

**FACILITIES & BUILDING COMMITTEE**  
**PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, OCTOBER 6, 2021**

**TIME: 4:30 PM**

<https://sd38.zoom.us/j/62360235695>

Passcode: **6000**

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.

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- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**  
Attachment: Public Minutes of meeting held June 2, 2021
- 3. FACILITIES PLANNING UPDATE [standing item]**  
Nil
- 4. RICHMOND PROJECT TEAM UPDATE [standing item]**  
Nil
- 5. FACILITIES SERVICES UPDATE**  
Attachment: Report from the Executive Director, Facilities Services
- 6. MINUTES FOR INFORMATION**  
**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**  
*Nil*
- 7. NEXT MEETING DATE – WEDNESDAY NOVEMBER 3, 2021 at 4:30 PM**
- 8. 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, June 2, 2021 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson  
Norm Goldstein, Committee Vice-Chairperson  
Heather Larson, Trustee Member  
Sandra Nixon, Trustee  
Rick Ryan, Deputy Superintendent  
Roy Uyeno, Secretary Treasurer  
Frank Geyer, Executive Director, Facilities Services  
Rob Laing, Executive Director, Learning and Business Technologies  
Jane Macmillan, Executive Director, Learning Services  
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association  
Joel Canlas, Richmond Management Administrative Professional Staff  
Umur Olcay, Manager, Facilities Planning  
Joseph Balderston, Facilities Planner,  
Katherine Neuman, Manager, Facilities Administration  
Andrew Brown, Carpentry Relief Foreman  
Dionne McFie, Past President, Richmond District Parents Advisory Committee  
Wanda Plante, Executive Assistant (Recorder)

Regrets: Debbie Tablotney, Trustee Alternate

The meeting began by introductions of attendees at 4:33 pm.

### **1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **2. APPROVE MINUTES**

Minutes from the May 5, 2021 meeting were approved as circulated.

An incorrect start time on the district website for the Facilities and Building Committee public meeting was noted by the Past President of the Richmond District Parents Advisory Committee.

### **3. FACILITIES PLANNING UPDATE [standing item]**

Nil

**4. RICHMOND PROJECT TEAM UPDATE [standing item]**

Nil

**5. FACILITIES SERVICES UPDATE**

The Executive Director, Facilities Services spoke to his report as included with the agenda package and noted current initiatives underway including:

- Operations and Rentals Department Review – comprehensive review of operations and rentals departments, service deliveries, budget, processes and protocols to be completed by September 2021; An external consultant has been hired to conduct the review.
- Commence design and renovation of the Mitchell Education Centre to relocate Continuing Education from Rideau Park by Winter Break 2021;
- Implementation of the new computerized Enterprise Asset Management System (EAMS) “AssetPlanner” for the District; complete life cycle management of our facilities; fleet and asset inventory and management, work order management and reports, project scheduling, tracking and budget management;
- Draft district sustainability and climate action plan presentation at the June Board meeting.

Comments and questions regarding safety of teaching staff and HVAC systems during ongoing seismic projects was raised by the Richmond Teachers’ Association 2<sup>nd</sup> Vice President and assurances for supplemental comfort will be confirmed by the Executive Director, Facilities Services. The Richmond Teachers’ Association greatly appreciates all the hard work done by the Facilities Services staff during seismic renovations.

**6. TECHNOLOGIES SERVICES UPDATE**

A comprehensive review of Learning and Business Technology initiatives was provided by the Executive Director of that department. With continued increase in the use and reliance on technology across the district, we know that technology has become an essential tool to enhance, support and activate student learning. Technology has served to bring people together for communication, collaboration and to efficiently manage the core business needs of the school district. Staff, students and family deserve recognition and credit in which they’ve embraced the challenges we have all faced. The Executive Director, Learning and Business Technologies then outlined some initiatives of Network and Computing Infrastructure Projects and looks forward to continuing to work towards achieving the goals and objectives in the 2020-2025 Strategic Plan.

Trustees had questions and comments regarding cyber security and future meeting platforms for the start of the 2021 school year in September.

**7. FEED-U-CATE DONATION**

A brief background to the Feed-U-Cate 38 program was provided by the Executive Director, Facilities Services. He noted the program's purpose established by a committee of students and staff in the fall of 2012, to support district students in need with meals that include breakfast, lunch and snacks and to also educate the community about district food programs.

The Chairperson of the Facilities Services Centre (FSC) Social Committee, Andrew Brown was pleased to present a cheque in the amount of \$5,100 on behalf of the FSC Social Committee through the support and contributions of FSC staff over the last year and a half and noted that \$17,000.00 has been raised in total for this program over the years. This incredible gift will be put to great use in our schools in supporting children next year.

**8. MINUTES FOR INFORMATION**

**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**

Meeting minutes from April 7, 2021 were attached for information.

