

2.2 PROPOSED PATIO CHAMBER UPGRADES

This section describes the electrical impacts for the three (3) proposed architectural layout options for upgrading the patio space with a canopy structure, planter boxes, seatings, and an entrance from the Council Chamber 324. Refer to Figure 19 for the patio chamber arrangement options proposed by Architect. Additional architectural details to be found in the Architectural report.

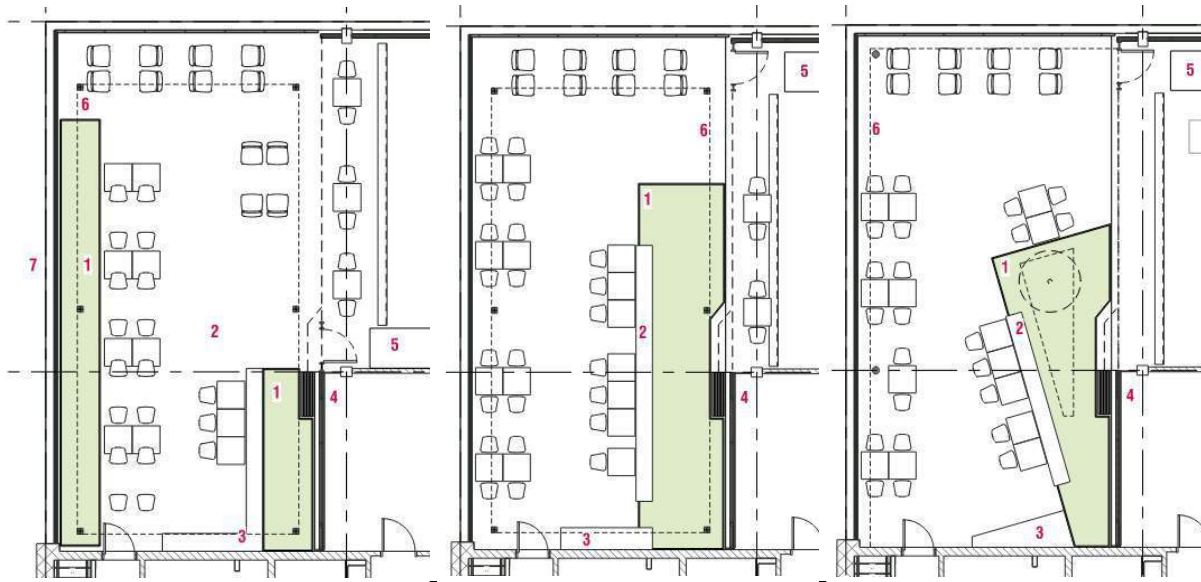


Figure 19: Architecture Design Option 1 (Left), Option 2 (Mid), Option 3 (Right)

2.2.1 Power Distribution

In addition to re-using existing available circuits in the patio space, new 120V power is available from panels 3-2C and 3-2EA for the three proposed options. The new load for the patio space is anticipated to be minimal receptacle and LED lighting loads. It should be noted the existing panel boards are Federal Pioneer which have been discontinued by Manufacturer. Their spare breakers are becoming increasingly limited. Should spare Federal Pioneer breakers not be available, 120V normal power may be fed from SquareD Panel 3-2D pending on acceptance from BCIT to add new receptacle loads to a mechanical panel board. Existing panel boards are proposed to be upgraded to new SquareD panels with new circuit breakers for future proofing and to improve maintainability, if additional circuits are required to support the patio space.

2.2.2 Lighting And Lighting Control

Architect has proposed a new canopy structure for the patio space. The existing four (4) exterior downlights to be demolished to enable mounting and supporting of the proposed canopy structure. New IP65 rated LED lights to be mounted to the new canopy structure. A concept reflective ceiling plan (RCP) for Option 3 has been provided by Architect. This RCP includes recessed adjustable spotlights mounted to the canopy, wall mount lights adjacent to the BBQ, and planter uplights in the planter box. Wiring is proposed to be concealed in the canopy structure/chase where available. The final lighting layout to be coordinated with the canopy design and with Architect.

A weatherproof green running man sign fed from Panel 3-2EA is proposed for the patio space to suit the path of egress as per coordination with Architect.

Lighting control method to be used according to ASHRAE requirements. Daylighting dimming via photocell is proposed for the patio space as it has high exposure of sunlight throughout the day. The existing timeclock for exterior lighting control may be used to set a schedule basis for the patio lighting. Alternatively, the new light fixtures may be connected to the Douglas low-voltage relay control panel

located in the Main Electrical Room 133. A new relay module to be installed in the low-voltage relay panel, and lighting control programming to be complete by Manufacturer. As Signify has acquired the assets of Douglas Lighting Controls, inquiries to be sent to Signify to confirm the compatibility of the proposed lighting design. However, as existing wiring is already established back to the timeclock, it may be advantages to utilize the timeclock complete with a new photocell at the patio canopy.

2.2.3 Receptacle And Wiring

Demolition of existing receptacles to be coordinated with Architectural demolition plan. New receptacles to be recessed on the exterior surfaces of new planter boxes on the patio. Due to the open canopy concept, all exterior receptacles to have ground fault current interrupter (GFCI) with CSA weatherproof covers. Wiring in raceways to run in level 2 ceiling space and fed from existing panel 3-2C on level 3. Receptacle layouts to be coordinated with the final Architectural seating and planter box plans.

The existing motorized projector screen is mounted in front of a new doorway to the patio in Options 2 and 3. However, as per discussed with Architect the projector screen can rise/lower and hence may not be required to be relocated to avoid blockade the new doorway.

Removing or modifying the motorized blind electrical connections to be coordinated with Architectural layout to suit the proposed doorway to the patio space.

2.2.4 Fire Alarm

The proposed canopy structure height is higher than the current mounting locations of the fire alarm gong and strobe. It is recommended to have these existing fire alarm devices re-tested. Given there is no concern with the functionality of the existing fire alarm devices in the patio space, additional audible/visual devices are not needed. The fire alarm graphics in the fire alarm annunciator panel to be updated to include the newly constructed door to the patio.

2.2.5 Communication

A wireless access point (WAP) is proposed for the patio space as per discussion with Architect. The wireless access point to be fed from Data Room 307 on level 3. CAT6A cabling to run in conduit or in cable trays. The final mounting location for the WAP to be reviewed in design stage.

Security cameras and access controls are not required as noted by Architect. Furthermore, AV scope is also noted to be not required.

3 SUMMARY

As documented in this report we have outlined the existing electrical infrastructures supporting the current patio space and reviewed how they are impacted to suit the three (3) proposed Architectural options to upgrade the patio. The Architectural upgrades include a new canopy structure, planter boxes, seating and an entryway. The power distribution, lighting, receptacle and wiring, fire alarm and communication systems are reviewed.

The electrical distribution has capacity to support the patio space upgrades, however, upgrades to the obsolete Federal Pioneer (FPE) panel boards to new SquareD may be required as there is limited spare FPE breakers available in the aftermarket. New lighting on a photocell and timeclock is proposed to replace the recessed downlights on the current canopy. In general, lighting is proposed to be mounted on the new canopy structure, on a wall adjacent to a BBQ, and in the planter boxes. The final lighting layout will be coordinated with Architect. Additionally, the egress path to be coordinated with Architect during design for emergency lighting requirements. Existing receptacles are to be removed or replaced with new as several covers are missing and these receptacles have been exposed to weather. Heavy-duty GFI receptacles with weatherproof covers to be provided on new planter box wall surfaces and to suit the seating layouts. Wiring and raceways to all new outlets to be fed from adjacent panel boards on level 3 floor, and any new penetrations to be coordinated with Architect. The existing fire alarm gong and strobe at the current patio space to be re-tested, and the fire alarm annunciator graphic to be updated to suit any Architectural updates. Wireless access point layout to be reviewed with BCIT IT Team during design to ensure strong wi-fi connection is available at the patio space. Security cameras, access controls and AV devices are not proposed for the new patio space per discussed with Architect.

The three (3) patio options are reviewed to have minimal electrical design differences. The placements of lighting fixtures and receptacles will vary pending on the canopy design, planter box and seating arrangements. The motorized projector screen and window blind layout in the adjacent space Council Chamber 324 to be coordinated with Architect as per updates to the exterior wall and a new entryway.

We look forward to discussing and proceeding further with this project.

End of Report



END



11th July 2025

British Columbia Institute of Technology
Facilities and Campus Development
3700 Willingdon Avenue
Burnaby, BC
V5G 3H2

Terminal City Club Tower
Suite 609 - 837 West Hastings Street
Vancouver, BC
V6C 3N6

T: (604) 568-3711

www.lec.bc.ca

Attn: Glenda Dominguez
Project Manager, Campus Planning and Facilities

**BCIT SE02 COUNCIL CHAMBER PATIO
BURNABY, BC**

We have reviewed the related documentation provided by Delage Architecture & Design and prepared a Class D Cost Plan.

