RICHMOND
SCHOOL DISTRICT NO.38

Richmond School District
7811 Granville Avenue, Richmond BC V6Y3E3
604-668-6000 I sd38.bc.ca

Facilities and Building Committee

Public Meeting Agenda

Wednesday, June 7, 2023 – 4:30 pm
via Zoom

https://sd38.zoom.us/j/69755472944
Passcode: 6000

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

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1. **Adopt Agenda**

2. **Approve Minutes**
   Public minutes from meeting held May 3, 2023 attached.

3. **Facilities Planning Update (standing item)**
   Report from the Executive Director, Facilities Services/Richmond Project Team and Manager, Facilities Planning 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**
   Minutes of Meeting held April 5, 2023 attached.

7. **Next Meeting Date – September 2023**

8. **Adjournment**

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Facilities and Building Committee

Public Meeting Minutes

Wednesday, May 3, 2023 - 4:30 pm
Via Zoom

Present:

Chairperson	K. Hamaguchi
Vice-Chairperson	D. Tablotney
Trustee Member	H. Larson
Trustee Alternate	A. Wong
Trustee	R. Belleza
Acting Superintendent	R. Ryan
Secretary Treasurer	C. Wang
Executive Director, Facilities Services/Richmond Project Team	F. Geyer
President, Richmond Teachers' Association	L. Baverstock
2nd Vice-President, Richmond Teachers' Association	S. Wenglowski
Representative, Richmond Management and Professional Staff	J. Canlas
Past President, Richmond District Parents Association	D. McFie
President, Richmond Association of School Administrators	M. Murray
Executive Assistant (Recording Secretary)	T. Lee

DRAFT

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ 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 April 5, 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. There were no further questions or comments.

4. Capital Projects 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 a trustee's question regarding Monoah Steves Elementary's childcare facility delay.

The President of Richmond Teachers' Association inquired about the re-piping of the existing designated drinking water stations and the ventilation systems in portables. She then thanked the Executive Director, Facilities Services/Richmond Project Team for his work and the update.

5. Facilities Services 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 regarding facility rentals with the City of Richmond and energy efficiency goals.

6. Minutes for Information

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Minutes of Meeting held March 1, 2023 were attached for information.

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

8. Adjournment

The meeting adjourned at 5:06 pm.

Respectfully Submitted,

Ken Hamaguchi
Chairperson, Facilities and Building Committee

DRAFT

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Report to Facilities and Building Committee (Public)

Date: June 7, 2023

From: Frank Geyer, Executive Director, Facilities Services/Richmond Project Team
Umur Olcay, Manager, Facilities Planning

Subject: **Facilities Planning Update**

The following report is for information only. No further action on the part of the Facilities & Building Committee 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 2024.

2. Seismic Mitigation Program (SMP)

   Refer to Richmond Project Team report.

3. Childcare BC New Spaces Fund (NSF)

   Refer to Richmond Project Team report.

4. Five-Year Capital Plan

   The Planning Team is diligently at work preparing the 2024/2025 Five-Year Capital Plan, which will be presented to the Board for approval at its 21 June 2023 regular meeting and due to the Ministry of Education and Child Care (MECC) by 30 June 2023.

5. City Centre Growth Planning

The Planning Team is continuing research, projections, planning and development of site and expansion strategies while engaging in ongoing discussions with City of Richmond Development Services and Policy Planning staff. In addition, our team continues to track development applications by school catchment, including the anticipated timing and phasing of residential development projects. The District's enrolment projections are annually updated based on this local knowledge as well as other demographic factors and trends.

In the short to medium term, the District will be prioritizing expansions to a number of elementary schools to address the actual and projected rapid enrolment growth in the City Centre Area.

It is also a District priority to find and acquire a suitable location for a new elementary school in the City Centre Area, to accommodate the projected medium to longer term enrolment growth at elementary schools in City Centre Area.

There is an urgency for capital expansion project approvals to address the rapid enrolment growth, growing space shortfall and lack of space for portables in City Centre school sites and further meetings with MECC are being planned.

