

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, SEPTEMBER 9, 2020

TIME: 5:00 PM

LOCATION: via ZOOM MEETING LINK

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

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Minutes of meeting held May 20, 2020
- 3. RICHMOND PROJECT TEAM UPDATE [standing item]**
Attachment – Executive Director, Facilities Services
- 4. LONG RANGE FACILITIES PLANNING [standing item]**
Attachment – Executive Director, Facilities Services
- 5. FACILITIES SERVICES BRANCH ORGANIZATIONAL STRUCTURE**
Attachment– Executive Director, Facilities Services
- 6. COVID-19 FACILITIES UPDATE**
Attachment – Executive Director, Facilities Services
- 7. MINUTES FOR INFORMATION**
(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
Nil
- 8. NEXT MEETING DATE – WEDNESDAY OCTOBER 7, 2020 @ 5:00 PM**
- 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 via Zoom Meeting Link, Richmond, BC, on Wednesday, May 20, 2020 at 4:30 p.m.

Present:

Debbie Tablotney, Committee Chairperson
Sandra Nixon, Committee Vice-Chairperson
Norm Goldstein, Trustee Member
Donna Sargent, Trustee Alternate
Heather Larson, Trustee*
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director Planning and Development
Rob Laing, Executive Director, Learning and Business Technologies
Mike Beausoleil, Director, Maintenance, Operations and Transportation
Umur Olcay, Manager, Facilities Planning*
Joseph Balderston, Facilities Planner, Planning and Development*
Liz Baverstock, President, Richmond Teachers' Association
Steve Wengowski, Co-President, Richmond Teachers' Association
Ian Hillman, President, CUPE
Kelly Gibson, Co-President, Richmond Management Administrative Professional Staff
Taffy Jackson, Co-President, Richmond Management Administrative Professional Staff
Dionne McFie, President, Richmond District Parents Advisory Committee
Wanda Plante, Executive Assistant (Recorder)

*Present for a portion of the meeting

The meeting began by introductions of attendees at 4:31 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the March 4, 2020 meeting were approved as circulated.

3. RICHMOND PROJECT TEAM UPDATE

An overview and update on various major capital projects was provided by the Executive Director, Planning and Development including the status of several seismic upgrades at William Cook Elementary, Hugh Boyd Secondary, Robert Tait and Ferris Elementary all of which are all on track for an August 2020 target completion date. He noted that seismic work of an upgraded portion of the existing south half of Cook elementary is expected to see half occupancy by December 2020.

The Executive Director, Planning and Development further noted receipt of a response support letter from the Ministry of Education regarding numerous projects such as the School Enhancement Program (SEP) for Cambie Secondary, Carbon Neutral Capital Program (CNCP) for McNair and Richmond Secondary as well as the Playground Equipment Program (PEP) for William Bridge and James Gilmore elementary. Discussion ensued regarding lighting upgrades in schools, meeting the district's priority of LED upgrades and achieving our targets in kilowatt savings in order to sustain our energy contract.

4. LONG RANGE FACILITIES PLAN (LRFP)

The Manager, Facilities Planning and Facilities Planner spoke to their power point presentation Planning Update - Strategic Recommendations of the LRFP and identified other related tasks Planning staff are working on. They advised that the development and assembly of the 2020/2021 Capital Plan will be presented for Board approval June 11, 2020 in order to meet the Ministry of Education's June 2020 deadline. In addition, Board approval will also be required on the Eligible School Sites Proposal (ESSP) which was developed in consultation with local government and developer stakeholders. The ESSP includes estimated student growth from new housing units over the next 10 years; the general location, estimated cost and size of future school sites; and one new elementary school site in the City Centre Area. Following Board approval accompanied with a certified copy of Board resolution, the ESSP will be submitted to the City of Richmond for acceptance, pursuant to the Local Government Act and will be submitted to the Ministry simultaneously with the 2021/2022 Five Year Capital Plan. Long term accommodation strategies and potential new locations for Child Care and Early Learning Pre-Kindergarten school site services and programs continue to be pursued. Potential impacts of the COVID-19 Pandemic on the District's learning environment and demographic projections are being reviewed. Short and long-term space planning for District administration (non-school facilities) is also being undertaken as well as ensuring long term accommodations for Station Stretch/Horizons/Streetview, Continuing Education, Aspen and other education program initiatives.

ACTION: A copy of the Planning Update – Strategic Recommendations of the LRFP will be forwarded to all attendees by the Recording Secretary.