Our report is enclosed. Please note the conditions on which the costs are based and the items excluded.

Yours very truly,
LEC GROUP



Mark L. Russell, PQS(F), MRICS
Partner

MR/lc

3378/M250711Est



BCIT SE02 COUNCIL CHAMBER PATIO CLASS D COST PLAN BURNABY, BC

11th July 2025

Class D Cost Plan

Submitted To:

Glenda Dominguez

Project Manager





PROJECT DESCRIPTION

The project consists of the addition of a custom steel sunshade structure. Variations in the design were explored, including off-the-shelf alternatives and size reductions to achieve cost savings without compromising functionality. The existing guardrails will be upgraded to meet current codes and will be non-climbable. Glass guardrails are being considered as we think it may help also reducing noise to and from adjacent spaces. The patio renovation will include a complete rebuild of the hardscape and landscape. The hardscape will involve replacing the existing pavers with new ones to enhance durability and aesthetics.

The Design Team has made recommendations for three options:

- Base Option – Custom steel frame structure, a custom bench planter, and replacement of the existing curtain wall with a movable glazed partition wall. Updated signage
- Modified Option – Reduced-size custom sun-shading structure by removing covered spaces to decrease size and weight, utilizing prefabricated commercial planter boxes
- Alternative Option – Replacement of the custom sun-shading structure with an off-the-shelf product

Structural scope includes stairs up to patio, planter, operable wall support and sunshade.

The electrical design includes electrical outlets will be provided around the planter walls, and an outdoor millwork piece will allow for barbecues and storage. The planter will have an automatic irrigation system. The existing power distribution system has adequate capacity, but obsolete panel boards may need replacement. Proposed updates include new lighting on a photocell and timeclock, weatherproof GFI receptacles, and rewiring to support the new layout. The fire alarm system will be re-tested, and graphics updated. Wireless connectivity will be enhanced, but no security or AV devices are planned.

AREA ANALYSIS

The following areas were measured from scaled drawings in accordance with the Method of Measurement published by the Canadian Institute of Quantity Surveyors:

Gross Floor Area (affected area): 102 m²



COST SUMMARY

OPTION 1	BASE OPTION	\$1,135,000
OPTION 2	MODIFIED OPTION	\$1,001,800
OPTION 3	ALTERNATIVE OPTION	\$951,100 \$ 832,400

DOCUMENTS AND DATA

This cost estimate has been prepared using information from the following documents:

Description	Date	Author
Feasibility Report; 49 pages	20 th December 2024	Delage Architecture & Design

PROJECT CALENDAR

A project start date has not been provided.

CONTRACT CONDITIONS

The costs are based on the work being managed by a General Contractor or Construction Manager and executed on standard form documents.

Bids will be sought, in select competition, with tenders received from at least three sub-contractors and supplier for each major trade.

DESIGN CONTINGENCY

A design contingency of 15% has been included to help offset any differences between our assumptions and the intentions of the design team.

INFLATION AND MARKET CONDITIONS

An escalation allowance until Q2 2026 has been allowed.



CHANGE ORDER CONTINGENCY

Construction contingency allowance has not been provided.

HAZARDOUS MATERIALS ABATEMENT

We are not in receipt of a hazardous materials abatement report.

EXCLUSIONS

GST
Soft Costs
Loose Fittings and Furniture
Cash Allowances
Hazardous material and abatement

METHODOLOGY

The costs were developed through measurement of materials, labour and equipment in as much detail as the documents allow. All work has been carried out in accordance with the Standard Method of Measurement published by the Canadian Institute of Quantity Surveyors.

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

COST SUMMARY

	OPTION 1 - BASE OPTION	OPTION 2 - MODIFIED OPTION	OPTION 3 - ALTERNATIVE OPTION	
EXTERIOR ENCLOSURE	263,200	230,100	149,900	
Projections	263,200	230,100	149,900	
INTERIOR PARTITIONS AND DOORS	115,500	115,500	115,500	
Movable Partitions	115,500	115,500	115,500	
FINISHES	9,500	9,500	9,500	
Ceiling Finishes	2,000	2,000	2,000	
Wall Finishes	7,500	7,500	7,500	
FITTINGS & EQUIPMENT	3,000	3,000	3,000	
Metals	3,000	3,000	3,000	
Furnishings	Excluded	Excluded	Excluded	
ELECTRICAL	90,800	90,800	90,800	
Distribution	32,500	32,500	32,500	
Lighting and Power	20,000	20,000	20,000	
Communication Systems	30,000	30,000	30,000	
Electrical General Requirements	8,300	8,300	8,300	
SITE DEVELOPMENT	243,500	196,600	243,500	\$ 165,200
Hard Surfaces	6,000	6,000	6,000	
Improvements	226,100	179,200	226,100	\$ 159,200
Landscaping	11,400	11,400	11,400	\$ 0
ANCILLARY WORK	13,500	13,500	13,500	
Demolition	13,500	13,500	13,500	
Hazardous Materials Abatement	Excluded	Excluded	Excluded	
GENERAL REQUIREMENTS & FEES	192,100	171,300	162,600	\$142,200
Contractor's On-Site Overhead Costs	147,800	131,800	125,100	\$109,400
Contractor's Head Office Fees	44,300	39,500	37,500	\$ 32,800
ALLOWANCES	203,900	171,500	162,800	\$142,800
Quantity Surveyor's Design Contingency	139,700	124,500	118,200	\$103,400
Owner's Change Order Allowance	64,200	47,000	44,600	\$ 39,400
CONSTRUCTION TOTAL (Excluding GST)	\$ 1,135,000	\$ 1,001,800	\$ 951,100	\$832,400

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 1 - BASE OPTION

\$ \$/m² %

EXTERIOR ENCLOSURE					263,200	2,580	23
Projections					263,200	2,580	
Allowance for hanger supporting canopy; 100mm x100mm x 2800mm high	127	kg	18.00	2,300			
Allowance for new column over slab band below; 165mm Ø 3200mm high	101	kg	18.00	1,800			
Allowance for steel angle under deck	99	kg	18.00	1,800			
Allowance for welding 152mm x 13mm continuous steel plate to the bottom of existing W460x67 beam	171	kg	18.00	3,100			
6.4mm steel plate; solid area	2,010	kg	18.00	36,200			
HSS 102 Ø x 8mm; 2800mm high	103	kg	18.00	1,900			
9.5mm steel plate; steel blades	5,220	kg	18.00	94,000			
Steel plate to side beams	1,899	kg	18.00	34,200			
W360x33	2,996	kg	18.00	53,900			
W460x67	563	kg	18.00	10,100			
Allowance for miscellaneous connections	1	Sum	23,930.00	23,900			
INTERIOR PARTITIONS AND DOORS					115,500	1,132	10
Movable Partitions					115,500	1,132	
Operable Nanawall HSW60; 2435mm high	1	No	115,500.00	115,500			
FINISHES					9,500	93	1
Ceiling Finishes					2,000	20	
Allowance for taking down existing ceiling finishes and reinstate for electrical installation	1	Sum	2,000.00	2,000			
Wall Finishes					7,500	74	
Allowance for image and wayfinding; allow 3200 mm high	75	m ²	100.00	7,500			
FITTINGS AND EQUIPMENT					3,000	29	0
Metals					3,000	29	
Allowance for handrail	6	m	500.00	3,000			
Furnishings					0	-	
FF&E					Excluded		

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 1 - BASE OPTION

\$ \$/m² %

ELECTRICAL	90,800	890	8
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Distribution	32,500	319	
Distribution equipment and panelboards	1	Sum	25,000.00 25,000
Panelboard feeders	1	Sum	5,000.00 5,000
Motor controls and wiring	1	Sum	2,500.00 2,500

Lighting and Power	20,000	196	
Building lighting fixtures	1	Sum	8,000.00 8,000
Lighting control	1	Sum	2,000.00 2,000
Branch circuit devices and wiring	1	Sum	10,000.00 10,000

Communication Systems	30,000	294	
Demolition	1	Sum	7,500.00 7,500
Fire alarm systems	1	Sum	7,500.00 7,500
Telephone/data outlets & cables	1	Sum	5,000.00 5,000
Miscellaneous	1	Sum	10,000.00 10,000

GD: Possibly not required and could be removed from budget

Electrical General Requirements	8,300	81	
General contractor's on site overhead costs related specifically to the Electrical trade	1	Sum	8,300.00 8,300

SITEWORK	243,500	2,387	21
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Hard Surfaces	6,000	59	
Concrete curb	41	m	120.00 4,900
Allowance for new R/C curb at correct height	9	m	120.00 1,100

