

**FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA**

**DATE: MONDAY, OCTOBER 3, 2022
TIME: 4:30 PM**

<https://sd38.zoom.us/j/61412001947>
Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmin̓əm̓ (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 September 7, 2022
- 3. FACILITIES PLANNING UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services, Manager, Facilities Planning and Facilities Planner
- 4. CAPITAL PROJECTS UPDATE [standing item]**
Attachment: Report from the Executive Director, Facilities Services
- 5. FACILITIES SERVICES UPDATE [standing item]**
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, December 7, 2022 at 4:30pm**
- 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, on Wednesday, September 7, 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
Cindy Wang, Secretary Treasurer
Jane MacMillan, Assistant Superintendent
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Jonathan Ho, Manager, Energy and Sustainability*
Ian Hillman, President, Canadian Union of Public Employees 716
Stacey Robinson, 1st Vice President, Canadian Union of Public Employees 716
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association*
Mike Murray, President, Richmond Association of School Administrators
Hugo David Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Joel Canlas, Richmond Management and Professional Staff

**Present for a portion of the meeting*

The meeting was called to order at 4:34 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the June 1, 2022 meeting was approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

The Executive Director, Facilities Services referred to his report as included in the agenda package. There were no further questions or comments.

4. CAPITAL PROJECTS UPDATE [standing item]

The Executive Director, Facilities Services highlighted ongoing capital projects in the district. He then responded to Trustees' questions on the extent of work required to install unit

ventilators in schools. The Chairperson expressed his appreciation to the Executive Director, Facilities Services and his team for a job well done on the Adult Education Centre project.

5. FACILITIES SERVICES UPDATE [standing item]

The Executive Director, Facilities Services referred to his report as included in the agenda package. There were no further questions or comments.

6. COMMUNITY ENERGY AND EMISSIONS PLAN (CEEP)

The Manager, Energy and Sustainability highlighted that the district is making good progress in energy conversation but there is a need for more education of students and staff on proper waste diversion. He then responded to Trustees' questions and comments on his report.

7. CARBON REPORT

The Manager, Energy and Sustainability spoke to his report as included in the agenda package. There were no further questions or comments.

The 2nd Vice President, RTA and Manager, Energy and Sustainability left the meeting at 5pm.

8. DEVELOPMENT OF ADDITIONAL INDIGENOUS GATHERING SPACES [Recommendation]

The Assistant Superintendent spoke to her report as included in the agenda package. She then responded to Trustees' questions on potential locations and size of the additional two spaces and any potential grants that could be available for creation of Indigenous gathering spaces. A Trustee expressed support for the recommendation.

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 development of additional Indigenous Gathering Spaces as presented to a maximum cost of \$300,000 funded from Local Capital Reserves.

9. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from May 4, 2022 were attached for information.

10. NEXT MEETING DATE – Monday, October 3, 2022 at 4:30pm

11. ADJOURNMENT

The meeting adjourned at 5:09 pm.

Respectfully Submitted,

*Ken Hamaguchi, Chairperson
Facilities and Building Committee*

Report to the Facilities & Building Committee PUBLIC

DATE: 03 October 2022

FROM: Frank Geyer, Executive Director, Facilities Services
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.

DISCUSSION

Major Items of note:

1. Long Range Facilities Plan (LRFP):

The Planning Team continues to update the LRFP Action Plan to track planning actions, facilities decisions of the Board of Education and potential or recommended changes for the next revision of the LRFP in 2023.

2. Seismic Mitigation Program (SMP):

Completed and submitted the draft final Project Definition Report (PDR = business case) to the Ministry for the supported seismic upgrade at Howard DeBeck Elementary. Draft PDR for Alfred B. Dixon Elementary has been submitted and under discussion with the Ministry, awaiting direction.

3. Childcare BC New Spaces Fund (NSF):

Preparing for the next intake of NSF applications for new stand-alone childcare facilities anticipated in the Fall/Winter of 2022 and integrating childcare facility options in Project Definition Reports for supported seismic upgrade projects.

4. Just B4 Program:

R.M. Grauer Elementary Just B4 program up and running. The Planning Team is continuing to support Learning Services in identifying future opportunities for expansion of this program to other elementary schools where appropriate.

5. Integrated Child & Youth Teams (ICY):

R.M. Grauer Elementary and Kathleen McNeely Elementary accommodations for ICY Teams complete and operating. The Planning Team is reviewing the availability of two future locations to help determine if the District can meet the long term objective of locating ICY Teams within schools in four zones across the District.

6. City Centre Growth Planning:

The Planning Team is continuing research, projections, planning and development of site and expansion strategies and will engage with the City of Richmond and the 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.

7. Coordination of Land Management with City of Richmond - Park Sites with School Sites:

Facilities Planning staff will be meeting with City of Richmond Parks and Open Space planners to discuss possible improvements to shared use and management of parks and adjoining school playgrounds for use by school and community. These meetings will be scheduled by the City in Fall 2022.

*Joseph Balderston, RPP, MCIP
Facilities Planner*

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

Report to the Facilities & Building Committee PUBLIC

DATE: 03 October 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: **Capital Projects (Richmond Project Team) 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.

DISCUSSION

A. **Major Capital Projects** (*capital projects \$1 Million or more funded by the Province*)

1. James McKinney Elementary Seismic Upgrade (\$12.6 Million)
 - Fully complete and fully occupied.
2. James Whiteside Elementary Enhanced Seismic Upgrade (\$17.3 Million)
 - Construction underway; targeting substantial completion by end of June 2023; on budget.
3. William Bridge Elementary Seismic Upgrade (\$16.1 Million)
 - Construction underway; targeting substantial completion by end of August 2023; on budget.
4. Archibald Blair Elementary Building Envelope Upgrade (approx. \$2.2 Million)
 - Design underway under the project management of BC Housing with oversight and district coordination by SD38; awaiting direction on potential construction start-up.
5. Howard DeBeck Elementary and Alfred B. Dixon Elementary Seismic Upgrades (approx. \$47 Million)
 - Refer to Planning Team Report.
6. Manoah Steves Elementary and Maple Lane Elementary Childcare Facilities (\$1.5 Million each)
 - Off-site construction of the modular facilities underway for delivery and setup by January 2023; sitework started at Maple Lane and assigned to construction manager at Steves.

B. Major Local Capital Projects (*capital projects greater than \$1 Million funded by Board of Education*)

1. Adult Education Centre (\$2.5 Million)

- Project complete and occupied; official opening was 28 September 2022.

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

- Application for building permit submitted; expect to start construction in October 2022 with completion by June 2023.

3. Classroom Ventilation Program (\$12 Million max.)

- Contracts for the supply and delivery of 187 unit ventilators over a 14 month period in place; concept plans for the design/build by both in-house and contracted forces completed; proof of concept installation at Mitchell Elementary completed by SD38 forces; construction manager retained to oversee, in cooperation with SD38 Maintenance and Richmond Project Team, the balance of sites' work to ensure completion by September 2023.

C. Minor Capital Projects (less than \$1 Million funded by the Province)

1. Howard DeBeck Elementary Building Envelope Upgrade (*approx. \$400,000*)

- Design underway under the project management of BC Housing with oversight and district coordination by SD38; expect construction to be undertaken as part of seismic upgrade project.

2. Mechanical System Upgrades

- Shop dust extraction system replacement at Matthew McNair Secondary tendered, awaiting award (*2022/23 SEP - \$472,000*).
- HVAC digital controls replacements at Hugh McRoberts Secondary and Lord Byng Elementary 85% complete (*2022/23 CNCP - \$371,500*).
- Lab ventilation system upgrades at four secondary schools (A.R. MacNeill, H.J. Cambie, Matthew McNair) tendered, awaiting award (*2022/23 SEP - \$252,730*).

3. Electrical System/Energy Upgrades

- LED lighting upgrade at R.A. McMath Secondary tendered, awarded (*2022/23 SEP - \$547,287*).

D. Minor Capital Projects (less than \$1 Million, but of significance)

- Design underway on BC Hydro electrical service upgrade at Steves Elementary needed to accommodate new classroom ventilation system and modular childcare facility (*\$200,000*).

Frank Geyer, PEng, FMA

Executive Director, Facilities Services/Richmond Project Team

Report to the Facilities & Building Committee PUBLIC

DATE: 03 October 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 REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

DISCUSSION

1. Richmond Project Team Activities

Refer to separate project and planning update reports

2. Maintenance Activities

Continuing work on preventative, scheduled and service call maintenance in Architectural, Mechanical, Electrical and Grounds Departments

3. Operations Activities

Highlights in the Operations & Rentals, Transportation, Assets & Safety, and Energy & Sustainability Departments:

- *Operations & Rentals*
 - Continue to implement recommendations contained in the Operations & Rentals Department independent review report; and
 - Continuing Flooring Inventory & Audit.
- *Transportation*
 - New 2 x Type C electric buses put into service; and
 - Researching independent consultants to undertake a review of the Transportation Department.

- *Energy and Sustainability*
 - Work scheduled for McMath Secondary and Ferris Elementary LED lighting upgrade projects;
 - Wrapping up SBO lighting upgrade project;
 - Scheduling 10 sites for Continuous Optimization of building mechanical and electrical systems;
 - Climate resiliency reviews of 8 sites underway as part of executing the DSCAP; technical reviews underway, but will roll out surveys to our building occupants later in the Fall as part of the climate resiliency review; and
 - Working with independent consultant to develop two custom retrofit study proposals for the classroom ventilation program at 11 school sites. Submitted these proposals to FortisBC for energy study funding.

Frank Geyer, PEng, FMA

Executive Director, Facilities Services/Richmond Project Team