5. 2020-2021 FIVE YEAR CAPITAL PLAN

Following a brief discussion, it was agreed to forward the following:

RECOMMENDATION

THAT the proposed 2021/2022 Five Year Capital Plan be received and recommended for approval by the Richmond Board of Education at its June 10, 2020 Public meeting.

6. 2020-2021 ANNUAL FACILITY GRANT PROGRAM

An update on the Annual Facility Grant (AFG) was provided by the Executive Director, Planning and Development and Director, Maintenance, Operations and Transportation which including a 3-year comparison breakdown and status of funds allocated per department. The AFG is intended for annual projects required to maintain capital assets through their anticipated economic life that prevent any premature deterioration of identified assets. AFG committed

Ministry funding is based on a complex formula involving numbers, size and age of facility assets including enrolment. Priority projects for the AFG program are set by the managers and forepersons of the Maintenance Department, in consultation with the Planning and Development Branch and are based on a cyclical renewal program for critical facilities systems throughout the District.

Discussion ensued regarding ongoing drainage issues caused by heavy rain on playing fields at various school sites that align with district/city property lines. A suggestion to discuss this at a Council Board Liaison Committee meeting was made.

7. COVID-19

The Executive Director, Planning and Development advised that a number of initiatives and enhanced workplace environment cleaning protocols have been developed and implemented by a coordinated effort involving the Facilities Emergency Operations Centre (FEOC) consisting of the Maintenance, Operations and Transportation, Planning and Development, Stores and the Health and Safety department regarding safety of staff and students to ensure business continuity.

Discussion ensued regarding shortage of supplies and available plexiglass, ongoing dialogue around physical distancing on school buses, increase of a day custodian at every elementary and secondary school and continuing to review the model for September.

8. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Minutes from the February 5, 2020 meeting were attached for information.

9. NEXT MEETING DATE – SEPTEMBER, 2020

10. ADJOURNMENT

The meeting adjourned at 6:01 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Facilities and Building Committee

Report to the Facilities & Building Committee PUBLIC

DATE: 09 September 2020

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Richmond Project Team Update

Major Capital Projects

1. **[William Cook Elementary Seismic Upgrade, Partial Replacement & Addition](#) (\$13.9 Million)**

 - Building substantially complete and occupied; deficiency work, exterior painting and landscaping to be completed in September; City upgrading its pump station which impacts the frontage of the school site and won't be complete until December.

2. **[Hugh Boyd Secondary Seismic Upgrade & Partial Replacement](#) (\$10.7 Million)**

 - Building substantially complete and occupied; deficiency work, exterior painting and landscaping to be completed in September.

3. **[Robert J. Tait Elementary Seismic Upgrade](#) (\$7.6 Million)**

 - Project substantially complete and building occupied; deficiency and extra work to be completed by December.

4. **[W.D. Ferris Elementary Seismic Upgrade](#) (\$8.5 Million)**

 - Project substantially complete and building occupied; portables relocated to Maple Lane and graveled area paved to become new sport court; deficiency and extra work to be completed by December.

5. **[Mitchell Elementary Seismic Upgrade & Partial Replacement](#) (\$11.4 Million)**

 - Work on replacement wing of school well underway; Phase 1 of the existing building seismic upgrading complete and occupied.
 - Design of building envelope remediation of 1992 Block complete and in with BC Housing for review; work to be integrated into the seismic scope of work.
 - Substantial completion by September 2021.

6. **[Manoah Steves Elementary Seismic Upgrade & Partial Replacement](#) (\$12.8 Million)**

 - Work well underway; substantial completion by September 2021.

7. **[F.A. Tomsett Elementary Seismic Upgrade & Addition](#) (\$11.4 Million)**

 - Work on replacement wing of school well underway; Phase 1 of the existing building seismic upgrading substantially complete and occupied; targeting substantial completion by January 2022.

- Application for new child care facility as part of the project, funded by the Childcare BC New Spaces Fund, improved and resubmitted 20 April 2020; expect response in September.

8. Maple Lane Elementary Seismic Upgrade (CFPA Stage - \$6.7 Million)

- Design complete, building permit obtained and work scheduled to start mid-September; portables set up and initial classes moved in; targeting substantial completion by January 2022.

9. James McKinney Elementary Seismic Upgrade (CFPA Stage - \$12.6 Million)

- Design complete and ready for tender; building permit applied for; portables set up; construction scheduled to start by the end of October; targeting substantial completion by May 2022.

10. James Whiteside Elementary & William Bridge Elementary Seismic Upgrades (PDR Stage)

- Concept Plan and updated draft PDRs submitted to the Ministry for review.