Improvements	226,100	2,217	
Allowance for repairing soffit; stucco on backerboard	1	Sum	2,000.00 2,000
Built-in exterior millwork BBQ and Storage bench w/ solid surface/lapitec panel top and waterfall on stainless steel lockable base cabinet	4	m	3,500.00 14,000
C130x13 @ 1500 OC	39	kg	18.00 700
Cantilevered glass guardrail with concealed attachments; assume 800 mm high Securing with steel dowels anchored to the existing structure and waterproofing	33	m ²	1,200.00 39,600
New concrete pavers on new pedestals and protection membrane	300	m ²	300.00 90,000
New ramp; 65mm concrete topping on 38x0.91 metal deck on steel stud; 1250mm wide	4	m ²	375.00 1,400
New steps; 65mm concrete topping on 38x0.91 metal deck on steel stud; 900mm wide	7	m	1,050.00 7,600

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 1 - BASE OPTION

\$ \$/m² %

SITEWORK - CONTINUED

Improvements - continued

Planter CIP walls; 200mm thick; 600mm high with chamfer profile	15	m ²	1,290.00	19,400
Rigid insulation under growing medium; assume 280mm	20	m ²	125.00	2,500
Steel stud pony wall; 1300mm high	14	m ²	276.00	3,900
Wood bench and back rest, in accoya wood, 1 1/2" x 4" planks on concrete base	10	m	4,500.00	45,000

Landscaping

11,400 112

Allowance for planter automated irrigation system	1	Sum	5,000.00	5,000
Allowance for plants in planter	20	m ²	180.00	3,600
Growing medium; 254mm deep	20	m ²	80.00	1,600
Tree	1	No	1,200.00	1,200

very high, should be around \$600 max

ANCILLARY WORK

13,500 132 1

Demolition

13,500 132

Allowance for demolishing existing paver and making good for new Sunshade installation	1	Sum	5,000.00	5,000
Demo existing concrete curb	21	m	50.00	1,100
Demo existing existing wood panel	75	m ²	40.00	3,000
Demo existing red steel guard rail	21	m	75.00	1,600
Demo existing upstand wall; 400mm high	4	m ²	125.00	500
Demo existing window; 2960mm high	27	m ²	85.00	2,300

Hazardous Materials Abatement

0 -

Hazardous Materials Abatement	Excluded
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GENERAL REQUIREMENTS AND FEE

192,100 1,883 17

Contractor's On-Site Overhead Costs	20%	147,800
Contractor's Head Office Fees	5%	44,300

ALLOWANCES

203,900 1,999 18

Quantity Surveyor's Design Contingency	15%	139,700
Escalation; Q2 2026	6%	64,200

CONSTRUCTION TOTAL (Excluding GST)

1,135,000 11,127 100

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 2 - MODIFIED OPTION

\$ \$/m² %

EXTERIOR ENCLOSURE					230,100	2,256	23
Projections					230,100	2,256	
Allowance for hanger supporting canopy; 100mm x100mm x 2800mm high	127	kg	18.00	2,300			
Allowance for new column over slab band below; 165mm Ø 3200mm high	101	kg	18.00	1,800			
Allowance for steel angle under deck	99	kg	18.00	1,800			
Allowance for welding 152x13mm continuous steel plate to the bottom of existing W460x67 beam	171	kg	18.00	3,100			
6.4mm steel plate; solid area	2,060	kg	18.00	37,100			
HSS 102 Ø x 8mm	103	kg	18.00	1,900			
9.5mm steel plate; steel blades	3,505	kg	18.00	63,100			
Steel plate to side beams	2,706	kg	18.00	48,700			
W310	2,088	kg	18.00	37,600			
W360x33	92	kg	18.00	1,700			
W460x67	563	kg	18.00	10,100			
Allowance for miscellaneous connections	1	Sum	20,920.00	20,900			
INTERIOR PARTITIONS AND DOORS					115,500	1,132	12
Movable Partitions					115,500	1,132	
Operable Nanawall HSW60; 2435mm high	1	No	115,500.00	115,500			
FINISHES					9,500	93	1
Ceiling Finishes					2,000	20	
Allowance for taking down existing ceiling finishes and reinstate for electrical installation	1	Sum	2,000.00	2,000			
Wall Finishes					7,500	74	
Allowance for image and wayfinding; allow 3200mm high	75	m ²	100.00	7,500			
FITTINGS AND EQUIPMENT					3,000	29	0
Metals					3,000	29	
Allowance for handrail	6	m	500.00	3,000			
Furnishings					0	-	
FF&E					Excluded		

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 2 - MODIFIED OPTION

\$ \$/m² %

ELECTRICAL	90,800	890	9
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Distribution					32,500	319
Distribution equipment and panelboards	1	Sum	25,000.00	25,000		
Panelboard feeders	1	Sum	5,000.00	5,000		
Motor controls and wiring	1	Sum	2,500.00	2,500		

Lighting and Power					20,000	196
Building lighting fixtures	1	Sum	8,000.00	8,000		
Lighting control	1	Sum	2,000.00	2,000		
Branch circuit devices and wiring	1	Sum	10,000.00	10,000		

Communication Systems					30,000	294
Demolition	1	Sum	7,500.00	7,500		
Fire alarm systems	1	Sum	7,500.00	7,500		
Telephone/data outlets & cables	1	Sum	5,000.00	5,000		
Miscellaneous	1	Sum	10,000.00	10,000	←	GD: Possibly not required could be removed from

← GD: Possibly not required and could be removed from budget

Electrical General Requirements					8,300	81
General contractor's on site overhead costs related specifically to the Electrical trade	1	Sum	8,300.00	8,300		

SITEWORK	196,600	1,927	20
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Hard Surfaces					6,000	59
Concrete curb	41	m	120.00	4,900		
Allowance for new R/C curb at correct height	9	m	120.00	1,100		

Improvements				179,200	1,757
Allowance for repairing soffit; stucco on backerboard	1	Sum	2,000.00	2,000	
Built-in exterior millwork BBQ and Storage bench w/ solid surface/lapitec panel top and waterfall on stainless steel lockable base cabinet	4	m	3,500.00	14,000	
C130x13 @ 1500 OC	39	kg	18.00	700	
Cantilevered glass guardrail with concealed attachments; assume 800 mm high Securing with steel dowels anchored to the existing structure and waterproofing	33	m²	1,200.00	39,600	
New concrete pavers on new pedestals and protection membrane	300	m²	300.00	90,000	
New ramp; 65mm concrete topping on 38x0.91 metal deck on steel stud; 1250mm wide	4	m²	375.00	1,400	
New steps; 65mm concrete topping on 38x0.91 metal deck on steel stud; 900mm wide	7	m	1,050.00	7,600	

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 2 - MODIFIED OPTION

\$ \$/m² %

SITEWORK - CONTINUED

Improvements - continued

Rigid insulation under growing medium; assume 280mm	20	m ²	125.00	2,500
Steel stud pony wall; 1300 mm high	14	m ²	276.00	3,900
Allowance for Prefabricated commercial planter boxes	1	Sum	17,500.00	17,500

Landscaping

11,400 112

Allowance for planter automated irrigation system	1	Sum	5,000.00	5,000
Allowance for plants in planter	20	m ²	180.00	3,600
Growing medium; 254mm deep	20	m ²	80.00	1,600
Tree	1	No	1,200.00	1,200

very high, should be around \$600 max

ANCILLARY WORK

13,500 132 1

Demolition

13,500 132

Allowance for demolishing existing paver and making good for new Sunshade installation	1	Sum	5,000.00	5,000
Demo existing concrete curb	21	m	50.00	1,100
Demo existing existing wood panel	75	m ²	40.00	3,000
Demo existing red steel guard rail	21	m	75.00	1,600
Demo existing upstand wall; 400mm high	4	m ²	125.00	500
Demo existing window; 2960mm high	27	m ²	85.00	2,300

Hazardous Materials Abatement

0 -

Hazardous Materials Abatement	Excluded
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GENERAL REQUIREMENTS AND FEE

171,300 1,679 17

Contractor's On-Site Overhead Costs	20%	131,800
Contractor's Head Office Fees	5%	39,500

ALLOWANCES

171,500 1,681 17

Quantity Surveyor's Design Contingency	15%	124,500
Escalation; Q2 2026	6%	47,000

CONSTRUCTION TOTAL (Excluding GST)

