

**FACILITIES & BUILDING COMMITTEE**  
**PUBLIC MEETING AGENDA**

**DATE: WEDNESDAY, NOVEMBER 6, 2019**

**TIME: 4:30 PM**

**LOCATION: 1<sup>ST</sup> FLOOR BOARDROOM, SCHOOL BOARD OFFICE**

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

- 1. ADOPT AGENDA**
- 2. APPROVE MINUTES**  
Attachment: Minutes of meeting held October 2, 2019
- 3. RICHMOND PROJECT TEAM UPDATE [standing item]**  
Attachment – Executive Director, Planning & Development
- 4. LONG RANGE FACILITIES PLAN UPDATE [standing item]**  
Attachment – Executive Director, Planning & Development
- 5. MENSTRUAL PRODUCTS PLAN**  
Attachment - Secretary Treasurer
- 6. MINUTES FOR INFORMATION**
  - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**  
Minutes from the September 4, 2019 meeting attached.
- 7. NEXT MEETING DATE –WEDNESDAY, DECEMBER 4, 2019 AT 4:30 PM**
- 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 in the 1<sup>st</sup> Floor Boardroom at the School Board Office, 7811 Granville Avenue, Richmond, BC, on Wednesday, October 2, 2019 at 4:30 p.m.

Present:

Debbie Tablotney, Committee Chairperson  
Sandra Nixon, Committee Vice-Chairperson  
Norm Goldstein, Trustee Member  
Scott Robinson, Superintendent of Schools  
Rick Ryan, Deputy Superintendent of Schools  
Roy Uyeno, Secretary Treasurer  
Frank Geyer, Executive Director Planning and Development  
Rob Laing, Executive Director – Learning and Business Technologies  
Mike Beausoleil, Director, Maintenance, Operations and Transportation  
Braunwyn Thompson, District Administrator/Central Registration & Welcome Centre  
Liz Baverstock, President, Richmond Teachers' Association  
Jose Pelayo, Co-President, Richmond Management and Professional Staff  
Dionne McFie, President, Richmond District Parents Association  
Sowon Huh, Treasurer, Richmond District Parents Association\*  
Wanda Plante, Executive Assistant (Recorder)

\*Joined the meeting already in progress

The Chairperson called the meeting to order at 4:36 pm.

The meeting began by introductions of attendees.

### **1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

### **2. APPROVAL OF MINUTES**

Minutes from the September 4, 2019 meeting were approved as circulated.

### **3. WELCOME CENTRE UPDATE**

An overview of the District Welcome Centre was provided by the Executive Director, Planning and Development and the District Administrator/Central Registration Welcome Centre. The District Administrator/Central Registration & Welcome Centre referenced an attached map of the future site and further highlighted the importance of creating a more welcoming space and area for assessing student needs and private areas for sensitive family discussions. The target completion date for the Welcome Centre is February 2020 and the Secretary Treasurer advised that additional visitor parking spaces have also been provided to accommodate the new Welcome Centre.

Discussion ensued regarding project budget costs.

The District Administrator/Central Registration & Welcome Centre departed the meeting at 4:59 pm.

**4. CAPITAL PROJECTS UPDATE [standing item]**

The Executive Director, Planning and Development provided an update on several projects to date and confirmed the completion and occupancy of the new addition at Cook elementary. He further advised that seismic upgrading will continue to the portion of the existing building at Cook elementary with demolition of the balance of the existing building taking place once the new addition is occupied. This project is still projected to be completed by August 2020. He provided several seismic project updates including construction completion dates for Boyd secondary and advised that Tait and Ferris elementary are also targeted for completion in August 2020. In addition, design and construction updates were provided for Mitchell and Steves elementary with a target completion date of August 2021. Seismic upgrade and addition design plans for Tomsett elementary are underway with construction beginning by June 2020. The Executive Director, Planning and Development also noted the October 31, 2019 target date for the completion of Project Definition Reports for McKinney and Whiteside elementary.

The Treasurer of the Richmond District Parents Association joined the meeting at 5:04 pm.

**5. LONG RANGE FACILITIES PLAN UPDATE [standing item]**

The Executive Director, Planning & Development advised attendees that a comprehensive school boundary/catchment review has been initiated as a first step in the Long Range Facilities Plan (LRFP) Action Plan and that workshops have occurred with affected elementary and secondary school principals and Trustees. He further noted that a second workshop with Trustees is scheduled in early October to discuss timelines, options implications and consultation strategies. The Deputy Superintendent of Schools advised that stakeholder consultation will occur with Board support.

**6. MINUTES FOR INFORMATION**

**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**

Minutes from the June 5, 2019 meeting were attached for review.

