

Facilities and Building Committee

Public Meeting Agenda

Wednesday, March 6, 2024 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/62289650821>

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 February 7, 2024 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 – April 3, 2024 at 4:30 pm**
- 7. Adjournment**

Facilities and Building Committee

Public Meeting Minutes

Wednesday, February 7, 2024 - 4:30 pm
Via Zoom

Present:

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

K. Hamaguchi
D. Tablotney
H. Larson
D. Sargent
R. Belleza
A. Wong
D. Yang
C. Usih
R. Ryan
C. Wang
S. Ahluwalia
K. Wilkins
U. Olcay*
J. Balderston*
L. Baverstock*
F. Marsic
J. Cho
J. Canlas
A. Goulas*
T. Lee

Regrets:

President, Canadian Union of Public Employees 716

S. Robinson

*Present for a portion of the meeting

The meeting was called to order at 4:30 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́n̓qə́mih̓ə́m̓ 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 10, 2024 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team noted there were no further updates to his report which is included in the agenda package.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team spoke to his report as included in the agenda package. He then responded to trustees' questions regarding childcare facilities in schools and the building envelope project at Blair Elementary.

In response to a question from the 2nd Vice President, Richmond Teachers' Association, the Director, Richmond Project Team provided additional details regarding parking at the Adult Education Centre. He also provided an update on the timelines for portables and modular buildings at City Centre elementary schools following a question from the President, Richmond Teachers' Association.

5. Facilities Services Update (standing item)

The Director, Facilities Services noted there were no further updates to his report which is included in the agenda package. He then responded to trustees' questions regarding sizes of City Centre schools, LED lighting upgrades, and Climate Risk Assessment in schools.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

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

7. Next Meeting Date – March 6, 2024 at 4:30 pm

8. Adjournment

The meeting adjourned at 4:49 pm.

Respectfully Submitted,

Ken Hamaguchi

Chairperson, Facilities and Building Committee

Report to Facilities and Building Committee (Public)

Date: March 06, 2024

From: Steve Ahluwalia, Director, Richmond Project Team
Umur Olcay, Manager, Facilities Planning
Joseph Balderston, Assistant Manager, 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. City Centre Area Elementary School:
The District Long Range Facilities Plan demonstrates the need for a new City Centre Elementary School to accommodate enrolment growth. The fastest enrolment growth in the City Centre Area is projected within the current catchment of Brighthouse Elementary.

Elementary school age population (age 5 to 12) residing in the Brighthouse catchment is projected to more than double by 2038 growing from 830 in 2023 to 1,176 in 2029 and to 1,689 by 2038. This enrolment growth will require facility expansion to double the operating capacity of elementary schools within Brighthouse catchment from approximately 600 to 1,200 seats within 5 years.
2. 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, which will consider recently introduced Bills by the Province in effort to increase housing supply and their impact on enrolment. Refer to item #2 of this report.
3. Local Government Act Amendments ("Housing Statutes") and potential impact on Enrolment Growth Patterns:

In efforts to increase housing supply, the Provincial Government introduced the following Bills ('Housing Statutes') in Fall 2023 to amend the Local Government Act:

- Bill 44: Housing Statutes (Residential Development) Amendment Act, 2023 ("Bill 44");
- Bill 46: Housing Statutes (Development Financing) Amendment Act, 2023 ("Bill 46"),
- Bill 47: Housing Statutes (Transit-Oriented Areas) Amendment Act, 2023 ("Bill 47");

The Planning Team is engaging closely with the City of Richmond to consider potential impact of the implementation of these new Housing Statutes on local development, enrolment growth patterns across the District and long term expansion needs for school facilities.

The planning team is working closely with the City of Richmond to identify potential school sites and for updating expansion strategies for inclusion in the next update of their Official Community Plan.

4. Seismic Mitigation Program (SMP):

Refer to Richmond Project Team Report.

5. Childcare BC New Spaces Fund (NSF):

The Richmond Project Team submitted two (2) NSF applications on February 08, 2024 for stand-alone childcare facilities at Spul'u'kwuks and Garden City (preschool and school age care). In April 2024, the Ministry of Education and Child Care will be introducing a new application process for the next intake of applications.

6. Enrolment Projections:

The Planning Team has completed updated long term enrolment projections for 2024 to 2038 based on the actual enrolment data as of September 2023 and up to date demographic data, supplemented with local knowledge on growth including in-process residential development applications by school catchment and migration trends. The Planning Team 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 upcoming Capital Plan submission 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. Combined enrolment at the district's City Centre elementary schools, including Brighthouse, Cook, Talmey and Tomsett, is projected to increase by nearly 200 students next year. As a temporary measure to accommodate expected growth, portable classrooms are planned for Tomsett, Talmey and Anderson Elementary Schools for occupancy in September 2024.

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.

8. 2025-2026 Five Year Capital Plan:

The Planning Team is preparing the 2025-2026 Five Year Capital Plan, due to the Ministry of Education and Child Care by the end of June.

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

Umur Olcay, RPP, ALEP
Manager, Facilities Planning

Joseph Balderston, RPP, MCIP
Assistant Manager, Planning

Report to Facilities and Building Committee (Public)

Date: March 6, 2024

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

✓ 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. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
 - We have received the Building Permit for the swing-space portables.
 - Seismic Renovation Building permit is anticipated in March 2024 to start construction. We are currently behind schedule because we cannot start formal work until the Building Permit is received.
2. Alfred Dixon Elementary Seismic Upgrade (*\$31.2 Million*)
 - Building Permit submitted.
 - Design underway; anticipating construction start of July 2024.
3. Samuel Brighthouse Building Addition (*\$9.0 Million*)
 - Building and Site Servicing Permits pending.
 - Expected completion in September 2024, on budget.
4. Cook Building Addition (*\$7.5 Million*)
 - Building and Site Servicing Permits pending.
 - Expected completion in September 2024, on budget.
5. John Diefenbaker Elementary Seismic Upgrade
 - We are completing the business case for this project.
6. Childcare Facility – James Whiteside Elementary (*\$1.98 Million*)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.