1,001,800 9,822 100

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 3 - ALTERNATIVE OPTION

\$ \$/m² %

EXTERIOR ENCLOSURE					149,900	1,470	16
Projections					149,900	1,470	
Allowance for hanger supporting canopy; 100mm x100mm x 2800mm high	127	kg	18.00	2,300			
Allowance for new column over slab band below; 165mm Ø 3200mm high	101	kg	18.00	1,800			
Allowance for steel angle under deck	99	kg	18.00	1,800			
Allowance for welding 152x13mm continuous steel plate to the bottom of existing W460x67 beam	171	kg	18.00	3,100			
Allowance for miscellaneous connections	1	Sum	900.00	900			
Allowance for off-the-shelf sun shading	1	Sum	140,000.00	140,000			
INTERIOR PARTITIONS AND DOORS					115,500	1,132	12
Movable Partitions					115,500	1,132	
Operable Nanawall HSW60; 2435mm high	1	No	115,500.00	115,500			
FINISHES					9,500	93	1
Ceiling Finishes					2,000	20	
Allowance for taking down existing ceiling finishes and reinstate for electrical installation	1	Sum	2,000.00	2,000			
Wall Finishes					7,500	74	
Allowance for image and wayfinding; allow 3200mm high	75	m ²	100.00	7,500			
FITTINGS AND EQUIPMENT					3,000	29	0
Metals					3,000	29	
Allowance for handrail	6	m	500.00	3,000			
Furnishings					0	-	
FF&E				Excluded			

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 3 - ALTERNATIVE OPTION

\$ \$/m² %

ELECTRICAL	90,800	890	10
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Distribution					32,500	319
Distribution equipment and panelboards	1	Sum	25,000.00	25,000		
Panelboard feeders	1	Sum	5,000.00	5,000		
Motor controls and wiring	1	Sum	2,500.00	2,500		

Lighting and Power					20,000	196
Building lighting fixtures	1	Sum	8,000.00	8,000		
Lighting control	1	Sum	2,000.00	2,000		
Branch circuit devices and wiring	1	Sum	10,000.00	10,000		

Communication Systems					30,000	294
Demolition	1	Sum	7,500.00	7,500		
Fire alarm systems	1	Sum	7,500.00	7,500		
Telephone/data outlets & cables	1	Sum	5,000.00	5,000		
Miscellaneous	1	Sum	10,000.00	10,000	←	GD: Possibly not required could be removed from

GD: Possibly not required and could be removed from budget

Electrical General Requirements					8,300	81
General contractor's on site overhead costs related specifically to the Electrical trade	1	Sum	8,300.00	8,300		

SITEWORK	243,500	2,387	26
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Hard Surfaces					6,000	59
Concrete curb	41	m	120.00	4,900		
Allowance for new R/C curb at correct height	9	m	120.00	1,100		

Improvements				226,100	2,217
Allowance for repairing soffit; stucco on backerboard	1	Sum	2,000.00	2,000	
Built-in exterior millwork BBQ and Storage bench w/ solid surface/lapitec panel top and waterfall on stainless steel lockable base cabinet	4	m	3,500.00	14,000	
C130x13 @ 1500 OC	39	kg	18.00	700	
Cantilevered glass guardrail with concealed attachments; assume 800mm high Securing with steel dowels anchored to the existing structure and waterproofing	33	m²	1,200.00	39,600	
New concrete pavers on new pedestals and protection membrane	300	m²	300.00	90,000	
New ramp; 65mm concrete topping on 38x0.91 metal deck on steel stud; 1250mm wide	4	m²	375.00	1,400	
New steps; 65mm concrete topping on 38x0.91 metal deck on steel stud; 900mm wide	7	m	1,050.00	7,600	

BCIT SE02 COUNCIL CHAMBER PATIO BURNABY, BC



11th July 2025

DETAILED COST ANALYSIS

Gross Floor Area (affected area): 102 m²

OPTION 3 - ALTERNATIVE OPTION

\$ \$/m² %

SITEWORK - CONTINUED

Improvements - continued

Planter CIP walls; 200mm thick; 600mm high with chamfer profile	15	m ²	1,290.00	19,400	Remove this scope
Rigid insulation under growing medium; assume 280mm	20	m ²	125.00	2,500	Remove this scope
Steel stud pony wall; 1300mm high	14	m ²	276.00	3,900	
Wood bench and back rest, in accoya wood, 1 1/2" x 4" planks on concrete base	10	m	4,500.00	45,000	Remove this scope

Landscaping

~~11,400~~ 112
Remove this scope

Allowance for planter automated irrigation system	1	Sum	5,000.00	5,000	
Allowance for plants in planter	20	m ²	180.00	3,600	
Growing medium; 254mm deep	20	m ²	80.00	1,600	
Tree	1	No	1,200.00	1,200	

ANCILLARY WORK

13,500 132 1

Demolition

13,500 132

Allowance for demolishing existing paver and making good for new Sunshade installation	1	Sum	5,000.00	5,000	
Demo existing concrete curb	21	m	50.00	1,100	
Demo existing existing wood panel	75	m ²	40.00	3,000	
Demo existing red steel guard rail	21	m	75.00	1,600	
Demo existing upstand wall; 400mm high	4	m ²	125.00	500	
Demo existing window; 2960mm high	27	m ²	85.00	2,300	

Hazardous Materials Abatement

0 -

Hazardous Materials Abatement	Excluded	
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\$142,200

GENERAL REQUIREMENTS AND FEE

~~162,600~~ 1,594 17

Contractor's On-Site Overhead Costs	20%	\$109,400	125,100	
Contractor's Head Office Fees	5%	\$ 32,800	37,500	

\$142,800

ALLOWANCES

~~162,800~~ 1,596 17

Quantity Surveyor's Design Contingency	15%	\$103,400	118,200	
Escalation; Q2 2026	6%	\$ 39,400	44,600	

CONSTRUCTION TOTAL (Excluding GST)

~~951,100~~ 9,325 100

Revised total \$832,400

DECISION NOTE

March 5, 2026

PREPARED FOR: BCITSA Council

PREPARED BY: Andrew Maxwell - Interim VP, Student Experience

ISSUE: Club Sanctioning of Hindu YUVA BCIT

MOTION:

Be it resolved that the Hindu YUVA BCIT be officially sanctioned as a Designated Club by the BCITSA.

BACKGROUND:

Hindu YUVA BCIT's mandate is to protect, preserve, practice, and promote Hindu Dharma by providing immersive and experiential exposure to the Hinduism. They aim to foster unity, virtue, and action among students through activities focused on physical, mental, and spiritual well-being.

Upon sanctioning, Hindu YUVA BCIT intends to establish a strong community of students who learn, practice, and share Hindu Dharma and its universal values. They plan to organize regular discussions, workshops, and service (sewa) activities that promote character development, leadership, and selfless community service. Their goal is to create a welcoming platform for students to engage in cultural, spiritual, and social growth while contributing positively to the BCIT community.

Executive Directors' Report for Council Meeting – March 16, 2026

Executive Directors/Director of Finance/Organizational activities of note

- Conducted 1st Interviews for Director of Student Services
- Conducted 1st Interviews for Director of Engagement – Maternity leave contract

Engagement Group

Marketing:

- The BCITSA website is officially launched!
 - Stay tuned for the announcement email including an internal survey (with a prize) and employee training sessions!
- BCITSA Website Comparison - Pre-Redesign (Sep 2025) vs Post-Redesign Jan-Feb 2026)
 - Active users increased by ~51%
 - Page views increased by ~55%
 - Event interactions nearly doubled
 - Organic search and direct traffic remain the primary acquisition channels
 - Campaign specific content (e.g., referendum pages) is driving engagement
- Social media review: Sep. 2025 – Feb 2026

Campaign / Event	Platform	Reach / Impressions	Engagement	Engagement Rate
Winter Fest 2025 Recap Video	Instagram	2,707	71	2.6%
Winter Fest Promo Post	Instagram	2,634	125	4.7%
Career Fair Recap	LinkedIn	3,243	3,289	101%
Career Fair Employer List	LinkedIn	2,188	244	11.1%
Referendum Campaign	Instagram	~568	17	3%
Create Break	Instagram	433	11	2.5%
Watercolor Painting Workshop	Instagram	721	21	2.9%
Clay Earrings Workshop	Instagram	1,480	17	1.6%
Thrive Event (Sept)	Instagram	810	29	3.6%
Thrive Event (Jan)	Instagram	854	15	1.8%
Recharge Event	Instagram	503	11	2.2%

- Other Notable Current Projects:

- Retail promotions for spring features at Geared Up and the Stands
- Spring Carnival Event: new branding and promotional campaign - in progress

Events:

- Right now, the team is still enjoying some post-referendum enthusiasm! This includes planning the Engagement Forum to gather student insights into what campus events should be next year. They're also working on the brand-new Spring Carnival and starting some general planning and ideation for next year with other departments. Due to Spring Break and mid-terms there have been slightly fewer events happening on campus over the past two weeks, but these are picking up as we head into the second half of the winter term. Check out the [Events Calendar](#) to learn more about what's coming up!