**9. NEXT MEETING DATE – SEPTEMBER, 2021**

**10. ADJOURNMENT**

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson  
Facilities and Building Committee

## Report to the Facilities & Building Committee PUBLIC

**DATE:** 06 October 2021

**FROM:** Frank Geyer, Executive Director, Facilities Services

**SUBJECT:** Facilities Services Update

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

### STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

### DISCUSSION

#### Planning Activities

The Planning Team is currently working on:

- The analysis of 2021/2022 actual enrolment vs. projections and the development of new enrolment projections for 2022/2023;
- Determining the next proposed location for a new stand-alone child care facility and developing an application for capital funding under the recently announced next phase of the Childcare BC New Spaces Fund;
- In collaboration with the Energy & Sustainability Team, preparing for the upcoming Facilities Board Workshop (25 October 2021), which will focus on:
  - Bi-annual Updated next Long Range Facilities Plan (LRFP);
  - New District Sustainability & Climate Action Plan (DSCAP);
  - Both documents, when finalized, will be brought forward to a subsequent Public Board Meeting for adoption.

#### Projects Activities

The Richmond Project Team has been busy managing a number of capital projects:

- Substantial completion reached on the seismic upgrades/partial replacements at Mitchell Elementary and Manoah Steves Elementary, with both buildings fully occupied.
- Engineering associated with the Mitchell Education Centre project.
- Expecting substantial completion on the seismic upgrade at Maple Lane Elementary in October (three months ahead of schedule); building is fully occupied and temporary portables moved to William Bridge Elementary for swing space on its seismic upgrade.

- The new classroom block at F.A. Tomsett Elementary is completed and occupied; the seismic upgrading of the balance of the building to be completed by February 2022 as scheduled. The new child care facility at Tomsett is well underway, with completion in concert with school project completion.
- Seismic upgrading at James McKinney Elementary continues, with completion by April 2022 as scheduled.
- Wrapping up design on the James Whiteside Elementary and William Bridge Elementary seismic upgrades; targeting mobilization on site by November 2021.
- Code upgrades at Rideau Park Resource Centre (sprinkler system, warehouse racking) were completed over the summer.
- The new child care room and outside play space at Robert J. Tait Elementary has been completed.
- Still awaiting Capital Funding Project Agreements from the Ministry for the building envelope upgrades at Archibald Blair Elementary and Howard DeBeck Elementary.
- No word yet on any new seismic upgrades to be supported by the Ministry for proceeding to business case development.

#### Maintenance Activities

Facilities Services has been very busy over the summer working on a number of facilities renewal projects. Highlights include:

- Roofing replacements substantially completed at Hugh McRoberts Secondary, Hugh Boyd Secondary, Mitchell Elementary and James Thompson Elementary.
- Building envelope restorations substantially completed at five elementary schools: Garden City, R.M. Grauer, William Cook, John G. Diefenbaker and Hamilton.
- Corridor flooring replacements completed at three elementary schools: Thomas Kidd, Quilchena and Daniel Woodward.
- Gym floor restoration completed at 10 schools.
- Security/card access systems upgraded at 12 sites.
- Boiler replacements completed at three elementary schools: Howard DeBeck, John G. Diefenbaker and Kathleen McNeely.
- HVAC digital controls replacements completed at Matthew McNair Secondary and well underway at six elementary schools: General Currie, Howard DeBeck, John G. Diefenbaker, Garden City, R.M. Grauer and Jessie Wowk.
- Walk-in freezer and cooler replacements completed at two secondary schools with cafeteria programs: Matthew McNair and Richmond.
- Pavement restoration program well underway at 16 sites.
- LED lighting upgrades at Steveston-London Secondary (ready for tender) and School Board Office (under design) underway.

Facilities Services was also very busy preparing schools for the 2021/2022 start-up, in compliance with the latest K-12 COVID Guidelines:

- Schools with mechanical ventilation systems are in excellent working order through scheduled filter changes and equipment maintenance.
- We have maximized the amount of fresh outside air and increased the average air exchanges in accordance with Provincial guidelines.
- We have extended operating hours for ventilation systems – initiating ventilation systems well before school starts each day to flush the air in all rooms prior to occupancy.
- Classrooms, offices, libraries, multipurpose or other rooms that do not currently have mechanical ventilation systems will keep windows open as much as possible to ensure outdoor air is naturally exchanged with inside air. Maintenance staff will monitor and adjust heating settings as necessary.
- The Richmond School District is fully compliant with all school ventilation requirements. The district will continue to work closely with, and take direction from, public health officials to ensure our school ventilation protocols are current and remain effective.

#### Operations and Transportation Activities

The Operations and Transportation Departments have been extremely busy preparing for the 2021/2022 school year:

- Ensuring all summer cleaning of schools and busses was completed in time for school startup.
- Hiring, training and scheduling additional day custodians (one per two schools as budgeted from September to February) to undertake enhanced environmental cleaning.
- Servicing portable handwashing stations.
- Scheduling and preparing busses and staff for increased student volumes.
- Preparing for a return to full gym and other facilities rentals once Step 4 in the BC Restart Plan is declared by the Province.

#### Other Branch Activities of Note

In addition to the foregoing, Facilities Services:

- Has completed work on the draft Operations & Rentals Department independent review and recommendations report.
- Successfully launched our new enterprise asset management system “AssetPlanner” over the summer, which replaced the antiquated work order management system with a comprehensive, web-based software solution that will allow Facilities Services to streamline and track the repair and maintenance of District facilities, maintain accurate inventories and enhance communication service requestors.
- Are in the process of replacing the old “R” man logo on our fleet with the district wordmark.
- Updated, rebranded and changed the address of our website: <https://facilities.sd38.bc.ca>.

*Frank Geyer, PEng, FMA  
Executive Director, Facilities Services/Richmond Project Team*