Minor Capital Projects (greater than \$200,000)

1. Roofing Replacement Program (AFG - \$2.05 Million)

- Work nearing completion at Diefenbaker, Gilmour, Lee, Quilchena and Thompson

2. Mechanical System Upgrades

- Chiller replacement at Cambie design underway, construction in Spring 2021 (SEP - \$550,000)
- Rooftop heating unit replacements at Burnett, Palmer, McNair and McRoberts substantially complete (AFG - \$260,000)
- Direct digital control system upgrade at McNair underway (SEP - \$230,000)
- Boiler upgrades at Spul'u'kwuks and Wowk substantially complete (AFG - \$220,000)

3. Lighting Upgrades

- Complete at Cambie (2019/2020 SEP - \$480,000)
- Design at Richmond Secondary complete, ready for tender (2020/2021 SEP - \$450,000)
- Design at Westwind and Hamilton complete, ready for tender (AFG - \$300,000)

4. Painting Program (\$262,500)

- Gym floor refinishing complete at Boyd, Cambie, Garden City, McKay, McKinney, Steveston-London and Wowk
- Exterior painting completed at Gilmore, Quilchena and all Modular Learning Centres

5. Playground Upgrades (\$250,000)

- Manufacturing of adventure playgrounds underway at Bridge and Gilmore

2021/2022 Capital Plan

- Capital Plan and Eligible School Site Proposal approved by the Board and submitted to the Ministry 19 June 2020. Expect response in March 2021.

Local Capital Projects

- Administration Building 1st Floor renovation work completed and occupied; finishing extra work to modernize lobby.
- Administration Building EV charging stations installed; parkade security fencing installed.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Report to the Facilities & Building Committee PUBLIC

DATE: 09 September 2020

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Long Range Facilities Plan (LRFP) Update

The following report is for information only. No further action on the part of the Facilities & Building Committee (FBC) is required at this time.

At the Public Board Meeting of 22 April 2020, the Board announced its decision to defer the decision to proceed with LRFP Action Plan Item #1, Phase II, which involves the further review of boundaries, program locations and consolidations pertaining to secondary schools in the South Central planning region, at this time. While LRFP Action Plan #1 is on hold, Planning staff continued to work on other strategic recommendations contained in the LRFP, and other Planning related tasks, including:

- Development and assembly of the 2021/2022 Five-Year Capital Plan, which was adopted by the Board of Education and submitted to the Ministry of Education in June 2020. The Capital Plan was prepared in collaboration with all Facilities Services departments.
- Development of the Eligible School Sites Proposal (ESSP), in consultation with local government and developer stakeholders, which was adopted by the Board of Education in June 2020, incorporated in the 2021/22 Five-Year Capital Plan and submitted to the Ministry of Education, and sent to City of Richmond for acceptance. The ESSP is required to be prepared annually in consultation with local government and developer stakeholders to estimate school site acquisition requirements for the district based on student growth from new housing. The ESSP report estimated that the growth over the next 10 years supports a future acquisition of a new elementary school site in the City Centre Area.
- Updated projections and value changes for seismic project identification reports (SPIRs) and project identification reports (PIRs) to eventually be completed for all projects included in the 2021/2022 Five-Year Capital Plan.
- Updated and submitted draft PDRs and Concept Plan for William Bridge Elementary and James Whiteside Elementary seismic upgrades to the Ministry of Education.
- Development of a new portable classroom tracking inventory, a portables relocation strategy to accommodate enrolment in areas of growth, and a strategy for the eventual retirement of portables that are in poor condition and beyond repair. The Richmond Project Team has recently demolished two portables that were identified as beyond repair at H.J. Cambie Secondary and not suitable or needed for student accommodation.

- Research and creation of a database of hazardous materials in District facilities, complete with locations, estimated quantities and remediation costs to support the Secretary Treasurer's submission of the Asset Retirement Obligations report required by the Ministry of Education.
- Continuing the review of long term accommodation requirements and potential new locations of Child Care and Early Learning Pre-Kindergarten Programs and Services at Richmond school sites. This includes developing child care capital funding applications for Provincial capital funding, beginning with an application for 42 child care spaces at F.A. Tomsett Elementary which was submitted to the Ministry of Child and Family Development in April 2020. A decision on the application has been delayed by the Ministry to September 2020.
- Reviewing the potential impacts of the COVID-19 pandemic on the District's demographic projections and learning environments:
 - Accordingly, we are undertaking a review of potential changes to the projected number of new students entering the District, and are working with the City of Richmond to analyze the impacts of the pandemic on housing development trends in the City of Richmond. Planning staff will also work closely with senior leadership to address decisions that may impact learning environments and planning strategies as we move forward to a "New Normal".
 - Planning staff have also prepared floor plan mapping of all schools identifying and classifying main entrances, marking and counting classrooms and learning spaces with direct outdoor access, areas within the school that have potential for inter-cohort contact that require signage and spaces that may require barriers.
- Continuing to undertake short- and long-term space planning for District administration (non-school facilities).
- Continuing work on the list of proposed amendments to the LRFP, identifying completed tasks, updated enrolment projections and other data, and to responding to approvals, decisions or other changes since the 30 June 2019 adoption of the plan. The intent is to update the LRFP every two years, with the Board to review and approve any changes.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Report to the Facilities & Building Committee PUBLIC

