

Facilities and Building Committee

Public Meeting Agenda

Wednesday, December 6, 2023 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/62993975386>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held November 1, 2023 attached.
- 3. Facilities Planning Update (standing item)**
Report from the Director, Richmond Project Team attached.
- 4. Capital Projects Update (standing item)**
Report from the Director, Richmond Project Team attached.
- 5. Facilities Services Update (standing item)**
Report from the Director, Facilities Services attached.
- 6. Next Meeting Date – January 10, 2024 at 4:30 pm**
- 7. Adjournment**

Facilities and Building Committee

Public Meeting Minutes

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

Present:

Chairperson
Vice Chairperson
Trustee Member
Trustee Alternate
Trustee
Trustee
Superintendent of Schools
Secretary Treasurer
Deputy Superintendent
Executive Director, Learning and Business Technologies
Director, Richmond Project Team
Director, Facilities Services
President, Richmond Teachers' Association
2nd Vice President, Richmond Teachers' Association
3rd Vice President /Pro-D Chair, Richmond Teachers' Association
Vice President, CUPE 716
Representative, Richmond Management and Professional Staff
President, Richmond Association of School Administrators
Executive Assistant (Recording Secretary)

K. Hamaguchi
D. Tablotney
H. Larson
A. Wong
R. Belleza
D. Yang*
C. Usih
C. Wang
R. Ryan
R. Laing
S. Ahluwalia
K. Wilkins
L. Baverstock
F. Marsic
J. Cho
N. Williams*
J. Canlas
G. Fitt
T. Lee

The meeting was called to order at 4:30 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 October 4, 2023 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team referred to his report as included in the agenda package. He then responded to a question from a trustee regarding the communication with the City of Richmond on City Centre growth planning. The Secretary Treasurer then provided further details on

collaboration and communication with the City about current and future developments. Discussion then ensued regarding a potential opportunity for city centre site.

The Director, Richmond Project Team then responded to a question from a trustee regarding the progress of the Classroom Ventilation Program.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team referred to his report as included in the agenda package. There were no further questions or comments.

5. Facilities Services Update (standing item)

The Director, Facilities Services spoke to his report as included in the agenda package. He then provided an update about increased security measures utilized for the night of Halloween, noting there was minimal property damage and thanked staff who worked during the night to protect the district assets.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held September 6, 2023 were attached for information.

7. Next Meeting Date – December 6, 2023 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:00 pm.

Respectfully Submitted,

Ken Hamaguchi

Chairperson, Facilities and Building Committee

Report to Facilities and Building Committee Public

Date: December 6, 2023

From: Steve Ahluwalia, Director, 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, enrolment numbers, facilities decisions, and potential 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. Integrated Child & Youth Teams (ICY):

In September 2022, R.M. Grauer Elementary and Kathleen McNeely Elementary were chosen as the designated locations for ICY. By March 2024, Learning Services will inform us if there is a need for additional space, and we will then explore the possibility of identifying future locations.

5. Indigenous Gathering Spaces (IGS):

Indigenous Gathering Spaces are currently located at H.J. Cambie Secondary and R.M. Grauer Elementary. Funding was approved by the Board in Fall 2022 for the development of two additional spaces. Kidd Elementary and Boyd Secondary have been selected and are expected to be operational by spring 2024.

6. Enrolment Projections:

The Planning Team is currently updating the District's enrollment projections. This revision is based on the actual enrollment data as of September 2023, supplemented with local insights, which encompass in-process residential development applications. Additionally, we have accounted for updated demographic information from sources like Baragar Systems, BC Stats, and Census Canada.

These projections play a vital role in shaping our facilities planning and investment decisions. The current update will serve as a guiding reference for the City Centre Growth Planning initiative and our forthcoming submission for the Five-Year Capital Plan in spring 2024.

7. City Centre Growth Planning:

The Planning Team is actively involved in ongoing research, planning, and the development of school site acquisition and facility expansion strategies by maintaining a continuous dialogue with the City of Richmond.

