

**FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA**

DATE: WEDNESDAY, SEPTEMBER 4, 2019

TIME: 5:00 PM

LOCATION: SOKOLIK ROOM WORKS YARD, 5200 RIVER ROAD

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓qəmiṇəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

- 1. WORKS YARD TOUR**
- 2. ADOPT AGENDA**
- 3. APPROVE MINUTES**
Attachment: Minutes of meeting held June 24, 2019
- 4. CAPITAL PROJECTS UPDATE [standing item]**
Verbal – Executive Director, Planning & Development
- 5. LONG RANGE FACILITIES PLAN [standing item]**
Verbal – Executive Director, Planning & Development
- 6. SCHOOL BUILDING PLANNING REVIEW PROCESS – SEISMIC MITIGATION PROJECTS**
Recommendation – Secretary Treasurer
Executive Director, Planning & Development
- 7. ANNUAL FACILITY GRANT/SCHOOL ENHANCEMENT PROJECTS UPDATE**
Attachment – Director, Maintenance, Operations & Transportation
- 8. NEXT MEETING DATE –WEDNESDAY, OCTOBER 2, 2019**
- 9. ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held in the 1st floor Boardroom of the School Board Office, 7800 Granville Road, Richmond, BC, on Monday, June 24, 2019 at 5:00 p.m.

Present:

Debbie Tablotney, Committee Chairperson
Sandra Nixon, Committee Vice-Chairperson
Norm Goldstein, Trustee Member
Donna Sargent, Trustee, Alternate
Scott Robinson, Superintendent of Schools*
Rick Ryan, Deputy Superintendent of Schools
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director Planning and Development
Mike Beausoleil, Director, Maintenance, Operations and Transportation
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Jose Pelayo, Co-President, RMAPS
Poroshat Assadian, Manager, Energy & Sustainability
Nicholas Heap, Sustainability Project Manager, City of Richmond*
Jason Bains, Education Learning, Langley
Wanda Plante, Executive Assistant (Recorder)

Regrets: Rebeca Avendano, Co-President, RMAPS

*Present for a portion of the meeting

The Chairperson called the meeting to order at 5:00 pm.

1. INTRODUCTIONS

The meeting began by introductions of attendees.

2. APPROVAL OF AGENDA

The agenda was approved as circulated.

3. APPROVAL OF MINUTES

Minutes from the May 27, 2019 meeting were approved as circulated.

4. COMMUNITY ENERGY & EMISSIONS PLAN (CEEP)

A Community Energy & Emissions Plan (CEEP) Renewal plan was presented by the Sustainability Project Manager, City of Richmond in which several aggressive targeted greenhouse gas (GHG) emission initiatives were introduced, such as the adoption of electric fleet vehicles for staff use and engaging stakeholders in effective ways to reduce electric and

natural gas consumption, including initiatives to replace outdated furnaces and appliances with energy efficient devices. He also noted that the City now requires 100% of new residential building development to have EV charging infrastructures in place for parking.

The City of Richmond will host various community events throughout the summer including an “ideas fair” event to engage stakeholder and hear their concerns and also share interests and opportunities. The initiative was applauded by the district and discussion ensued regarding working collaboratively with student ambassadors through workshops with the City of Richmond.

The Sustainability Project Manager, City of Richmond departed the meeting at 5:47 pm.

The Superintendent departed the meeting at 5:52 pm and returned at 5:57 pm.

5. CARBON REPORT

The Manager, Energy & Sustainability presented her Carbon Neutral Action Report 2018, noting 2014/2017 comparisons, carbon tax savings, electrical projects resulting in reduction of greenhouse gas emissions. She then spoke to energy and innovation programs, various school electrical, lighting and mechanical system upgrades including hot water heater and natural gas savings through boiler replacements.

ACTION: The recording secretary will forward the Carbon Neutral Action Report 2018 presentation to attendees.

6. CAPITAL PROJECTS UPDATE [standing item]

The Executive Director, Planning and Development spoke to his report as included with the agenda and provided an overview of various major capital projects involving seismic upgrades, partial replacement and additions.

Discussion ensued and concerns were expressed regarding completion timelines.

7. LONG RANGE FACILITIES PLAN [standing item]

The Executive Director, Planning & Development advised that a Special Board meeting is scheduled for Wednesday, June 26, 2019 for approval of the final draft Long Range Facilities Plan.

