

Facilities and Building Committee

Public Meeting Agenda

Wednesday, March 1, 2023 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/69830818803>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

1. Adopt Agenda

2. Approve Minutes

Public minutes from meeting held February 1, 2023 attached.

3. Facilities Planning Update (standing item)

Report from the Executive Director, Facilities Services/Richmond Project Team attached.

4. Capital Projects Update (standing item)

Report from the Executive Director, Facilities Services/Richmond Project Team attached.

5. Facilities Services Update (standing item)

Report from the Executive Director, Facilities Services/Richmond Project Team attached.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Nil.

7. Next Meeting Date – Wednesday, April 5, 2023 at 4:30 pm

8. Adjournment

Facilities and Building Committee
Public Meeting Minutes

Wednesday, February 1, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson

Vice-Chairperson

Trustee Member

Trustee Alternate

Trustee

Secretary Treasurer

Executive Director, Facilities Services/Richmond Project Team

President, Richmond Teachers' Association

Representative, Richmond Management and Professional Staff

President, Richmond Association of School Administrators

President, Richmond District Parents Association

Past President, Richmond District Parents Association

Executive Assistant (Recording Secretary)

K. Hamaguchi

D. Tablotney*

H. Larson

A. Wong

R. Belleza

C. Wang

F. Geyer

L. Baverstock

J. Canlas

M. Murray

A. Scallion

D. McFie

J. Coronel

*Present for a portion of the meeting

The meeting was called to order at 4:32 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəm language group on whose traditional and unceded territories we teach, learn and live.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the January 4, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team spoke to his report as included in the agenda package. He then responded to trustees' questions on portables and childcare.

The President of Richmond Teachers' Association urged trustees to engage in advocacy work to address City Centre enrolment growth and explore funding opportunities for portables and a new elementary school at the City Centre.

The Committee Vice Chairperson joined the meeting at 4:54 pm.

4. Capital Projects Update (standing item)

The Executive Director, Facilities Services/ Richmond Project Team provided the following highlights from his report as included in the agenda package:

- James Whiteside Elementary Enhanced Seismic Upgrade
- William Bridge Elementary Seismic Upgrade
- Classroom Ventilation Program
- SD38 Plumbing Upgrade Program

He then responded to Trustee Belleza's questions on funding and cost of major capital projects.

5. Facilities Services Update (standing item)

The Executive Director, Facilities Services/Richmond Project Team referred to his report as included in the agenda package. The President of Richmond Teachers' Association expressed her appreciation for the hiring of additional pest control staff and suggested to consider pest control support in the amended budget or next year's budget. She also mentioned that Richmond Teachers' Association will continue to help send reminders to teachers to keep exterior doors closed.

Trustees thanked the Executive Director, Facilities Services/Richmond Project Team for his team's efforts to address rodent issues in schools.

6. Minutes for Information

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Minutes of Meeting held December 7, 2022 were attached for information.

7. Next Meeting Date – Wednesday, March 1, 2023 at 4:30 pm

The Chairperson informed the Committee that future meetings will be on zoom based on the survey results. An in-person meeting may be called towards the end of the year.

8. Adjournment

The meeting adjourned at 5:33 pm.

Respectfully Submitted,

Ken Hamaguchi

Chairperson, Facilities and Building Committee

Report to Facilities and Building Committee (Public)

DATE: March 1, 2023

FROM: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team

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)

- a) Alfred B. Dixon Elementary – final Project Definition Report submitted for approval in early January recommending a full seismic upgrade, aiming for occupancy by August 2025.

3. Childcare BC New Spaces Fund (NSF)

Submitted four (4) NSF applications for new stand-alone childcare facilities at three elementary schools (preschool age – McKinney, Whiteside and Bridge) and Adult Education Centre (infant/toddler + preschool age) on 25 January 2023. The proposals utilize developed areas left from the seismic upgrade projects for temporary accommodation or contractor yard.