**7. NEXT MEETING DATE – WEDNESDAY, NOVEMBER 6, 2019 at 4:30 PM**

**8. ADJOURNMENT**

The meeting adjourned at 5:10 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson  
Facilities and Building Committee

## Report to the Facilities & Building Committee PUBLIC

**DATE:** 06 November 2019

**FROM:** Frank Geyer, Executive Director, Planning & Development

**SUBJECT:** Richmond Project Team Update

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### Richmond Project Team News

New Project Manager, Steve Ahluwalia, PEng, PMP, started 28 October 2019. Steve has been assigned Tomsett SMP project and will be assigned Maple Lane and McKinney SMP once approved by the Ministry of Education.

### Major Capital Projects

- 1. William Cook Elementary Seismic Upgrade, Partial Replacement & Addition (\$13.9 Million)**
  - Construction underway with substantial completion targeted for August 2020.
- 2. Hugh Boyd Secondary Seismic Upgrade & Partial Replacement (\$10.7 Million)**
  - Construction underway with substantial completion targeted for August 2020.
- 3. Robert J Tait Elementary Seismic Upgrade (\$7.6 Million)**
  - Construction underway with substantial completion targeted for August 2020.
- 4. W D Ferris Elementary Seismic Upgrade (\$8.5 Million)**
  - Construction underway with substantial completion targeted for August 2020.
- 5. Mitchell Elementary Seismic Upgrade & Partial Replacement (\$11.4 Million)**
  - Aiming for building permit submission by end of November. Addition area pre-loaded, expected to be removed by mid-March 2019. Targeting substantial completion by August 2021.
  - Ministry approved funding the building envelope upgrade as part of the seismic upgrade/partial replacement (approximately \$180,000).
- 6. Manoah Steves Elementary Seismic Upgrade & Partial Replacement (\$12.8 Million)**
  - Expecting building permit shortly, with construction start to follow. Targeting substantial completion by August 2021.
- 7. F A Tomsett Elementary Seismic Upgrade & Addition (PDR Stage - \$11.4 Million)**
  - Schematic design complete. Targeting construction start by June 2020 and completion by January 2022.
  - Awaiting schematic design of proposed Child Care facility to include with amended submission to the Ministry of Children & Families for capital funded as part of project.

**8. James McKinney Elementary & Maple Lane Elementary Seismic Upgrades (PDR Stage)**

- Project Definition Reports finalized and submitted to the Ministry. Expecting approval by the Richmond Executive Project Board by the end of November 2019.

**9. James Whiteside Elementary & William Bridge Elementary Seismic Upgrades (PDR Stage)**

- Project Definition Reports 90% complete. Targeting completion of drafts by mid-November 2019.

**Local Capital Projects**

**1. Short Term Accommodation Plan**

- Aiming for completion of Administration Building 3<sup>rd</sup> Floor renovation work and move-in by the end of November 2019.
- Aiming for completion of Administration Building 1<sup>st</sup> Floor renovation work and move-in by Spring Break 2020.

*Frank Geyer, PEng, FMA  
Executive Director, Planning & Development*

## Report to the Facilities & Building Committee PUBLIC

**DATE:** 06 November 2019  
**FROM:** Frank Geyer, Executive Director, Planning & Development  
**SUBJECT:** Long Range Facilities Plan (LRFP) Update

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The following report is for information only. No further action on the part of the Facilities & Building Committee (FBC) is required at this time.

The comprehensive school catchment boundary review, the first step in the LRFP Action Plan, is underway. Workshops have been held with Trustees and affected elementary and secondary school principals.

As per the engagement plan:

- Meetings have been held with the Executives of our stakeholder groups;
- The Let's Talk SD38 "Proposed School Boundary Revisions" website has been live since 21 October 2019, with over 2,500 visits thus far and a number of comments received;
- Letters have been sent to families of affected schools by the School Principal advising them of the proposed boundary changes; and
- Information has shared with all media outlets, real estate board, Richmond City Council, MLAs and others on the engagement list

with a deadline of 15 November 2019 identified for feedback and comments. As necessary, enhanced engagement will be conducted with school communities having a number of concerns raised.

All comments will be considered and the proposed "final" list of boundary revisions proposed for the 2020/2021 school year will be presented at the Facilities & Building Committee meeting on 04 December 2019, with the Board of Education deciding on the revisions at the 11 December 2019 meeting.

*Frank Geyer, PEng, FMA*  
*Executive Director, Planning & Development*

## Report to the Facilities and Building Committee PUBLIC

**DATE:** November 6, 2019

**FROM:** Roy Uyeno, Secretary Treasurer

**SUBJECT:** Provision of Menstrual Products to Students

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The following report to the Facilities and Building Committee is for information only. No further action on the part of the Committee is required at this time.

### Background

Under a ministerial order that was issued on April 5, 2019, all BC public schools will be required to provide free menstrual products for students in school washrooms by December 31, 2019. The intent of the order was to “normalize and equalize access to menstrual products in schools, helping to create a better learning environment for students” and be non-stigmatizing. The ministerial order requires public school boards to establish policy and procedures that:

- a) *ensure menstrual products are provided to students of all gender identities that protects student privacy*
- b) *provides easily accessible menstrual products free of charge, barrier free*
- c) *provides for menstrual products in school washrooms*
- d) *incorporates student feedback with respect to provision of menstrual products*

Up until now, our schools have been providing menstrual products to students through school counsellors or if requested through the school’s main office. Schools have been providing this free of charge. Under the new ministerial order, the provision of menstrual products would need to be available free of charge in washrooms, barrier free. SD38 fully intends to meet all requirements under the ministerial order.