8. SCHOOL BUILDING PLANNING REVIEW PROCESS – SEISMIC MITIGATION PROJECTS

Following discussion, it was agreed to forward the following to the Public Board meeting:

RECOMMENDATION

THAT the Facilities & Building Committee recommends the following resolution be approved by the Board of Education:

“NOTWITHSTANDING Policy 701.2 which sets out the school building planning review process THAT the Board of Education (Richmond) authorize the Superintendent and

Secretary-Treasurer to undertake a simplified planning and consultation process for all Seismic Mitigation Projects until such time as necessary revisions are made to Policy 701.2.”

This simplified process would still provide for consultation with stakeholders and the school community, but would be more responsive to the time sensitive needs of the projects. The recommended action is consistent with May 1st, 2017 Board approved motion:

“NOTWITHSTANDING Policy 701.2 which sets out the school building planning review process that the Board of Education (Richmond) authorize the Superintendent and Secretary Treasurer to undertake a simplified planning and consultation process for the Cook Seismic Remediation Project.”

9. AFG PROJECTS UPDATE FROM MAINTENANCE

Tabled to a future meeting.

10. 2019-20 SEP PROJECTS UPDATE

The Director, Maintenance, Operations and Transportation spoke to his report as included with the agenda providing an overview of planned school enhancement projects including a roof replacement at Burnett in addition to mechanical and lighting upgrades at Cambie and Burnett secondary.

11. NEXT MEETING DATE – TENTATIVE, THURSDAY, SEPTEMBER 26, 2019

12. ADJOURNMENT

The meeting adjourned at 6:11 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Facilities and Building Committee

Report to the Facilities & Building Committee PUBLIC

DATE: 04 September 2019

FROM: Roy Uyeno, Secretary-Treasurer
Frank Geyer, Executive Director, Planning & Development

SUBJECT: School Building Planning Review Process – Seismic Mitigation Projects (Revised)

RECOMMENDATION

THAT the Facilities & Building Committee recommends the following resolution be approved by the Board of Education:

“NOTWITHSTANDING Policy 701.2 which sets out the school building planning review process THAT the Board of Education (Richmond) authorize the Superintendent and Secretary-Treasurer to undertake a simplified planning and consultation process for all Seismic Mitigation Projects **until such time that necessary revisions are made to Policy 701.2.**”

POLICY CONSIDERATIONS

Policy 701.2 and 701.2R outline the requirements for a school building planning process, including the need for a consultation process

BACKGROUND

On May 31st, 2018, the Richmond Board of Education and Ministry of Education entered into a Memorandum of Understanding that established the Richmond Project Team (RPT), with a mandate to accelerate the delivery of school seismic mitigation projects in the District and to maximize the number of seismic event-resistant seats in the District as quickly as possible. Since that time, the RPT has brought two projects to construction phase, four projects to design phase and are currently working on five more projects in pre-design phase. The goal is to complete seismic mitigation upgrades on these and 25 additional schools in Richmond by 2030.

The existing District Policy 701.2 and 701.2-R - School Building Planning Review Process was originally approved by the Board of Education 20 February 1995 and last updated 16 January 2006. The intent of the policy is to ensure that, for capital construction projects valued at either over \$1.5 Million (Major Projects) or less than \$1.5 Million (Minor Projects), a very thorough consultation process is followed. For Major Projects, which seismic mitigation upgrades would be classified under due to their total project budget, the policy sets out the composition of a project “Steering Committee” which would number between 12 and 14 members, and prescribes a very defined and detailed process through the project design stages.

The process set out in the policy can have significant benefit for projects where either the majority of a building is being replaced, a significant addition to the building is being constructed, or a whole new building is being constructed. However, for seismic mitigation projects whereby the majority of work consists of structural and/or substructural upgrades and the work may include a replacement of up to 40% of the existing building area, such an extensive planning and consultation process may not be warranted and would also significantly impact project delivery timelines and potentially costs.