Publications:

- Updates to *Link* Magazine (Nov 2025 — May 2026): Following thoughtful feedback received from Council this past winter, *Link* magazine has begun implementing several constructive changes across its design, production, and editorial processes.
- **Layout & Cover Design** - Following Council's request to include more information on the magazine cover, particularly larger and clearer references to featured content, Link has gradually adjusted its cover layout. Previously, the magazine featured only a small section listing the table of contents. The design is now transitioning toward larger, more readable feature titles directly on the cover, highlighting key stories included in the issue. This change helps readers quickly understand what the issue contains and has contributed to increased pick-up rates across campus.
- **Editorial Direction** - soft launch of more student-focused content has been implemented in response to Council feedback. While maintaining Link's artistic and creative identity, the content now incorporates a stronger focus on technical topics, student experience, and career success. New editorial emphasis includes
 - Program-specific stories
 - Student features
 - Alumni success stories
- **Magazine Length & Production** - The magazine is gradually transitioning to shorter issues, moving from 48–52 pages to approximately 32–36 pages. This shift prioritizes:
 - Quality over quantity
 - Stronger editorial pacing
 - More efficient printing and productions costs

- **Student Contributor Engagement** - Link currently has over 120 registered contributors. While not all contributors actively apply for opportunities when they are posted, we have introduced targeted outreach to invite students who have not yet participated to projects aligned with their programs or interests. This approach has led to new participation across recent issues:
 - Winter issue: 2 new contributors joined after receiving personalized invitations and have continued applying for additional opportunities. (*Total contributors: 16*)
 - Spring issue: 2 new contributors joined. (*Total contributors: 13*)
 - Leadership issue: 2 alumni contributors were invited to provide supportive writing. (*Total contributors: 8*)
 - Summer issue: 3 new contributors will be participating. (*Total contributors: 12 – ongoing.*)

Student Services Group

Advocacy:

Case Information:

- Feb 18-Mar 1--17, 2026 (3 weeks):
 - Number of new cases opened: 927
 - Total number of open cases on Mar 10: 31
 - Number of walk-in cases: 5
 - Primary reasons for requesting support (new cases): Personal Concerns, Program/Content Complaint, Policy/Procedure/Process Question.

Activities and Events:

- Services promotions - Advocacy Specialists will be promoting Advocacy Services during a tabling activity on Mar 16 at the Burnaby campus.

Career Services:

- **Employer Information Session:**
 - Career Services coordinated an on-campus employer information session at the Burnaby campus, where 15 students from the Geomatics program had the opportunity to connect directly with the visiting employer.
- **Classroom Presentations at Specialty Campuses**
 - Career Services continued delivering in-class presentations across satellite campuses, engaging a total of 30 students and providing SA orientation.
- **Special Career Workshop in Partnership with the Alumni Association**
 - On March 4, Career Services, in collaboration with the Alumni Association, delivered a new career workshop designed to support alumni and current students navigating uncertainty in their career planning. The session welcomed 29 participants and received highly positive feedback.

- **Career Fair Preparations**

- Career Services has been actively recruiting employers for the four upcoming career fairs scheduled for March and April. Employer registration has recently been finalized for both the AMO Career Fair and the Health Sciences Career Fair.
In the coming weeks, our focus will shift to supporting students as they prepare to participate successfully in these events.

Entrepreneurship & Leadership:

- **Peak Leadership:**

- The program wrapped up at the end of February, and we have been receiving outstanding feedback from students. The final Evening with Leaders event had a good turnout of 60 people, with strong representation from industry guests and great catering from the Habitat—thanks to Mike and his team. We are now issuing digital badges of completion to the 2026 Peak cohort, and Laura will be working on the impact report shortly to share with BCIT Foundation.

- **Entrepreneurship support:**

- Everything is running smoothly with the usual programs and services, e.g. 1-on-1 support, informational interviews, and classroom visits. Laura is working more closely with Trades instructors to bring content to their classrooms, and presented on entrepreneurship resources for cabinetmaking students on March 9. We are also starting to work with SOCE contacts on the upcoming Trades Entrepreneurship panel event.

- **Student Initiative Fund:**

- The committee just met for intake #4 of 6. Two students hired for the Student Work Experience Program ('street team') will be tabling to promote the remaining 2 intakes. **Other:**

- **New Webinar Series in partnership with the Alumni Association:**

- We are working with the Alumni Association to pilot a new virtual panel series featuring a Q&A with BCIT grads who have started businesses. Laura moderated the panel in the first of these events on March 11 and it ran smoothly. We will receive attendance stats and audience feedback from AA shortly. The next webinar in this series, planned for April 15, will focus on Tech Entrepreneurship. These events are open to both current students and alumni.
- .

Wellbeing: Activities and Events Delivered and Program updates:

- **Volunteer program and capacity building in the food hub.** - The volunteer program has exponentially grown over the last month. Thanks to the leadership of Tina Ling, Wellbeing Specialist, we now have developed a work flow that included creating a new position description, updating the posting online, following up with volunteers whose applications were lost during calendar year 2025 and assuming increased leadership for interviewing volunteers

and shepherding them through the orientation and onboarding process with P&C. Each day, duties are outlined that ensure increased capacity for staff time and a system shift from playing all the instruments to conducting the symphony. Kudos to P&C, Entrepreneurship and Marcom for their support to make it happen.

- **Upskilling our EDI lens** - thanks to the CCDI Unconference hosted via watch party by P&C – this will be essential to developing a more equitable and accessible department.
- **Created our draft 2026-27 Operational Plan** - Is an iterative document that we can co-create with our SA colleagues, student leaders as appropriate and the broader institute.
- **Wellbeing Appointments** - Undergone review and changes over the last few months due to some quality control, duplication of services and risk management concerns. Effective immediately, the Wellbeing Team will no longer be discussing anything other than food supports in our Wellbeing Appointments. We anticipate this will be of minimal impact since 80% of these appointments are already focused on food support and will ultimately benefit students with a lower barrier access to the food supports they need.
- **Health and Safety Improvements in Food Pantry and Storage Room:** Items have been relocated for increased space between shelves, necessary maintenance of commercial fridge and elimination of excess materials has decreased risk of food spoilage, as well as slips trips and falls.

Childcare

- They have started pouring the foundation for the new childcare.
- We have been invited again this year to take part in the release of Salmon Fry in Guichon creek which will take place April 14 in the creek by the running track. This is an amazing experience for the children!
- The childcare committee met on March 6 to continue the discussion of staffing in the new centres. We will continue to break down several job descriptions to determine what management structure will look like when the new centre opens.

Retail Services

For the Month of:	Feb-2026		Sales Data to:	28-Feb	% of Sale Days for Month	
Total Business Days:	19		Days of sales:	19	100%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	493	\$ 19,800	\$ 21,600	92%	\$ 20,000	\$ (1,600)
St Central	5,852	\$ 36,500	\$ 30,000	122%	\$ 36,500	\$ 6,500
St South	11,335	\$ 72,300	\$ 52,300	138%	\$ 72,500	\$ 20,200
Geared Up@NE1	315	\$ 6,600	\$ 8,300	80%	\$ 6,500	\$ (1,800)
Print Shop	431	\$ 4,200	\$ 6,000	70%	\$ 4,000	\$ (2,000)
Total Retail Services locations	18,426	\$ 139,400	\$ 118,200	118%	\$ 139,500	\$ 21,300
Comparable stats for January 2025			bus. days: 19			
Location	Transactions	Net Sales	Difference TY to LY			
Geared Up	503	\$ 20,900	\$ (1,100)			
St Central	4,623	\$ 27,800	\$ 8,700			
St South	8,138	\$ 49,800	\$ 22,500			
Geared Up@NE1	469	\$ 8,200	\$ (1,600)			
Print Shop	390	\$ 5,800	\$ (1,600)			
Total Retail Services locations	14,123	\$ 112,500	\$ 26,900			
Statutory Holidays & Closures						
16-Feb-26						

- As a group, we have surpassed the sales budget by \$21,300 for the month of February.
- Both Stand stores, particularly Stand South, have appreciated an influx of customers, likely related to Tim Hortons closure.
- Geared Up stores and the Print Shop sales results reflect the number of clients on campus, school supplies and projects requirements, starting dates of any new classes, and budgetary restrictions of individual customers and departments to spend on branded merchandise.
- Our transactions and sales data up to March 10th is shown below. As expected, the week of March 9th has been a slower one, due to the break.
- Last March, vast spending by various BCIT departments on branded merchandise has significantly contributed to Geared Up sales results for the month. This March, due to budgetary restrictions, this source of revenue for the store has significantly diminished.
- Below are some recent printed/finished materials completed by the Print Shop team:
 - Karaoke Nights posters and flyers
 - Create Break

- Spring Hiring Fair at two satellite campuses
- DTC Recharge
- Career Services Resume clinic posters
- Career Services upcoming events - posters
- Supporting students with connection to Iran - posters and flyers
- Link report 2026
- Geared Up promotional posters
- Stand stores promotional posters and training materials
- Elections posters and handouts
- Some of the Referendum materials- prints and voting sheets
- Finished Link Spring issue 2026
- Banners for Link stands
- Volunteer coffee cards for the Entrepreneurship department
- Custom check/cash receipt books for the Accounting department.

For the Month of:	Mar-2026		Sales Data to:	10-Mar	% of Sale Days for Month	
Total Business Days:	22		Days of sales:	7	32%	
Location	Transactions	Net Sales	Budget	% of Budget	Projection	Difference
Geared Up	153	\$ 5,900	\$ 46,800	13%	\$ 18,500	\$ (28,300)
St Central	1,697	\$ 10,700	\$ 27,200	39%	\$ 33,500	\$ 6,300
St South	3,252	\$ 20,800	\$ 52,300	40%	\$ 65,500	\$ 13,200
Geared Up@NE1	152	\$ 4,300	\$ 8,800	49%	\$ 13,500	\$ 4,700
Print Shop	217	\$ 2,600	\$ 6,400	41%	\$ 8,000	\$ 1,600
Total Retail Services locations	5,471	\$ 44,300	\$ 141,500	31%	\$ 139,000	\$ (2,500)
Comparable stats for January 2025			bus. days: 21			
Location	Transactions	Net Sales	Difference TY to LY			
Geared Up	505	\$ 54,300	\$ (48,400)			
St Central	4,253	\$ 25,700	\$ (15,000)			
St South	7,856	\$ 49,900	\$ (29,100)			
Geared Up@NE1	422	\$ 8,400	\$ (4,100)			
Print Shop	518	\$ 4,600	\$ (2,000)			
Total Retail Services locations	13,554	\$ 142,900	\$ (98,600)			

Food Service – Habitat Pub

- **Sales for February – Not including catering**

○ Revenues	2026	\$60,900	2025	\$41,700
○ Average dining cheque	2026	\$19.20	2025	\$16.13
○ Total guests	2026	2800	2025	1670
- Alcohol sales up 40% YTD over last year
- Food sales up 26% YTD over last year
- Total Sales up 33% YTD over last year
- Trivia nights are drawing 35 people on average with the new time
 - First Trivia night in March we had 39 guests and \$1100 in sales
- Pints and Valentine's sales after 4pm \$1,400
- Drag show had 35 people attend and watch the entertainers. Great Show!
- Catering February 2026 we had 3 paid catering (was a slower month for bookings) and 10 internal catering events
 - Total catering sales \$ 4000 (not included in above Feb sales)

A woman with long brown hair, wearing a green polo shirt and dark jeans, stands next to a black HearSmart Solutions Inc. truck. The truck features a large blue and white logo, a blue soundwave graphic, and text including 'SOUND LEVEL SURVEYS', '7.906.2022', and 'HEARSMART.COM'. There are also colorful earbuds on the side. The scene is outdoors on a paved area with trees in the background.

Hearing Test Pilot Project Report AIC & BMC

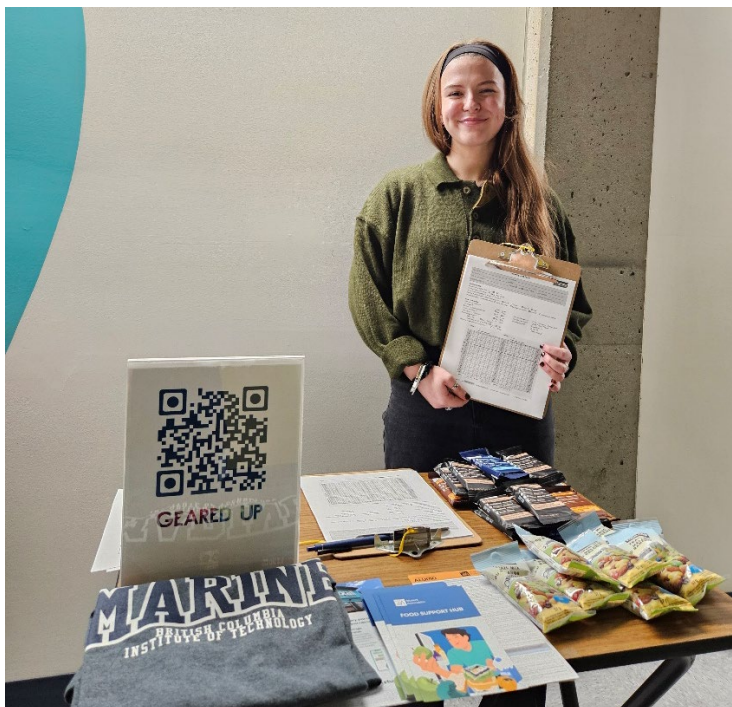
**Prepared by BCIT Student Association
Wellbeing Team**

March 2026

Executive summary

The BCIT Student Association (SA) hosted HearSmart™ testing for students at BMC and AIC Campus on February 10th and 25th respectively. Thanks to hard work of SA Executive Members and staff in collaboration with BCIT faculty and staff, both events were a tremendous success.

64 students had their hearing tested (51 at BMC and 13 at AIC) empowering them to preserve their own hearing and physical health and preparing them for what to expect in industry. Results were sent to WorkSafeBC to establish baseline readings to protect students in the event of workplace injury down the line. *Students who responded to the feedback survey reported unanimously that the event was excellent, and they would recommend it to a friend.* With a direct cost of just over \$2000, the reach and impact demonstrated good return on investment and embodiment of *our mission to enhance student life.*



BCITSA Chair - Specialized Transport Campuses, Marisa Price poses at the registration desk for the BMC hearing test. In addition to supporting registration, providing resources on Wellbeing Supports including nutrient dense food pantry samples, samples of Geared Up program merchandise were shared along with information from the Alumo Benefits Plan and the Student Initiative Fund (SIF).



A similar set up of resources were set up at AIC's hearing test registration desk by the main entrance.

Key achievements

- **Student Experience:** At BMC, *100% of student respondents rated their experience as excellent* and would recommend it to a friend. *78 % reported they felt empowered to protect their hearing.* At AIC, 100% of student respondents reported that they would encourage other students to get their hearing tested at a future clinic. An anonymous comment from an AIC student stated, *"It was pretty much perfect. Didn't take up time and wasn't drawn out. Quick and concise for a valuable service and important info."*
- **Improving Student Life:** The Hearing Testing Events at BMC February 10th and AIC February 25th were by all measures a success. *64 students had their hearing tested representing a high percentage of total students on campus.* Results of the test were sent to WorkSafe BC to establish a baseline for when they enter or return to the workforce. Among survey respondents for the BMC session, there was a 15% response rate which is high for a satisfaction survey. Among AIC student participants, there was an even higher 23% response rate.
- **Student Led:** As all initiatives and programming on campuses, student leadership and influence are key. The largest percentage of respondents, *44%, indicated they heard about the event from a peer.* Both the Chair - Specialized Transport Campuses, Set Reps and other student leaders were instrumental.

- **Faculty and Staff engagement:** *33% of respondents reported that staff or faculty members referred to them to participate.* By working collaboratively with program heads and campus staff, the event at BMC was a cross-functional and organizational success. Thanks to instructors believing in the value of the initiative, the students were excused from class to get the 15-minute test.
- **Promotional tactics:** 22% of survey respondents reported ‘other’ reasons for registering. While they did not specify, there were posters on campus the week prior to the event registration information and there was a table presence with food pantry samples. Walk-in appointments were accommodated for a handful of unfilled spots and one no show. An effective reminder system the day before the appointment was deployed and then automated to mitigate the potential for missed appointments.
- **Conversions:** While not tracked formally with a promo code or other definitive measure, anecdotal feedback from Retail Services indicated that there were *8 online orders for BMC program merchandise following the event.* Four students received Emergency Food Funds (EFF) and referral to Quest Non-Profit Grocery Store, after meeting with Wellbeing Staff.
- **Collaboration and innovation:** Cross-departmental collaboration between Retail services, Entrepreneurship, and Events within the SA provided an opportunity to promote inclusion and belonging at BMC campus for students who do not regularly have access to the same SA services as those at larger campuses. While not by design, the event coincided with a pizza party led by events on campus which created an additional ‘buzz’ on campus.

Investment

To complete both sessions, the direct costs to the SA for the tests were just over \$2000 for AIC and BMC respectively. Minimal costs were incurred to complete a food pantry pop up with protein bars and nuts at a cost of \$390 for both AIC and BMC. Indirect costs included minimal staff time for creating registration, promotional materials. In consideration of the impact of the event from a qualitative and qualitative standpoint, the return on investment is very good.

...when an initiative happens for the first time, there are some inevitable hiccups. The fact that this all went so well, and the tiny wrinkles that popped up were handled so proactively, is a testament to the professionalism of everyone involved. Looking forward to the upcoming sessions and seeing this partnership continue going forward. Again, whether you are SA, BCIT, Alumo, or HearSmart™, I'm incredibly grateful for the way this benefited the cadets...

Sameer Ismail, BA, LL.B (Hons.) Co-Executive Director / Senior Advisor, Strategic Policy, BCIT SA

I would also like to send our thanks and appreciation from the HearSmart™ team...The whole process was very coordinated from start to finish. The email correspondence and testing preparation was friendly, concise and considerate. Every detail was accounted for, and everyone was on the same page. When I arrived to setup, there was a team member immediately available to help us setup. The scheduling was very organized along with filling out the hearing testing forms. Every single student was present, courteous & polite, and fully invested in the testing. I could tell they were excited to see the results. Luckily for the majority of these students, their hearing test results were very good, as should be expected. These baseline tests give a snapshot of how good their hearing is, and we discussed the best way to maintain these results..... by wearing hearing protection when working in noise.

Christian J. Oets, HearSmart™ Solutions Inc.

Learnings and Future outlook

While the events were overall a success, key learnings included ensuring that parking was involved early on with respect to logistics of the events. Similarly, the eight-week window threshold was not met with the marketing support so it was not as cohesively branded as would be ideal. Further consideration of the most effective timing surrounding students' schedules at AIC would be helpful when considering future clinic dates and times. The timeslot was set based on the pre-scheduled date and time for the faculty and staff at the campus from 1-3pm.

At BMC there was very little lead time to set up on site as the first hearing test took place at 8:15am and the BCIT contact was not in office until 8:00am. As a temporary solution, SA staff used a small table and chair found in a nearby hallway. The clinic ran until 3pm. Future clinics would benefit from having a table and chair arranged ahead of time to ensure staff are not juggling student sign-ins with set up. Documentation related to the event has been saved on the Wellbeing Sharepoint files for future analysis, documentation and implementation, purposes.

Conversations are underway to bring this to ATC campus soon thanks to the leadership of one of our Career Services Specialists serving Specialty Campuses and Dean of the AME program. In addition to the cross-promoted services at the AIC and BMC Campuses, it has been identified that support for students around test anxiety and mental wellness will be appreciated. We hope to repeat this event with additional customization of programming to best meet students' needs in aviation fields in collaboration with providers of mental wellness support on campus and in the community.

Conclusion

Kudos to BCIT SA President, Cora Bell and Chair - Specialized Transport Campuses, Marisa Price for their visionary leadership. Without this idea, the project would never have happened. Special thanks to the following individuals and organizations who supported the pilot project and made it a success:

Caroline Svenson
Christian J. Oets
David Piraquive Ospina
Erika Wada
Julia Boswell
Keith Miller
Laura Barreca
Lisa Hergott
Maia Apazzi
Maria Caparas
Sarah A. Oets
Stephanie Tack Houghton
Svitlana Mykulska
Tina Ling
Yuko Musgrove

Appendix A – Student Services Newsletter Copy February Edition

Hearing Testing for Specialty Campuses this February

Did you know that when you enter the workforce, your employer is required to protect your hearing if you are exposed to hazardous noise levels in your workplace? A prevention program is required to reduce or eliminate the risk of occupational noise-induced hearing loss. BCIT SA is helping students at the AIC and BMC specialty campuses get ready for the workforce and offered free hearing for students in February. In just a 15-minute appointment, the technologist was able to test the students' hearing to ensure that their 'normal' or 'baseline' reading. This important Wellbeing Initiative was championed by the Student Executive and was supported by the Wellbeing Team.

Appendix B - Survey Reminder Copy

Dear AIC Students,

Thank you so much for attending our Hearing Test Event! We hope you found it beneficial.

As this was a pilot project, we would love to hear your feedback to help shape any future events. Please take a minute to fill out our [AIC Hearing Test Feedback Form](#).

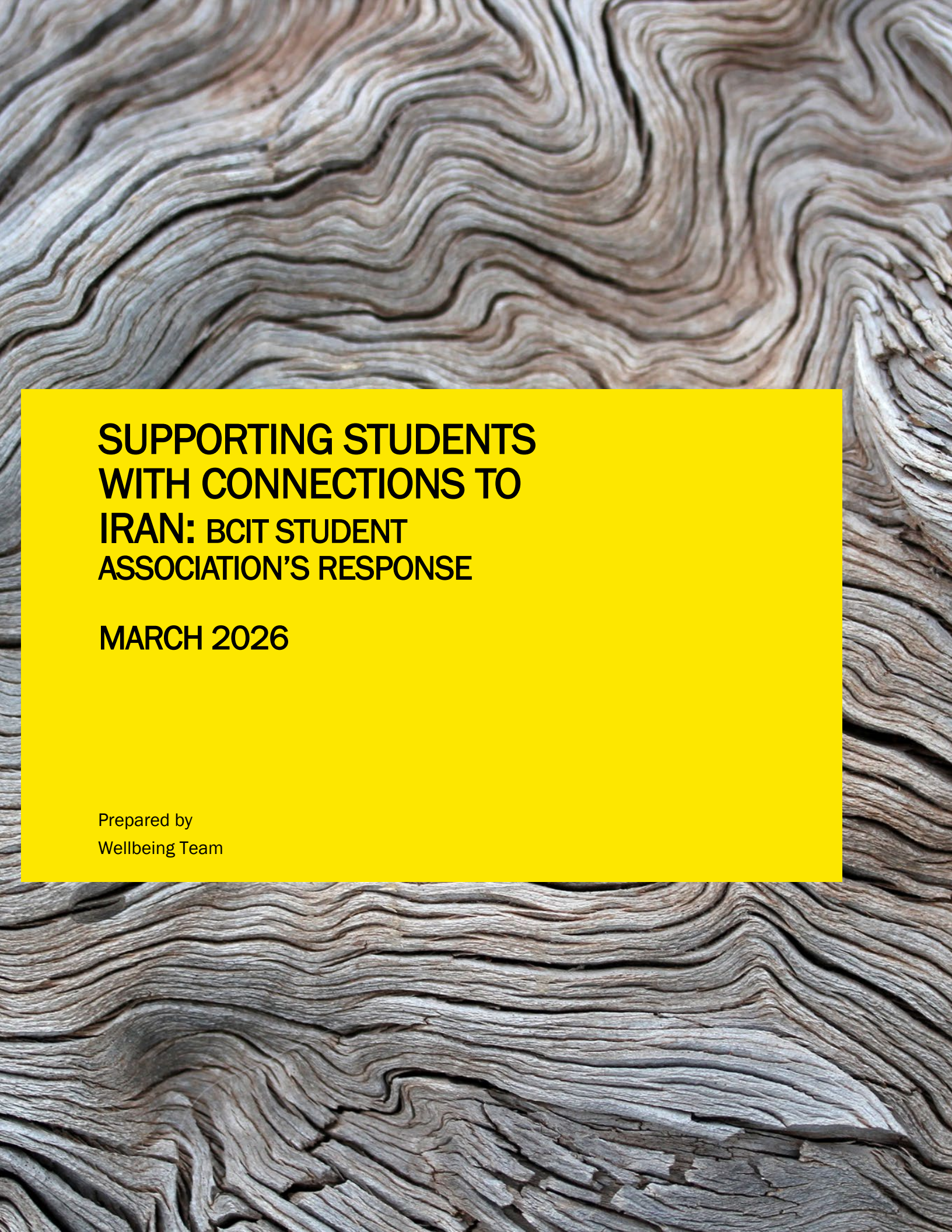
Appendix D – Survey Forms Collaboration Link & Results

[BMC Hearing Test Feedback Form – Copy form](#)

<https://forms.office.com/r/bHJBByTHkN?origin=lpLink>

Appendix E – Campus Map with location of truck





SUPPORTING STUDENTS WITH CONNECTIONS TO IRAN: BCIT STUDENT ASSOCIATION'S RESPONSE

MARCH 2026

Prepared by
Wellbeing Team

Executive summary

On March 3rd, 2026, the BCIT SA hosted a gathering for students to hold space and provide professional counselling support from our EFAP Provider, Homewood Health. A Farsi speaking counsellor was able to provide first language and English support to all in attendance. This gathering was also open to staff and faculty. The event was led by VP External, Shervin Laghaie with a desire to support the students who relate to Iran as International Students or members of the diaspora community during the recent escalation in political violence. Hosted in Council Chambers, the event provided light refreshments, a counsellor and a private space. 6 people attended and the anecdotal response was positive.

Key achievements

- **Community building and cross-functional collaboration:** Thanks to leadership of the BCIT SA VP External and staff from the Institute's library and Medical Radiography program, there was strong awareness of the event on campus based on anecdotal feedback from the Persian community.
- **Supporting students in need:** While 6 individuals including 5 students participated in the event, many others were aware of the event based on the marketing and promotional approach. Anecdotally, the feedback from participants was positive.
- **Strengthening referral pathways to mental health supports:** In addition to providing professional counselling, a table of materials highlighted the various supports available at the SA, the Institute and the community to support students in crisis. Printed materials were carefully curated for the audience's potential needs.

Investment

Direct costs associated with the event included modest printing costs for posters and flyers, in-house catering costs for tea and cookies and the counsellor from Homewood Health EFAP totaling just under \$700. Indirect costs included staff time from People and Culture, Engagement, Retail Services and Wellbeing.

Future outlook

Looking ahead, we are committed to further enhancing our approach to supporting students as whole people as they navigate their BCIT experience. This includes acknowledging the diverse nature of our student population for domestic and international students alike. Whether they are international students drastically impacted by events abroad or domestic students from diaspora communities, there is potential for impact during times of economic, environmental or political strife.

The Student Association may consider looking at supporting students in these situations wholistically by assessing the strategies and tactics of the Institute, our own strategic priorities and internal planning including crisis communications and emergency response playbooks to prepare for future events of this nature.

The tabling time and location was not high volume and may wish to be revisited in future. While email outreach to BCIT departments was effective as many printed the posters including the Counselling Centre, personal outreach was not undertaken as a first line due to competing priorities. Given the number of people who attended, the catering order for 30 people was too large. While the leftovers were shared with students facing food insecurity via our community fridge to reduce waste and meet other objectives, a smaller order should be placed.

Anecdotal feedback was given to some participants that others may have attended if there had been another timeslot. Another participant asked for an additional session on the way out the door. This report may serve as a discussion point for Senior Leadership and the Board to discuss next steps for this crisis, and others in the future.

Conclusion

In addition to the recognition deserved for the leadership of Shervin Laghaie the following individuals and entities are appreciated for their contributions and support to this event.

BCIT Counselling Services
 BCIT Indigenous Gathering Place
 BCIT Early Assist
 BCIT Financial Aid
 BCIT International Student Centre
 BCIT Residence Life
 Claudia Cippiciani
 Elaine McAnerin
 Elly Habibullah
 Erika Wada
 Harpreet Sandhu
 Kathy Heydarian
 Kirk Iverson
 Priyanka Ranjan
 Tina Ling
 Shaleeta Harrison
 Wafe Gara Ali

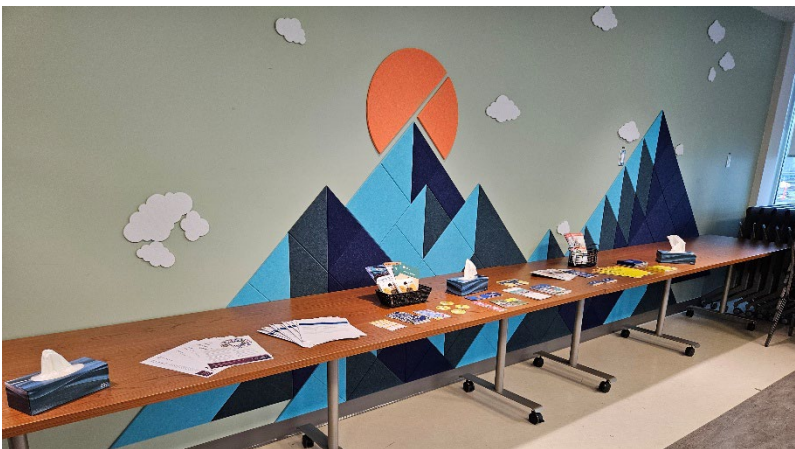
Appendix A Room Set Up



Pipe and drape in the main entrance provided privacy for the students and the counsellor. Inside the room, chairs were set up in the round with Kleenex boxes on hand with materials and catering.



A simple selection of black tea and cookies were offered for students ordered from retail services and the pub via internal SA catering.



Tabled materials above included curated materials from CMHA BC and University of Victoria's Healthy Campuses Initiative, HomeWood Health, Financial Aid, Crisis Centre of BC, BCIT RDO, BCIT Counselling, BCIT SA Food Supports, International Student Centre Guides.



March 2 table setup in Library from 4:00pm – 5:30pm with Shervin, Kathy and Leanne

Appendix B – Marketing Assets and Plan

- Posts from Shervin on BCIT Reddit and/or Discord groups encouraging participation
- Post in SA Instagram Story
- Content shared with all locations on campus where students may seek support
- Printed 15 blue posters in a 12" x 18" size, and 50 white flyers in a 5" x 8" size that there distributed across high traffic areas on Campus and flyers at a table in the Library on Monday evening from 4pm to 530pm.

 [Supporting Students Template Editable \(1\).png](#)

 [Supporting Students Template Editable.png](#)

 [Supporting Students Template Editable.pdf](#)

Executive Reports to Council 2025-2026			Monday, March 16, 2026
Name	Position	Topic	
Cora Bell	<i>President</i>	BCIT Liaising	
		Miscellaneous	
Adam Matthews-Kott	<i>VP, Finance & Administration</i>	BCIT Liaising	
		Bylaw Committee	
		Finance Committee	
		Miscellaneous	
Andrew Maxwell	<i>Interim VP, Student Experience</i>	BCIT Liaising	Will be attending BCIT Education Council meeting this Wednesday, March 18th.
		Clubs Committee	Co-Chaired first clubs committee meeting with Nina. Please refer to her notes on CC updates
		Miscellaneous	Getting more familiar with the role every day!
Shervin Laghaie	<i>VP, External</i>	BCIT Liaising	
		Advocacy & Policy Committee	
		External Liaising	
		Miscellaneous	
Huy Tuan Tran	<i>VP, Equity & Sustainability</i>	BCIT Liaising	
		Equity & Sustainability Committee	
		Miscellaneous	
Ethan Van Dyk	<i>Chair, School of Buisness & Media</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	
Abdul Aziz Ansari	<i>Chair, Schools of Transportation, Construction, & the Environment</i>	BCIT Liaising	
		Set Reps	
		Student Spaces Development Committee	
		Miscellaneous	

Executive Reports to Council 2025-2026			Monday, March 16, 2026
Name	Position	Topic	
Ja Mu Ku	<i>Chair, School of Health Sciences</i>	BCIT Liaising	Attended HS Expo Planning meetings with both faculties and volunteers/councils. Students have finished drafting and needing to finalize a few things before we are fully ready to participate in the event.
		Set Reps	Will be having a Set Rep meeting on March 25.
		Miscellaneous	Participated in the Executive Board's five-year strategic planning session, a very productive and insightful discussion about long-term direction and student impact! No executives were harmed.
Nina Lu	<i>Chair, School of Energy</i>	BCIT Liaising	Organized three successful industry tours with BC Hydro at the Horne Payne Substation, with additional sites currently being explored due to ongoing construction. I was able to accommodate PPE barriers for students who would not normally be able to attend, which helped broaden access. I'm hopeful that a student club may eventually adopt this tour framework so the model can continue even when the future Executive Chair is unavailable. I also co-hosted a workshop on DSATools with the IEEE, and we are currently in contact to organize potential tours for students. Had a meeting with LMI Technologies and we are planning a tour for a cohort of Mechatronics students with the support of a set rep. Currently working on reaching out to companies to organize tours for Mechanical students with the support of a Set Rep.
		Set Reps	Followed up on the facility concerns raised at set rep meetings and gathered photo evidence from students to support the issues they identified. I've been in communication with Cora and Roland, and wil continue to relay updates are they come in.
		Clubs Committee	Co-chaired the first Clubs Committee meeting with Andrew since Pratham's departure. We reframed out goals for the remaining months of the term, focusing on clarity, continuity, and soother processes for students. Supplememntary meetings were held on March 5th and 16th to discuss and contribute to the Executive Directors' draft of the new clubs policy. Our focus is on making club funding requests more accessible and ensuring policy revisions align with the referendum's passing.
		Miscellaneous	Participated in the Executive Board's five-year strategic planning session, a very productive and insightful discussion about long-term direction and student impact! No executives were harmed.

Executive Reports to Council 2025-2026			Monday, March 16, 2026
Name	Position	Topic	
Polina Omelyantseva	<i>Chair, School of Computing & Academic Studies</i>	BCIT Liaising	
		Set Reps	
		Committees	
		Miscellaneous	
Elena Jou Luo	<i>Chair, Downtown Campus</i>	BCIT Liaising	Tried reaching out to BCIT again regarding installing new boards on the 8th floor.
		Set Reps	Spoke with several set reps regarding instructor issues and provided them with the necessary resources.
		Miscellaneous	Conducted several interviews for the Appeals committee. Participated in the Executive Board's five-year strategic planning session, a very productive and insightful discussion about long-term direction and student impact! No executives were harmed.
Marisa Price	<i>Chair, Specialized Transport Campuses</i>	BCIT Liaising	
		Set Reps	
		Miscellaneous	