When the ministerial order was announced, the Ministry of Education announced \$300,000 in Provincial startup funding. No funding has come directly to school districts. It is our understanding that the startup funding was used to assist the Focused Education Society to source and obtain (via provincial tender) best product pricing for product dispensers, receptacles and bulk orders for consumable menstrual products. Savings on pricing has been offered to all school districts.

SD38 has also sought and received student feedback with respect to provision of menstrual products with the consensus from secondary students being a preference for choice of either pads or tampons.

## **SD38 Implementation Plan**

SD38 will comply with the ministerial order through the following:

### **A. Development of policy and procedures for the provision of menstrual products**

A draft policy and procedures has been developed that will be presented to the October 16, 2019 Policy Committee. The draft policy includes all requirements under the ministerial order and describes how and what menstrual products will be made available in our schools. The draft policy will go through the normal policy review and approval process with final Board approval likely in March/April, 2020.

### **B. Implementation and deployment of menstrual products in our schools**

As required by the ministerial order, menstrual products should be provided in school washrooms, free of charge and barrier free. Currently, female washroom stalls in our secondary schools include receptacles to dispose of menstrual products. Students have been provided menstrual products through the school counsellors office or main admin office upon request. Elementary schools do not currently have receptacles other than in female staff washrooms.

Staff have developed a comprehensive plan to deploy menstrual products in our schools as follows:

#### **1) Dispensers and Disposal Receptacles**

Menstrual product dispensers will be installed in all female and gender neutral washrooms in elementary (140) and secondary schools (60) and the Stretch /Horizons (1) location. Receptacles will also be installed in washrooms in our elementary schools (428 stalls). Receptacles are already in located in secondary school female and gender neutral washrooms.

For elementary schools, a single product (pads) dispenser will be installed in female and gender neutral washrooms. For secondary schools, a dual product dispenser (pads and tampons) with time release delay (wait 12 seconds until another product can be released) will be installed in female and gender neutral washrooms.

All dispensers and receptacles have been ordered through the vendor selected by the FocusED Education Resources Society (provincial consortium) and upon receiving the products will be installed by Maintenance Services staff.



2) Implementation Timelines

The district has placed the order for menstrual product dispensers, receptacles and a bulk order for consumable menstrual products. Once we receive the products (by end of November), Maintenance staff will begin installing the dispensers and receptacles in our schools with installation completed before the end of December, 2019.

3) Budget Implications

a) Estimated implementation costs (one-time)

Disposal Receptacles	428	\$ 11,000
Single Channel Dispenser	140	\$ 19,000
Dual Time Release Dispenser	61	<u>\$ 18,000</u>
Total		<b>\$ 48,000</b>

b) Estimated annual consumable costs (on-going)

Pads / Tampons	\$20,000
Liners for receptacles	<u>\$ 4,000</u>
	<b>\$24,000</b>

Note: above does not include installation costs to be done by internal maintenance staff

Respectfully submitted,

Roy Uyeno, Secretary Treasurer



## Child Care Development Advisory Committee

Held September 4<sup>th</sup> 2019  
Room M.1.002 Richmond City Hall  
7:00 PM

### Members in Attendance:

Kathy Moncalieri (Chair), Jarrod Connolly (Vice-Chair), Diana Ma, Agnes Lee, Manvir Johal, Chantelle Pereira, Elana van Veen, Sarah Louie, Gordon Surgeson, Kelly Greene (Council Liaison), Heather Larson (School District Liaison), Chris Duggan (Staff Liaison)

### Guests:

None

### Regrets:

Jocelyn Wong, Maryam Bawa

### 1. Welcome, Introductions and Regrets

The Chair welcomed the new committee members and all committee members introduced themselves.

### 2. Approval of the Agenda

Motion: Approval of the, September 4, 2019 Agenda – CARRIED

### 3. Approval of the Minutes

Motion: Approval of the June 5, 2019 Minutes – CARRIED

### 4. Presentation: Child Care Grant Program Updates

Chris Duggan provided an overview of the City's Grant Program Review that took place over the summer and shared the presentation for potential grant applicants that will be introduced at the Richmond Child Care Grant Program Information Session taking place on September 10, 2019 at 6:30pm at City Hall. Changes to the Child Care Grant Program Guidelines were highlighted and discussed.

## **5. Correspondence**

A thank you card for Aaron Manolo, previous CCDAC member, was circulated for members to sign and will be sent to. Aaron served on the CCDAC from January to June 2019 and has resigned due to his recent relocation to Alberta to attend post secondary school.

## **6. