

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, APRIL 6, 2022
TIME: 4:30 PM

<https://sd38.zoom.us/j/66538828856>

Passcode: **6000**

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

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**
Attachment: Public Minutes of meeting held March 2, 2022
- 3. COMMITTEE MEETING FORMAT**
- 4. FACILITIES PLANNING UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services
- 5. RICHMOND PROJECT TEAM UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services
- 6. FACILITIES SERVICES UPDATE**
Attachment: Report from the Executive Director, Facilities Services
- 7. MINUTES FOR INFORMATION**
(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
Nil
- 8. NEXT MEETING DATE – WEDNESDAY MAY 4, 2022 at 4:30 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, on Wednesday, March 2, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Committee Vice-Chairperson*
Norman Goldstein, Trustee Member
Heather Larson, Trustee
Sandra Nixon, Trustee
Donna Sargent, Trustee
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Jason Leslie, Vice President, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Hugo David Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

**Present for a portion of the meeting*

The meeting was called to order at 4:33 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the February 2, 2022 meeting was approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He then responded to an inquiry from the President, Richmond Teachers' Association about the location of the Aspen program.

Trustee Tablotney joined the meeting at 4:37pm.

4. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services spoke to his report as included in the agenda package with the following highlights:

- Pre-design phase completed for the Blair Elementary and Debeck Elementary Building Envelope Upgrades
- Project work underway at Mitchell Education Centre
- Preliminary design underway for the Rideau Park Resource Centre

The President, Richmond Teachers' Association informed the Committee that RTA is now a stakeholder to the Mitchell Education Centre. The Executive Director, Facilities Services noted this information and offered to send design plans to Richmond Teachers' Association for feedback.

5. **FACILITIES SERVICES UPDATE**

The Executive Director, Facilities Services highlighted that the new schedule for enhanced environmental cleaning at elementary schools as approved by the Board in its January 26, 2022 Public meeting (1 custodian per 3 elementary sites) is now in effect. There were no further questions or comments.

6. **PROPOSED CLASSROOM VENTILATION PROGRAM (Recommendation)**

The Executive Director, Facilities Services spoke briefly about his report. The President, Richmond Teachers' Association expressed her strong support for the program and emphasized the importance of ventilation in the long term to keep learning spaces safe. She also mentioned that the program is a great investment of the District from a generational equity and sustainability perspective. She concluded her statement by thanking the District for helping to find a solution to ventilation issues.

The President, Richmond District Parents Association, shared the same support as ventilation affects the health and safety of students and staff today and in the future. He pointed out that the issue is not about saving the money and hope that this program can be done in the future. He added that the RDPA is strongly behind the ventilation upgrades in the affected schools.

The Executive Director, Facilities Services responded to inquiries from Trustees on the benefits of the ventilation program from an energy and sustainability perspective and the standards that need to be complied with by the District's heating and ventilation systems.

Trustee Larson expressed her appreciation for all the information provided by staff and stakeholders, which gave everyone an opportunity to learn about the ventilation program.

It was agreed that the following **RECOMMENDATION** be forwarded to the Board:

THAT the Facilities & Building Committee recommends approval by the Board of Education (Richmond) for staff to proceed with the proposed Classroom Ventilation Program as presented to a maximum cost of \$12 Million funded from Local Capital Reserves.

7. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from January 5, 2022 were attached for information.

8. NEXT MEETING DATE – Wednesday, April 6, 2022 at 4:30pm

9. ADJOURNMENT

The meeting adjourned at 5:12 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

DRAFT

Report to the Facilities & Building Committee PUBLIC

DATE: 06 April 2022

FROM: Frank Geyer, Executive Director, Facilities Services
Umur Olcay, Manager, Facilities Planning
Joseph Balderston, Facilities Planner

SUBJECT: Facilities Planning 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.

STRATEGIC PLAN REFERENCES

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*
- *Objectives:*
 - 1 - Provide equitable learning environments through effective and efficient facilities planning, management and resource allocation
 - 4 - Implement strategic recommendations in the Long Range Facilities Plan

DISCUSSION

Major Items of note:

1. Long Range Facilities Plan (LRFP):

Develop an updated LRFP Action Plan, track planning actions, facilities decisions of the Board of Education and potential or recommended changes for the next revision of the LRFP in 2023. The Long Range Facilities Plan was adopted in June 2019 and updated in November 2021.

2. Childcare BC New Spaces Fund (NSF):

Ministry of Children and Family Development has approved two New Spaces Fund grants of \$1.5 Million each, for new stand-alone childcare facilities at Maple Lane Elementary and Manoah Steves Elementary. The childcare facilities will be modular structures that will be purpose built for childcare, placed on existing seismic portable pads that will be vacated upon completion of seismic projects that are underway at the two schools. The projects will also include a fenced in play area for the childcare.

In preparation of the next intake of New Spaces Fund applications anticipated in the Spring/Summer of 2022, the Planning Team has begun a comprehensive review of suitable candidate sites for inclusion in our next submission for funding to create new stand-alone childcare facilities.

3. Just B4:

The Planning Team, working closely with Learning Services, received licensing approval from Ministry of Children and Family Development Services for 10 childcare spaces under the Just B4 early learning program for four year-olds located at Walter Lee Elementary. The Planning Team will continue to support Learning Services in identifying future opportunities for expansion of this program to other elementary schools where appropriate.

4. Integrated Child & Youth Teams (ICY):

In collaboration with Learning Services, R.M. Grauer Elementary and Kathleen McNeely Elementary have been selected to accommodate ICY Teams beginning in September 2022. ICY is part of the province's strategy for mental health and substance abuse care for children and youth within a school district area from early years to age 19. The Planning staff Team will continue to work with Learning Services to identify future locations to meet the long term objective of locating ICY Teams in four zones across the District.

5. Aspen Program:

In collaboration with Facilities Services, and in consultation with Learning Services and MacNeill Secondary, the Planning Team is finalizing a detailed report to Senior Team on potential relocation options for the Life Skills Program to facilitate the accommodation of the Aspen Program entirely on the ground floor.

6. Five-Year Capital Plan:

Work has started on the 2023/2024 Five-Year Capital Plan, which will be due to the Ministry of Education by 30 June 2022. The Ministry of Education, in its 2022/2023 Capital Plan Response to the District has approved seismic upgrade projects at Alfred B. Dixon Elementary and Howard DeBeck Elementary, as well as a number of minor capital projects (covered in Richmond Project Team report).

7. Seismic Mitigation Program (SMP):

Drafted planning content and requested and received prime consultant fee proposals for the development of business cases for the recently Ministry-supported seismic upgrades at Alfred B. Dixon Elementary and Howard DeBeck Elementary.

8. City Centre Growth Planning:

Two temporary portables are being installed at Samuel Brighthouse Elementary to accommodate expected growth in 2022/2023, as the proposed expansion project at that school, contained in the past three Capital Plan submissions, has not been supported by the Ministry of Education; awaiting building permit. A temporary portable is also being installed at F.A. Tomsett Elementary to accommodate enrolment growth in 2022/2023.

The Planning Team is continuing to research and engage with the City of Richmond and development community on the timing and financial viability of a suitable new elementary school in the City Centre at Dover Park, Lansdowne Village, or elsewhere in the City Centre.

9. School Site Acquisition Charge:

At the March Board Meeting, 2022-2023 School Site Acquisition Charge (SSAC) Bylaw No. 2022-1 was recommended for adoption pursuant to the Local Government Act and School Site Acquisition Regulations. SSAC rates are paid by developers of new residential development, and the intent of the SSAC is to raise revenue to cover 35% of the acquisition costs and school site property expansions required over a 10-year period identified in the school district's eligible school sites proposal. The charges are based on the value of the land required and the density category for residential application received by the City and the charge is calculated on a per-unit basis pursuant to Provincial regulation.

The adopted SSAC Bylaw No. 2022-1 will increase charges to the maximum allowable rate pursuant to Provincial School Site Acquisition Regulations. The increased charges will come into force on 30 May 2022, 60 days after adoption. Any residential application received by the City prior to 30 May 2022 will have a period of 12 months (or by 30 May 2023) within which to be approved and qualify for the old SSAC rates.

Umur Olcay, RPP, MCIP, ALEP
Manager, Facilities Planning

Joseph Balderston
Facilities Planner

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

Report to the Facilities & Building Committee PUBLIC

DATE: 06 April 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Richmond Project Team Update

Major Capital Projects

- 1. F.A. Tomsett Elementary Seismic Upgrade & Addition (\$11.4 Million)**
 - Seismic upgrading and expansion work substantially complete, addressing deficiencies, outstanding exterior work and demobilization
 - Construction of new Tomsett Childcare Facility well underway – to be completed and occupied in August 2022 by the childcare operator
- 2. James McKinney Elementary Seismic Upgrade (\$12.6 Million)**
 - Work well underway; targeting substantial completion by end of June 2022
- 3. James Whiteside Elementary Enhanced Seismic Upgrade (\$17.3 Million)**
 - Construction underway
 - Targeting substantial completion by end of June 2023
- 4. William Bridge Elementary Seismic Upgrade (\$16.1 Million)**
 - Construction underway
 - Targeting substantial completion by end of August 2023
- 5. Alfred B. Dixon Elementary and Howard DeBeck Elementary Seismic Upgrades**
 - Projects supported by the Ministry in 2022/2023 Capital Plan to proceed to Project Definition Report (business case development)
 - Request for proposals for consultant team to help develop PDRs closed 25 March 2022. Targeting completion of PDRs by end of June 2023
- 6. Archibald Blair Elementary and Howard DeBeck Elementary Building Envelope Upgrades**
 - Pre-design complete. Projects approved by the Ministry in 2022/2023 Capital Plan to proceed to design and costing
 - Expect construction to commence late 2022 (subject to provincial funding)
- 7. Manoah Steves Elementary and Maple Lane Elementary Childcare Facilities (\$1.5 Million each)**
 - New modular childcare centres approved by the Ministry of Children and Family Development to proceed to design 28 March 2022
 - Request for proposals to design/build/install the facilities to be developed shortly

Minor Capital Projects (greater than \$150,000, excludes projects reported separately)

1. Mitchell Education Centre (\$2.5 Million)

- Selective demolition complete, working on seismic upgrading
- Expected completion/occupancy by 31 August 2022

2. Rideau Park Resource Centre (\$1 Million)

- Preliminary design of the project underway
- Expect to start construction in September 2022 with completion by May 2023

3. Mechanical System Upgrades

- HVAC digital controls replacements nearly complete at six elementary schools: General Currie, Howard DeBeck, John G. Diefenbaker, Garden City, R.M. Grauer and Jessie Wowk (SEP - \$715,600).
- Shop dust extraction system replacement at Matthew McNair Secondary approved by the Ministry in 2022/2023 Capital Plan, to start design shortly (SEP - \$472,000)
- HVAC digital controls replacements at Hugh McRoberts Secondary and Lord Byng Elementary approved by the Ministry in 2022/2023 Capital Plan, to start design shortly (CNCP - \$371,500)
- Lab ventilation system upgrades at four secondary schools (A.R. MacNeill, H.J. Cambie, Matthew McNair, Steveston-London) approved by the Ministry in 2022/2023 Capital Plan, to start design shortly (SEP - \$252,730)

4. Electrical System/Energy Upgrades

- LED lighting upgrade at Steveston-London Secondary 75% complete; targeting completion by April 2022 (CNCP - \$550,000)
- LED lighting upgrade at School Board Office designed and materials ordered; targeting completion by end of June 2022 (AFG - \$155,000)
- LED lighting upgrade at R.A. McMath Secondary approved by the Ministry in 2022/2023 Capital Plan, to start design shortly (SEP - \$547,287)

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

Report to the Facilities & Building Committee PUBLIC

DATE: 06 April 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Facilities Services Branch 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.

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

Current initiatives of note taking place in Facilities Services, excluding those presented in separate reports, include:

- Grounds has been working with several sites on their new or enhanced outdoor classroom areas and replacing the fall protection at multiple playgrounds throughout the District.
- Carpentry had a very busy Spring Break, replacing all the failed corridor flooring at Blundell and Grauer with new vinyl plank. They have also been hard at work completely renovating the Lee Library, replacing all the locks and door handles at Kidd, and other minor upgrades and renovations.
- Paint/Finishes has been hard at work completing their interior AFG re-paint projects for this year as well as supporting other departments projects.
- Planning well underway for the 2022/23 Facilities Renewal Program, which consists of projects required to maintain capital assets through their anticipated economic life and prevent any premature deterioration of these assets.
- Working with Learning Services on optimized bussing for students with special needs and working on the annual student transportation ridership report for presentation to the Board in May.
- Continuing planning and implementation of recommendations contained in the 2021 Operations & Rentals Department independent review.
- Continuing development of "Facilities 101" presentation for an upcoming Richmond Leadership Team meeting, meant to inform administrators and managers of exactly what Facilities Services provides, how we are structured and funded, and how we align with the Board's Strategic Plan, Mission, Vision and Values.

- COVID-19 measures:
 - ✓ Procured and installed portable air purifiers in classrooms, multipurpose rooms, libraries and offices without mechanical ventilation and upgraded filtration to MERV 9+ in HVAC systems.
 - ✓ Continuing to adhere to ASHRAE and Vancouver Coastal Health COVID standards on mechanical ventilation by flooding spaces with 30% more fresh air at the expense of higher heating costs.
 - ✓ Continuing enhanced environmental cleaning at elementary schools on day (until 30 June 2022) and afternoon shift and deep cleaning requests from the COVID Coordinator.
 - ✓ Continuing servicing of portable handwashing stations (by temporary day custodians – will end 30 June 2022).
 - ✓ Continuing to supply masks, rapid COVID tests, hand sanitizer and disinfectant wipes to schools.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services