Umur Olcay, RPP, ALEP
Manager, Facilities Planning

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

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Report to Facilities and Building Committee (Public)

Date: June 7, 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 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 *($15.1 Million)*
   - Construction well underway, no issues; targeting substantial completion by end of July 2023; on budget.
2. William Bridge Elementary Seismic Upgrade *($13.9 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 & Building Envelope Upgrade *($18.5 Million)*
   - Design well underway; anticipating construction start of November 2023.
4. Alfred B. Dixon Elementary Seismic Upgrade *($31.7 Million)*
   - Project is working its way through Treasury Board, and we have been advised to expect project approval by July 2023.
5. John G. Diefenbaker Elementary Seismic Upgrade
   - Planning Team developing the Project Definition Report (business case) and aiming for draft submission to Ministry by August 2023.
6. Manoah Steves Elementary and Maple Lane Elementary Childcare Facilities *($1.5 Million each)*
   - Modular building delivered and installed at Maple Lane, awaiting stairs and ramp; 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 substantially complete, working on deficiencies and furniture set up with occupancy over the Summer; on budget.
2. Classroom Ventilation Program *($12 Million max.)*
    - Construction substantially completed at Mitchell, Cook, Ferris (Phase 1), Lee, McKay, Grauer, Garden City, Kidd and Woodward; work underway at Blundell, Gilmore and Steves; planning work at Dixon and Ferris (Phase 2) for the summer; no major issues; targeting substantial completion by September 2023; on budget.

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

1. Mechanical System Upgrades
    - Shop dust extraction system replacement at Matthew McNair Secondary underway – completion by August 2023 *(2022/23 SEP - $472,000)*.
    - Lab ventilation system upgrades at all 10 secondary schools scheduled for summer with completion of all by September 2023 *(2022/23 SEP - $252,730 / 2023/24 CNCP - $734,808)*.
    - Shop dust extraction system replacements at R.A. McMath Secondary and Richmond Secondary in design; completion by September 2024 *(2023/24 SEP - $768,000 + $495,000)*.
    - Direct Digital Control (building automation system) replacements at R.A. McMath Secondary, Samuel Brighouse Elementary and Hamilton Elementary in design; completion by December 2023 *(2023/24 CNCP - $471,562)*.
2. Electrical System/Energy Upgrades
    - LED lighting upgrade at Hugh McRoberts Secondary and Lord Byng Elementary in late stages of design *(2023/24 CNCP - $636,000)*

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

- BC Hydro electrical service upgrade at Steves Elementary, needed to accommodate new classroom ventilation system and modular childcare facility, scheduled for June 2023 *($200,000)*.
- Work on SD38 Plumbing Upgrade Program well underway: re-piping 28 of 39 existing designated drinking water stations (sinks, fountains, bottle fillers) with elevated lead levels complete, awaiting results of lead testing; installation 3 of 15 handwashing sinks to service classrooms without sinks complete (balance waiting on plumbing permits); aiming for September 2023 program completion.

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

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Report to Facilities and Building Committee (Public)

Date: June 7, 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 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:

- 2023/2024 Facilities Renewal Program, funded by the Annual Facilities Grant, School Enhancement Program, Carbon Neutral Capital Program and other sources (total $9.5 Million), attached as Appendix A, with a number of projects already underway.
- Roof replacement at Facilities Services Centre substantially complete.
- Continuing work on preventative, scheduled and service call maintenance in Architectural, Mechanical, Electrical and Grounds Departments.

Operations Activities

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

- *Operations & Rentals*
  - Continuing to restructure the Rentals Department, updating website rentals information, implementing credit card payment option, changed selection process for daycares.
  - Review of the agreements between the City of Richmond and the Richmond School District underway.

- *Transportation & Assets*
  - Working with Learning Services staff and their independent consultant to review the matter of delivering students to school on time and make recommendations by the end of the current school year that will address the concern moving forward.
- *Energy and Sustainability*
  - Recruiting a new Energy Specialist, as the previous individual has transitioned to a different organization.
  - Developed regular schedule of Continuous Optimization projects for all District facilities.
  - Approved for funding from the federal Ministry of Infrastructure under the Zero Emission Transit Fund for 6 electric buses plus 50% of infrastructure upgrade costs, to be completed by December 31, 2025.
  - BC Hydro funding for workplace EV charging applied for 50% of the costs of Rideau Park EV charging.

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

Attachment

RICHMOND SCHOOL DISTRICT
FACILITIES RENEWAL PROGRAM
2023-2024

04-May-2023
Final

Description	Sites	Estimated Cost	Funding	Comments
FUNDING				
Ministry Allocations			**$ 5,120,417**	**Annual Facility Grant (AFG)**
			1,997,808	**School Enhancement Program (SEP)**
			724,730	*SEP 2022/2023 Carry Forward*
			1,171,562	**Carbon Neutral Capital Program (CNCP)**
			455,000	**Seismic Mitigation Program (SMP)**
Total Estimated Funding			**$ 9,469,517**	
EXPENDITURES				
Building Envelope Renewal				
Roof Remediation and Seismic Upgrade of Roof Diaphragm	Facilities Services Centre (Areas 1,3-6,8-9)	523,941	AFG	Replacement of roofing membranes, seismic upgrade of roof diaphragms where needed, design and inspection services.
	School Board Office (Area 7)	165,000		
	R.C. Palmer (Area 16)	500,000		
	James Gilmore (Area 4)	110,000		
	W.D. Ferris (Area 27)	65,000		
	Manoah Steves (Area 1)	180,000	SMP	
	F.A. Tomsett (Areas 1,7,28,30)	275,000		
Building Envelope Restoration	Facilities Services Centre	100,000	AFG	Replace failed windows with new - main floor
	School Board Office	40,000		Replace doors on west deck, off Boardroom, and install overflow scuppers
Exterior Painting - Building	Hugh McRoberts, General Currie	175,000	AFG	Annual program - re-paint walls, doors, window frames, trim
Metal Roof System Refinishing	H.J. Cambie	140,000	AFG	Multi-year program - coat existing sloped roof panels that have surface rust with special rust inhibiting coating
Exterior Door Hardware and Security	Hugh Boyd, A.J. Burnett, H.J. Cambie, R.A. McMath, Matthew McNair, Hugh McRoberts, R.C. Palmer, Steveston-London	20,000	AFG	Replace door hardware on double doors - vertical rod replacement change to horizontal and removable mullion
Interior Construction & Finishes Renewal				
Flooring Replacement	Spul'u'kwuks, Hugh Boyd	65,000	AFG	Replacement of carpet in library and computer lab with new vinyl flooring
	Kingswood, Wowk, Kilgour	114,000		Replacement of failing floor finishes in classrooms and pods
Folding Partition Replacement	Kingswood	45,000	AFG	Replace folding partitions with mall sliders in Pods B and D
Science Room Counter Replacement	Steveston-London, H.J. Cambie	30,000	AFG	Replace damaged counters with new acid-resistant materials
Interior Painting Renewal	Hugh Boyd (gym and changerooms), General Currie, Kilgour	150,000	AFG	Annual program - re-paint walls, doors, painted ceilings and cabinet work, window frames, trim
Gym Acoustics Renewal	Blundell, James Gilmore, William Cook, Garden City	89,929	AFG	Add tectum panels and trim to upper walls of gyms, cover the old/decaying insulation
Gym Ceiling Replacement	Hugh Boyd	123,811	AFG	Installation of new acoustical wood fibre panel ceiling to replace failing ceiling system
Custodial Room Upgrades	Blundell	10,000	AFG	New flooring, floor sink, shelving, painting
Room Renumbering Program	Lord Byng, Garden City	20,000	AFG	Annual Program (new room signage and DDC programming to standardize District room numbering to 5 digit system)
Gym Flooring Renewal	Hamilton, Hugh Boyd, Donald E. McKay, James McKinney, Garden City, R.A. McMath, Richmond, Ferris	79,616	AFG	Annual program - refinishing, resanding as necessary, re-coating of sealant on gym wood floors
Electrical & Security Systems Renewal				
Interior LED Lighting Retrofit Program	Hugh McRoberts, Lord Byng	636,000	CNCP	Replace antiquated lighting and controls with longer life, energy saving units
		55,000	AFG	
Emergency Lighting System Upgrade Program	R.C. Palmer, Sea Island, Kilgour	50,000	AFG	Multi-year program - replacement of exit signs with new standard
Main Distribution System Renewal	W.D. Ferris, Donald E. McKay	75,000	AFG	Multi-year program - renewal of main distribution disconnects and splitter boxes
Fire Alarm System Renewal	James Thompson, Quilchena, R.M. Grauer,Donald E. McKay, Manoah Steves, John G. Diefenbaker, Lord Byng, Tomekichi Homma, Westwind, James McKinney	50,000	AFG	Multi-year program - replace obsolete fire alarm bells and pullstations