- The facility is expected to accommodate approximately 62 children total for the daycare and before & after care program.
7. Childcare Facility – James McKinney Elementary (\$1.98 Million)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.
 - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
 8. Childcare Facility – William Bridge Elementary (\$1.98 Million)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.
 - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
 9. Childcare Facility – Adult Education Centre (\$2.3 Million)
 - Modular unit delivered to site. Expected completion in September 2024, on budget.
 - The facility is expected to accommodate approximately 56 children total for the daycare and before & after care program.
- B. Major Local Capital Projects** (*capital projects greater than \$1 Million funded by Board of Education*)
1. Classroom Ventilation Program (*up to \$12 Million*)
 - Construction completed at 12 elementary schools (Mitchell, Steves, Lee, Blundell, McKay, Cook, Garden City, Grauer, Kidd, Woodward, Dixon, and Ferris). Currently underbudget.
 - Deficiencies expected to be completed by spring break 2024.
- C. Minor Capital Projects** (less than \$1 Million funded by the Province)
1. Wood shop dust extraction system replacements at McMath Secondary and Richmond Secondary are underway. The expected completion of these projects is September 2024 (2023/24 SEP - \$768,000 + \$495,000). Preliminary work at McMath Secondary has commenced during unoccupied periods.
 2. Building Envelope Replacement at Blair Elementary is anticipated to start the week of March 11, 2024.

Steve Ahluwalia, PEng, MBA
Director, Richmond Project Team

Report to Facilities and Building Committee (Public)

Date: March 6, 2024
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:

- Planning is almost complete for Annual Facility Grant (AFG) projects for submission to the Ministry of Education for 2024/25 budget year;
- 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 and 8 rooftop units at Rideau Park in April;
- HVAC is also continuing to support the Board Office Direct Digital Controls heating controls upgrade, and boiler and chiller replacements are scheduled for June installation;
- 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 (all sites completed except for SBO and FSC), and the change over to the new "running man" exit signs is complete at all sites;
- Electrical and Carpentry Departments have supported the new initiative through the Feeding Futures program, all 49 fridges are installed with minor deficiencies to be completed this week;
- Paint Department is continuing the interior re-paint project at Currie, and plan to complete the project in March. 6 schools also had an epoxy coating installed in the boiler room floors;
- Grounds Department continued their annual maintenance program across District sites and have

relocated the outdoor learning area at Brighthouse in preparation for the Modular Addition;

- Carpentry Department is beginning work on the Homma library renovation, completed the renovation of the custodial room at McRoberts and are completing the repairs from the Burnett rooftop unit leak on the 2nd floor; 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;
- Utilizing Asset Recovery through the BC Auction House to sell old custodial equipment. Working closely with Stores to reorganize custodial tools, equipment, supplies and to recycle old chemicals from schools;
- Completed Spring Break schedule of duties for all schools;
- Revision of the on-boarding and training process for new substitute custodians is underway to provide better support for new hires;
- An assessment of all custodial rooms has been completed with a list of priority sites submitted to Maintenance for renovations and upgrades; 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

- Transportation Department is working with Tech Services to develop and implement a field trip booking system; and
- Two buses have been equipped with safety cameras (pilot program) to aid drivers in safely backing out of tight spaces or around obstacles in parking lots.

Energy and Sustainability

- Conducted Climate Risk Assessment workshop for Steveston-London, Boyd, and Byng with cross-District stakeholders (HVAC, Electrical, Facilities Services, Finance, and Learning Services). Goal is to identify changes in policies and approaches to address moderate- to high-risk rated (by both likelihood and consequence) climate risks that prevent the provision of core services at these sites;
- Submitted SD38's 2023 reporting under the Transportation Fuel Reporting System requirements, to update the District's number of EV chargers to include the 8 new networked chargers at Rideau Park and the upgrades EV chargers for fleet Nissan Leaf vehicles at FSC. With the significant increase in

the provision of electricity to displace gasoline and diesel, the District will be working with ASTSBC to aggregate the resulting low-carbon fuel credits for sale under the Low Carbon Credit Market;

- Completed the Mitchell Elementary LED upgrade;
- McRoberts LED upgrade at 65% complete. Challenges encountered with gymnasium and high-ceiling corridor fixtures, where the originally specified replacements are no longer available. Additional challenges with the east wing corridors having asbestos-containing materials in the drywall mud compound that will require abatement for affected fixtures. Estimated completion date is now April 30, 2024;
- Byng LED upgrade at 85% complete, with the project expected to be complete in early March;
- Continuous Optimization investigation phase continues at 10 sites in coordination with HVAC and Electrical. 3 sites to be completed in March, 3 in April, and 4 in May;
- Data collection for the District's 2023 Carbon Neutral Activity Report is under way. The data collection is due to be complete by March 31, 2024, with the accompanying report due May 31, 2024; and
- Deployed "smart sensors" in the solid waste bins at SBO, FSC, and Rideau Park. This pilot project aims to help increase our waste diversion rates through real-time monitoring of our waste generation rates. If successful, plan is to increase the deployment of additional sensors across the District, with dashboard views made available to schools.

Kristopher Wilkins, BEng
Director, Facilities Services