There has been significant increase in enrollment at the City Centre elementary schools (Brighthouse, Cook, Talmey, and Tomsett). Between September 2021 and September 2023, there was a total increase of 476 students, representing approximately 29.5% growth over the two year period. It is important to note that, between September 2019 to September 2023, there was a total increase of 619 students, representing approximately 42.0% growth in enrolment at City Centre Area schools over the four year period, despite the impact of the Pandemic on enrolment growth for the District in 2020.

In the 2024/25 Five Year Capital Plan, numerous expansions will take precedence to effectively manage the enrollment surge within the City Centre. The Planning Team has explored expediting the capital expansions by collaborating with the Ministry of Education and Child Care with modular classrooms at Brighthouse, Cook, Talmey, and Tomsett schools.

*Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team*

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

Report to Facilities and Building Committee Public

Date: December 6, 2023

From: Steve Ahluwalia, Director, 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

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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 completed, on budget.
2. William Bridge Elementary Seismic Upgrade (*\$13.9 Million*)
 - Construction completed, on budget.
3. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
 - Design underway; anticipating construction start of November or December 2023.
4. Alfred B. Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
 - Design underway; anticipating construction start of April 2024.
5. John G. Diefenbaker Elementary Seismic Upgrade
 - Project Definition report submitted to Ministry. In December 2023, the Ministry will provide an update.
6. Childcare Facility – Maple Lane Elementary (*\$1.5 Million*)
 - Construction completed, on budget.
7. Childcare Facility – Manoah Steves Elementary (*\$1.5 Million*)
 - Expected completion in November 2023, on budget.
8. Childcare Facility – James Whiteside Elementary (*\$1.98 Million*)
 - Expected completion in September 2024, on budget.

9. Childcare Facility – James McKinney Elementary (\$1.98 Million)
 - Expected completion in September 2024, on budget.
10. Childcare Facility – William Bridge Elementary (\$1.98 Million)
 - Expected completion in September 2024, on budget.
11. Childcare Facility – Adult Education Centre (\$2.3 Million)
 - Expected completion in September 2024, on budget.
12. Brighthouse Building Addition
 - Design underway; Project Design Advisory Committee meeting planned in December 2023.
13. Cook Building Addition
 - Design underway; Project Design Advisory Committee meeting planned in December 2023.
- B. **Major Local Capital Projects** (*capital projects greater than \$1 Million funded by Board of Education*)
 1. Rideau Park Resource Centre (*\$1 Million*)
 - Construction completed and staff have moved in.
 2. Classroom Ventilation Program (*up to \$12 Million*)
 - Construction completed at 12 elementary schools (Mitchell, Manoah Steves, Walter Lee, Blundell, Donald E. McKay, William Cook, Garden City, R.M. Grauer, Thomas Kidd, Daniel Woodward, Alfred B. Dixon, and W.D. Ferris).
 - Expected completion of deficiencies by December 2024. Currently underbudget.
- C. **Minor Capital Projects** (*less than \$1 Million funded by the Province*)
 1. Mechanical System Upgrades
 - Wood shop dust extraction system replacement at Matthew McNair Secondary completed (2022/23 SEP \$472,000). Currently, completing deficiencies.
 - Wood shop dust extraction system replacements at R.A. McMath Secondary and Richmond Secondary are in the tendering process; anticipated completion by September 2024 (2023/24 SEP - \$768,000 + \$495,000).
 - Lab ventilation system upgrades at all ten secondary schools have been completed. Currently, completing deficiencies at one school. (2022/23 SEP \$252,730 and 2023/24 CNCP \$734,808).
 - Direct Digital Control (building automation system) replacements at R.A. McMath Secondary, Samuel Brighthouse Elementary, and Hamilton Elementary are completed. (2023/24 CNCP \$471,562).
 2. Electrical System/Energy Upgrades
 - LED lighting upgrade at Hugh McRoberts Secondary and Lord Byng Elementary are currently being tendered. Expected completion by March 2024 (2023/24 CNCP \$636,000)

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

- The BC Hydro electrical service upgrade at Manoah Steves Elementary completed. Upgrade was necessary to support the classroom ventilation systems and a new modular childcare facility (\$200,000).
- Plumbing Upgrade Program completed. 39 drinking water stations (sinks, fountains, and bottle fillers) with elevated lead levels were remediated and 15 handwashing sinks were installed (\$320,000).

*Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team*

Report to Facilities and Building Committee Public

Date: December 6, 2023

From: Kristopher Wilkins, Director, Facilities Services

Subject: **Facilities Services 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

Maintenance Activities

Highlights in the Maintenance Departments:

- Painting Department has finished the deficiencies from the Unit Ventilator installations, and is progressing well on the interior repaint projects at General Currie;
- Grounds Department has prepared the site at Sea Island for the new playground installation, relocated the garden beds and garden shed at Brighthouse for the new Modular Classroom project, outfitted and prepared the new Grounds trucks for use, and updated the snow and ice action plan maps for this winter season;
- Carpentry Department built a new ramp for accessibility into the McRoberts portables, completed the McKay library renovation, and has finalized the plans and started construction of the millwork for the Westwind library renovation;
- Stores Department has been shipping out supplies for the winter season (ice melt, shovels, spreaders) and ensured we have enough supplies on hand for the season;
- HVAC Department has been catching up on preventative maintenance balanced with responding to service request calls relating to heating. They have also been supporting the Energy and Sustainability team with the results of the Continuous Optimization analyses. Preparations are also underway for the Spring Break installation of three rooftop units at Tomsett;
- HVAC is also continuing to support the Board Office Direct Digital Controls heating controls upgrade;
- Plumbing Department has hired a new plumber to fill a vacant position, starting late December;

- Electrical Department is continuing to work on Fire Alarm panel upgrade and replacements, security panel and motion detector upgrades, removal of analog phone lines and their replacement with network and cellular connections, and the change over to the new “running man” exit signs;
- Electrical and Carpentry Departments are supporting the new initiative through the Feeding Futures program to have kitchen equipment installed at various schools; and
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all District Sites.

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, and implementing credit card payment option;
 - Custodial workload committee is reconvening at the end of November to discuss custodial workload analysis and assessing individual workloads;
 - Continuing to deal with the issue of rodents in school buildings;
 - Updating the custodial equipment inventory and replacement schedule;
 - Preparing the Winter Break schedule for the Operations Department; and
 - The custodial staff continues to provide a safe and healthy learning environment for the students and staff of the Richmond School District.
- Transportation and Assets
 - Two new regular drivers and one new relief driver have been hired to fill the vacant positions. Additional applications for relief drivers are being received and reviewed;
 - Field trip requests have been received, drivers and buses have been allocated to completely fill our capacity for December; and
 - Working with the Energy and Sustainability team for future incentives for electric buses.
- Energy and Sustainability
 - Supporting the Board Office Direct Digital Controls upgrade project;
 - McRoberts and Byng LED upgrade projects: contracts tendered, kick-off meeting to be held in December, with expected project completion by March 2024;
 - Plug Load Pirates campaign: 12 schools have been sent watt-meters to measure energy consumption of plug loads. December to be used to baseline plug loads, with a focus on eliminating unnecessary plug loads in the new year;
 - Disbursed the 2023/24 school year Eco-Wise funding grants of \$1,000 to 18 schools. Each school has committed to performing a number of behaviour change campaigns and sustainability projects; and

- Held first Richmond Sustainability Advisory Committee meeting of 2023/24 school year in November. The Committee was updated on the status of our progress towards meeting the District's Sustainability and Climate Action Plan goals, and solicited feedback on what actions we should continue doing, stop doing, and start doing. Next meeting will be an Eco Café that will feature sustainability updates from participating schools in Q3, with the next RSAC meeting in April 2024.

Kristopher Wilkins, BEng
Director, Facilities Services