APPENDIX A

Description	Sites	Estimated Cost	Funding	Comments
Security System Renewal	James Thompson, Quilchena, R.M. Grauer,Donald E. McKay, Manoah Steves, John G. Diefenbaker, Lord Byng, Tomekichi Homma, Westwind, James McKinney	75,000	AFG	Multi-year program - upgrade motion sensors and wiring
Audio-Video Systems Renewal				
Public Address System Upgrades	Samuel Brighouse, Robert J. Tait, H.J. Cambie	182,990	AFG	Final year of multi-year program - replacement of antiquated equipment with modern technology
Mechanical Systems Renewal				
Boiler Replacement Program	R.C. Talmey, Tomekichi Homma, Steveston-London	307,500	AFG	Replace antiquated atmospheric boilers with new high efficiency condensing units
RTU Replacement Program	Quilchena, Rideau Park Resource Centre	330,000	AFG	Replace antiquated rooftop heating units with new high efficiency units
Duct Cleaning	A.R. MacNeill, Matthew McNair, H.J. Cambie, General Currie, Maple Lane	75,000	AFG	Annual program to clean existing air delivery ductwork
Lab Ventilation Safety Upgrades	All Secondary Schools	987,538	SEP	Upgrade existing fume hoods and controls to current safety standards
		60,000	AFG	
Dust Extraction System Upgrades	Matthew McNair, Richmond, R.A. McMath	1,735,000	SEP	Upgrade existing shop dust extraction systems to current safety standards
		469,000	AFG	
Mechanical Controls Renewal	R.A. McMath, Samuel Brighouse, Hamilton	535,562	CNCP	Replace pneumatic HVAC control system with direct digital control
		207,000	AFG	
Plumbing Systems Renewal				
Grease Trap Renewal	H.J. Cambie	25,000	AFG	Multi-year program - replace antiquated grease traps in kitchens
Fire Suppression System Renewal	R.C. Palmer, Rideau Park Resource Centre	113,075	AFG	Multi-year program - replacement sprinkler heads with quick response units
Domestic Hot Water Heating System Upgrade	H.J. Cambie	60,000	AFG	Replace antiquated boiler and tank with energy efficient on-demand system
Grounds Upgrades				
Pavement Restoration Program	Mitchell, Tomekichi Homma, James Gilmore, Rideau Park Resource Centre, Garden City, Alfred B. Dixon, James Thompson, R.C. Talmey, Hugh McRoberts	270,000	AFG	Annual program - replacement of failed pavements and substructure on roads, carparks and play areas
Fencing Rehabilitation Program	Garden City, F.A. Tomsett	15,000	AFG	Annual program - replacement of failing chain link fences and gates
Playground Renewal Program	Manoah Steves, Samuel Brighouse, James Whiteside, Daniel Woodward, Henry Anderson, Walter Lee	70,000	AFG	Annual safety and asset preservation program - replace borders, fibre fill, enhance transitions
Health and Safety Programs				
Indoor Air Quality	18 sites	12,600	AFG	Assessments of 46 portable classrooms
Asbestos Management	55 Sites	18,900	AFG	Multi-year program - update ACM inventory and room labels
Hazardous Materials Reports	4 sites	14,100	AFG	Multi-year program - assessment and renewal of hazardous materials in school construction
Learning Services Programs				
Accessibility, other minor projects	All schools	18,955	AFG	Allowance for Learning Services upgrade and renewal requests
Total Facilities Renewal Program 2023/2024		**$ 9,469,517**		