4. Five-Year Capital Plan

Continuing preliminary work on the 2024/2025 Five-Year Capital Plan, which will be due to the Ministry of Education & Child Care by 30 June 2023. The final roster of proposed projects dependent on 2023/2024 Capital Plan Response from the Ministry, expected by mid-March 2022.

5. 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.

Two (2) temporary portables will be installed at Brighthouse Elementary, two (2) more at Tomsett Elementary and one (1) more at Talmey Elementary over the next few months to accommodate expected growth in 2023/2024 as the proposed expansion projects at Brighthouse and Talmey Elementary, contained in the past four Capital Plan submissions, have not been supported by the Ministry of Education and Child Care.

Respectfully Submitted,

Frank Geyer, PEng, FMA

Executive Director, Facilities Services/Richmond Project Team

Report to Facilities and Building Committee (Public)

DATE: March 1, 2023

FROM: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team

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 Whiteside Elementary Enhanced Seismic Upgrade** (*\$17.3 Million*)
 - Construction well underway, no issues; targeting substantial completion by end of August 2023; on budget.
2. **William Bridge Elementary Seismic Upgrade** (*\$16.1 Million*)
 - Construction underway; no new issues; targeting full occupancy by end of August 2023 but substantial completion by mid-October; on budget.
3. **Howard DeBeck Elementary Seismic Upgrade** (*\$18.1 Million*)
 - Duly executed Capital Project Funding Agreement from Ministry expected by 28 February 2023. Retained Prime Consultant and Construction Manager and planning design start-up shortly; anticipating construction start of November 2023.
4. **Archibald Blair Elementary Building Envelope Upgrade** (*approx. \$3.2 Million*)
 - Shelf design 75% completed under the project management of BC Housing with oversight and district coordination by SD38; due to lack of available provincial funding, not expecting to start construction until 2024.
5. **Alfred B. Dixon Elementary Seismic Upgrade** (*\$31.7 Million*)
 - The project is working its way through Treasury Board and we are hoping for an approval by the end of March 2023.
6. **Manoah Steves Elementary and Maple Lane Elementary Childcare Facilities** (*\$1.5 Million each*)
 - Modular building delivered and currently being completed at Maple Lane; Steves delayed due to hold up with City as to building permit issuance.

- B. Major Local Capital Projects** (*capital projects greater than \$1 Million funded by Board of Education*)
- 1. Rideau Park Resource Centre** (*\$1 Million*)
 - Construction well underway, no issues; targeting substantial completion by June 2023; on budget.
 - 2. Classroom Ventilation Program** (*\$12 Million max.*)
 - Construction substantially completed at Mitchell, Cook, Ferris (Phase 1) and Lee; moved on to McKay, Grauer, Garden City and Kidd; no major issues; targeting substantial completion by September 2023; on budget.
- C. Minor Capital Projects** (less than \$1 Million funded by the Province)
- 1. Howard DeBeck Elementary Building Envelope Upgrade** (*approx. \$400,000*)
 - Design approaching completion; BC Housing has agreed to transfer project management to SD38 with the understanding that the project and associated funding will be merged into the seismic upgrade for the school.
 - 2. Mechanical System Upgrades**
 - Shop dust extraction system replacement at Matthew McNair Secondary underway (*2022/23 SEP - \$472,000*).
 - HVAC digital controls replacements at Hugh McRoberts Secondary and Lord Byng Elementary complete (*2022/23 CNCP - \$371,500*).
 - Lab ventilation system upgrades at four secondary schools (A.R. MacNeill, H.J. Cambie, Matthew McNair) awaiting equipment delivery (*2022/23 SEP - \$252,730*).
 - 3. Electrical System/Energy Upgrades**
 - LED lighting upgrade at R.A. McMath Secondary (*2022/23 SEP - \$547,287*) – refer to Facilities Services Branch Update Report
- D. Minor Capital Projects** (less than \$1 Million, but of significance)
- Awaiting equipment delivery on BC Hydro electrical service upgrade at Steves Elementary needed to accommodate new classroom ventilation system and modular childcare facility (*\$200,000*).
 - Work on SD38 Plumbing Upgrade Program well underway: re-piping 39 existing designated drinking water stations (sinks, fountains, bottle fillers) with elevated lead levels to avoid having to flush daily and installing 12 handwashing sinks to service classrooms without sinks that currently use portable handwashing stations; aiming for Summer 2023 completion.
- Respectfully Submitted,*
- Frank Geyer, PEng, FMA*
Executive Director, Facilities Services/Richmond Project Team

Report to Facilities and Building Committee (Public)

DATE: March 1, 2023

FROM: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team

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:

Richmond Project Team Activities

- Refer to separate reports on projects and planning updates.

Maintenance Activities

Highlights in the Maintenance Departments:

- Wrapping up work on 2022/2023 Facilities Renewal Program projects, funded by the Annual Facilities Grant;
- Continuing to develop the list of projects for 2023/2024 Facilities Renewal Program, for submission to the Ministry in mid-March;
- Replacing the antiquated dust extraction system in the Millwork Shop, which has shut down that operation for 5-6 weeks; and
- Continuing work on preventative, scheduled and service call maintenance in Architectural, Mechanical, Electrical and Grounds Departments; as well as capital maintenance work (refer to projects update report).

Operations Activities

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

- **Operations & Rentals**

- Continuing to deal with the issue of rodents in our buildings – difficult with tougher regulations around rodenticides use and strength; advised schools to keep exterior doors closed and to keep any food stored in resealable plastic containers;
- Continuing to implement recommendations contained in the Operations & Rentals Department independent review report, including updating of procedural manual and transferring dispatch of casual custodian to the District Call Centre;
- Continuing flooring inventory and audit; and
- Continuing custodial equipment inventory and replacement plan.

- **Transportation**

- Independent consultant review of the Transportation Department is complete and being presented at the 01 March 2023 Facilities & Building Committee In Camera Meeting.

- **Energy and Sustainability**

- Data collection in progress for Ministry of Environment and Climate Change-mandated Carbon Neutral Activity Report (CNAR), via the Clean Government Report Tool (CGRT). SD38 tracks all fossil fuel use (natural gas and propane for building and portable heating), gasoline and diesel for white and yellow fleet, and paper consumption. The data uploading into CGRT is due by April 28th, and the CNAR report is due June 1st.
- Working on 2023/24 budget preparation and Ministry submissions to various funding sources.
- Key proposed projects include 3 LED upgrades at McRoberts, McKinney, and Diefenbaker, along with Continuous Optimization projects at 10 elementary schools. Supporting additional work by HVAC department for DDC upgrades and pneumatic to DDC upgrade projects.
- Assisted in troubleshooting of Type C electric bus remaining range indicators with the vendor. Updated training provided by ASTSBC for drivers to use the % remaining status charge of the battery as a true indication of remaining range, and for buses to get recharged only when % remaining status of charge falls below 40% in order to maximize battery life.
- Working on scheduling a meeting of the Richmond Sustainability Advisory Committee (RSAC), to update the wider District community on the progress in achieving our District Sustainability and Climate Action Plan targets, and to get input on how we can close the gaps in our achievement.

Likely for this meeting to be scheduled after Spring Break, as we are waiting for confirmed attendees from CUPE and RTA. Related, supporting a request from the Richmond Environmental Educators group to speak to their March 30th meeting for an update on all energy and sustainability initiatives in the district.

- Lighting upgrades in progress at McMath, Ferris, and Mitchell Elementary, estimated completion end-March; combined, all 3 projects will save 290,000 kWh per year, the equivalent of 26 residential homes - BC Hydro has provided \$32,000 in incentive funding for these 3 projects.

Respectfully Submitted,

Frank Geyer, PEng, FMA

Executive Director, Facilities Services/Richmond Project Team