Staff are therefore recommending that the Board authorize the Superintendent and Secretary-Treasurer to undertake a simplified planning and consultation process for all current and future seismic mitigation projects as follows:

1. Instead of a project “Steering Committee”, a “Project Design Advisory Committee” be established once the design team is engaged, consisting of the following parties who would be invited to attend meetings and receive minutes:
 - Superintendent’s Representative - Area Superintendent or designate
 - Executive Director, Planning & Development or designate
 - Project Manager (Chair)
 - District Administrator, Emergency Preparedness & Seismic Liaison
 - School Administrator or designate
 - Board of Education Representative - Liaison Trustee for that school
 - Richmond Teachers’ Association Representatives (maximum of two)
 - School’s Parent Advisory Council Representative
 - Canadian Union of Public Employees, Local 716 Representative

It would be the responsibility of all representatives to report Committee proceedings to the organizations they represent.

When recommendations are being formulated by the Committee, there would be a minimum of five (5) members present.

2. Frequency of meetings of the Project Design Advisory Committee would be based on the scope of the project:
 - for seismic mitigation projects not involving any major changes to the floor plan of a school (i.e. purely a structural upgrade with some upgrades to building systems and/or finishes), meetings would be held at the onset of design phase and at the 50%/95% design completion stages;
 - for seismic mitigation projects involving major changes to the floor plan of a school (i.e. seismic mitigation plus either an addition or partial replacement to the building), meetings would be held at the onset of design phase and at the 35%/70%/95% design completion stages.
3. The purpose of the meetings would be to review the drawings, discuss scheduling and phasing, and to discuss other issues pertaining to the delivery of the project. The contracted Prime Consultant and Construction Manager may also be present at these meetings as resources to the Project Manager.

4. Upon completion of design phase and prior to construction, the role of Project Design Advisory Committee will be complete and the committee ended.
5. Regular Project Status Updates will be made by the Project Manager and posted on the Richmond School District Planning & Development Branch website and reported out to the Facilities & Building Committee by the Executive Director, Planning & Development throughout the life of each project.

This simplified process would still provide for consultation with stakeholders and the school community, but would be more responsive to the time sensitive needs of the projects. The recommended action is consistent with May 1st, 2017 Board approved motion:

“NOTWITHSTANDING Policy 701.2 which sets out the school building planning review process that the Board of Education (Richmond) authorize the Superintendent and Secretary Treasurer to undertake a simplified planning and consultation process for the Cook Seismic Remediation Project.”

*Roy Uyeno, CPA, CGA
Secretary-Treasurer*

*Frank Geyer, PEng, FMA
Executive Director, Planning & Development*

DATE: September 4, 2019
FROM: Mike Beausoleil
SUBJECT: AFG & SEP updates

1. Annual Facility Grant Update

Our District received **\$4,005,132** of AFG funding for year 2019-2020. The following is a breakdown and status of funds allocated per department and work committed as of August 31, 2019:

Department	Budget	Commitment	Expenditure	Remaining
Carpentry/Roofing	\$ 1,702,901	50 %	37%	\$ 210,600
Electrical/Security	\$ 645,004	26 %	29 %	\$ 288,129
HVAC	\$ 666,000	43 %	29 %	\$ 189,725
Painting/Floors	\$ 125,527	71 %	36 %	-\$ 9,531
Plumbing	\$ 346,700	29 %	17 %	\$ 185,513
Grounds	\$ 255,000	56 %	28 %	\$ 42,091
Tech Services	\$ 250,000	12 %	65 %	\$ 55,450
Others	\$ 14,000	91 %	0 %	\$ 1,239

Overall Highlights:

- ✓ 42% committed, 34% spent
- ✓ \$963K remaining balance will be utilized by March 31st (consulting, LED lights, cladding, MCC panel conversion, playground upgrades, Kitchen AHU, Walk-in Freezer, water quality, Traka Key, Emergency Generator)
- ✓ \$1.678 million commitment to suppliers to paid by March 31st (Mold Testing, Homma and Hamilton roofing, McMath Solar Wall Panels, Various Paving, Palmer Boiler Replacement, Palmer Gym AHU)

2. School Enhancement Program Update

Our District received a total of **\$1,270,000** of SEP funding for year 2019-2020. Following is the breakdown and status of funds allocated as of August 31, 2019:

Project	Budget	Commitment	Expenditure	Remaining
Roof Replacement	\$ 600,000	54 %	30%	\$ 98,399
Lighting Upgrade	\$ 480,000	0 %	0 %	\$ 480,000
DDC Upgrade	\$ 190,000	67 %	28 %	\$ 8,451

Respectfully Submitted,

Mike Beausoleil

Director

Maintenance, Operations & Transportation