DATE: 09 September 2020
FROM: Frank Geyer, Executive Director, Facilities Services
SUBJECT: Facilities Services Branch

On 12 June 2020, Roy Uyeno, Secretary-Treasurer, issued the following email message to Trustees:

“Further to my email of May 20, 2020 regarding the recently completed Maintenance Department operational review, I want to advise that we have made some organizational changes to the Facilities, Maintenance and Capital divisions that create a stronger business service delivery model and provides leadership support.

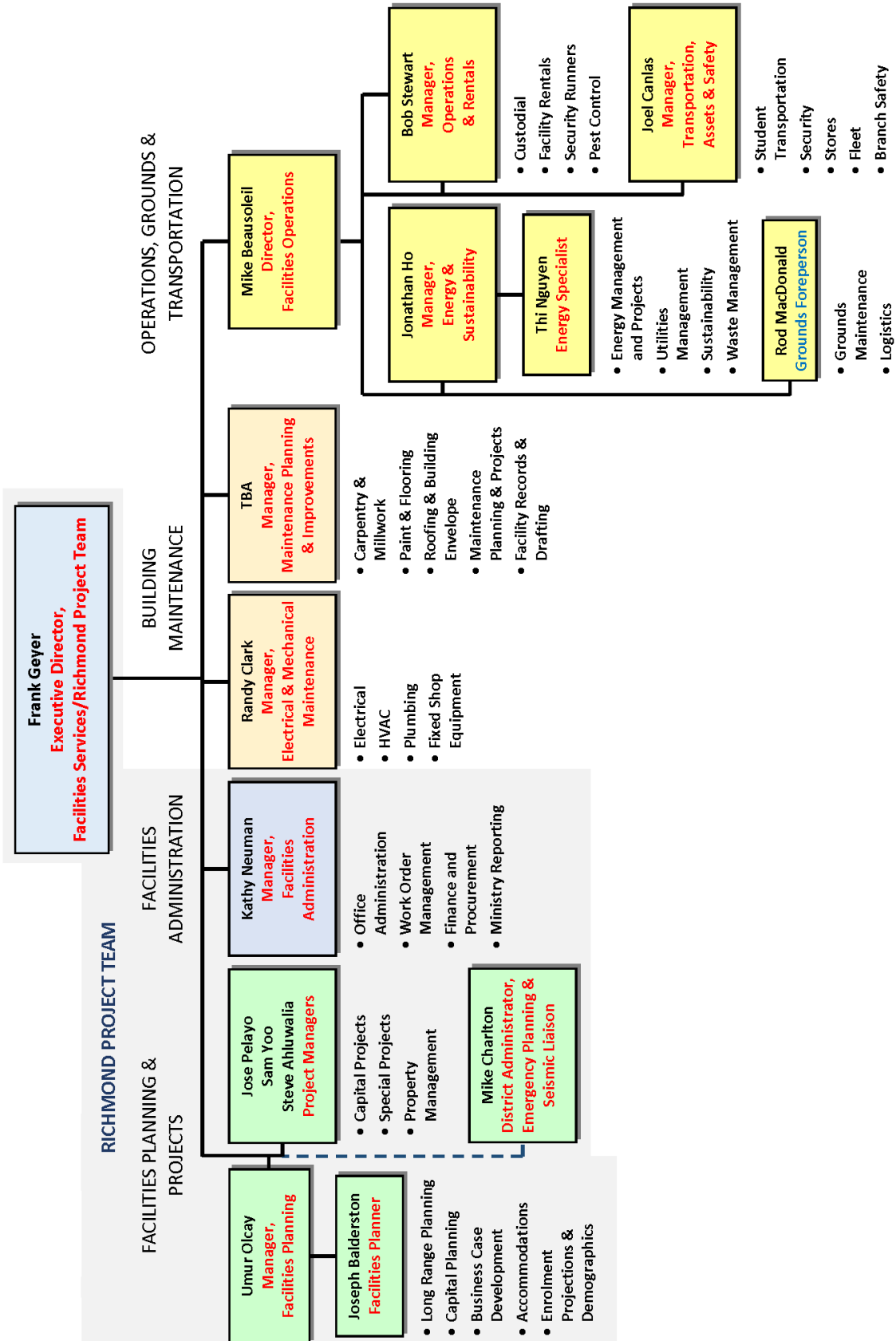
...This new organizational structure ...will provide improved integration, alignment and communication between capital planning, capital projects, maintenance and operations. The organizational changes will also enhance information flow internally/externally and ensure that we can focus on implementation of other key recommendations that were identified in the Maintenance Review report. We are transitioning staff into their new roles over the next month.”