City of Richmond

Minutes
Planning and Development Division
Community Social Development

Child Care Development Advisory Committee

April 5, 2023
Held via Zoom
7:00 PM

Members in Attendance: Chantelle Pereira (Chair), Kevin Ching (Vice-chair), Tania Lam, Diana Ma, Zolzaya Tuguldur, Elana van Veen, Karen Jensen, Harinder Mahli, Rowena Raber, William Tsai, Vedrana Tomic, Chris Duggan (Staff Liaison), Carol Day (Council Liaison), Heather Larson (Trustee Liaison)

Regrets: Joyce Lin, Diana Ma, Rowena Raber, Jocelyn Wong

1. **Welcome, Introduction and Regrets**
   The Chair welcomed all committee members to the meeting.

2. **Approval of the Agenda**
   Motion: Approval of the Agenda for April 5, 2023 **CARRIED**

3. **Approval of the Minutes**
   Motion: Approval of the Minutes of March 1, 2023 **CARRIED**

Guest Speaker/Presentation
None.

Correspondence
None.

Business Arising
None.

New Business
None.

Reports

a. Sub-committee Reports

i. Advocacy Sub-committee
None.

ii. Child Care Month Sub-committee
An update was provided on the Child Care Symposium for 2023 taking place on Saturday, May 6 from 8:30am-12:30pm at Richmond City Hall. The presentations include:

- The Current State of Richmond's Children;
- Supporting Families: Response, Resources and Referral;
- Nurturing in Nature; and
- Supporting Children's Outdoor Play in the Early Years.

The symposium will close with a small token of appreciation in recognition of the work child care providers do. If any Committee members are interested in assisting with set up for the symposium, please arrive at Richmond City Hall at 8:00am.

An update was provided on the Children's Art Exhibition for 2023. An application form for interested child care programs has been released. The Richmond Public Library is interested in hosting a small reception for the children and their families to view the exhibition with light refreshments. Staff will connect with the library to organize the reception. Additional details will be provided to CCDAC members in May.

iii. Child Care Grants Sub-committee

City of Richmond Child Care Grant approval letters and cheques were mailed out on April 3, 2023. Grant recipients should receive their letters soon.

b. City Reports

i. Council Liaison

Councillor Day submitted a series of highlights to the Committee on various City initiatives and announcements. Some highlights include the following:

- The Provincial Government sent out a new action plan to create more homes in the province with automatic zoning. It noted a focus on four priorities including unlocking homes faster, delivering better and more affordable housing, helping those with the greatest housing need and creating a housing market
- The City of Richmond is inviting residents to take part in creative activities to contribute memories and stories of the current Steveston Community Centre and Library in the development of public art for the new community centre.
- The City of Richmond has been recognized with multiple top honours for its financial reporting and budgeting by the C.D Howe Institute and Government Finance Officers Association (GFOA) of the United States and Canada.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

None.

b. Other Updates

- Staff met with the Planner from Metro Vancouver regarding the 2023 Metro Vancouver Child Care Survey of municipalities and the inclusion of information on licensed child care. Additional information on the survey and the final report will be shared at a later date.
- The Metro Vancouver Social Issues Sub-committee has created a working group to discuss the expansion of the $10-a-day Child Care Funding Program and the impacts and opportunities for municipalities.
- The Hummingbird Child Care Centre Opening Ceremony will be held on May 31 from 4:00-6:00pm. Formal invitations for members of CCDAC to follow.

School District Reports

i. School Board Liaison

Trustee Larson provided an update that the Province of BC is providing $214 million for a feeding future schools program with $2.37million dedicated to Richmond. Funding will focus on nutrition, food purchases, equipment purchases, kitchen renovations and staffing.

ii. Community Updates

i. Richmond Children First

No report.

ii. Child Care Resource and Referral (CCRR) Update

The Richmond CCRR will be hosting a child care month dinner combined with a professional development workshop on May 23, 2023. Details are being finalized with more information to come.

Next Meeting

Next meeting will take place on May 3, 2023 at 7:00 pm at Richmond City Hall.

Adjournment

The Committee Chair adjourned the meeting at 7:32 p.m. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on April 5, 2023.

via email May 3, 2023

Chantelle Pereira
Chair

Date

via email May 3, 2023

Kristy Ng
Recorder

Date