The reorganization is now complete and has been in operation since June, with revised responsibilities of managers implemented, financial/procurement/project management practices and reporting merged, and bi-weekly managers/forepersons meetings taking place. The new branch is currently recruiting the new Manager, Maintenance Planning & Improvements, laying a framework for a new computerized maintenance management system, planning an assets management (stores, fleet) review, and developing standard operating procedures in addition to playing a key, integral role in the District’s COVID-19 response.

The organization chart for Facilities Services Branch is attached.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

RICHMOND SCHOOL DISTRICT FACILITIES SERVICES BRANCH ORGANIZATION (12 JUNE 2020)



Report to the Facilities & Building Committee PUBLIC

DATE: 09 September 2020

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: COVID-19 Facilities Update

The following report is for information only. No further action on the part of the Facilities & Building Committee (FBC) is required at this time.

A coordinated effort by the Facilities Services Branch (FSB) in response to the Novel Coronavirus (COVID-19) pandemic has been in effect since mid-March 2020. During this time, a number of initiatives have been developed and implemented by the FSB to ensure business continuity from a facilities and transportation perspective as staff and students return for the start of the new school year, including:

- Enhanced workplace environmental cleaning protocols are in place to ensure schools and district sites meet Provincial health and safety guidelines including twice daily disinfecting of all multiple-touch points (i.e. washrooms, door knobs, light switches, handrails, counters and desks/chairs).
- Additional 25 FTE day custodial staff added to ensure twice daily enhanced environmental cleaning at all schools, and once daily general cleaning (tidying, floor cleaning, dusting, trash removal) and topping up of hand sanitizer bottles, disinfectant bottles and rinsing of rags. The district is also recruiting additional casual custodial staffing with the Return to School Ministry of Education funding.
- Providing disposable disinfectant wipes in elementary and secondary school classrooms and teaching spaces for use by staff and students.
- Acquiring and placing portable handwashing stations in elementary school classrooms and portables (55 units) that do not have sinks for handwashing and ensuring soap and paper towel supplies at all sinks are maintained.
- Acquiring and placing hand sanitizer stations at every school entrance lobby and ensuring that all classrooms (1,100+) and other teaching spaces and school offices have pump dispensers of hand sanitizer. We have secured enough product for the next 6 months.
- Acquiring and providing 2 portable folding acrylic screens to each elementary school and 4 units to each secondary school for the purposes of placement in locations where physical distancing is not possible such as school office counters and library circulation desks. In addition, we have procured 30 handheld portable acrylic screens for Learning Services itinerant staff to use and will be receiving another 60 units for allocation to schools mid-September.

- Completing and maintaining an inventory of critical supplies (masks, gloves, cleaning products, paper towels, soap) at all sites, gathering of surplus critical supplies from sites to Stores for redeployment as necessary.
- Implementing workplace protocols and communications concerning physical distancing guidelines, hand hygiene, vehicles and tools disinfection, and other measures to ensure staff safety and continuity of facilities operations.
- Ensuring continuity of construction and maintenance projects at those schools where work has previously started or were approved to start, with all external contractors complying with strict social distancing and health and safety guidelines as set out by WorkSafeBC and the BC Construction Safety Alliance;
- Transportation:
 - preparing for bus services for students under the latest provincial guidelines; students required to do health declarations before boarding busses and wear masks;
 - updating and implementing the Transportation exposure control plan;
 - equipping our bus fleet with acrylic screen behind the driver seat and retractable clear plastic screen between the driver and passengers;
 - issuing face shields and reusable masks to drivers and attendants;
 - ensuring all busses are equipped with hand sanitizer dispensers for staff and students to use;
 - maintaining student list, consistent student seating arrangements and established loading and off-loading protocols and
 - conducting disinfection of multi-touch surface surfaces prior to each bus run.

*Frank Geyer, PEng, FMA
Executive Director, Facilities Services*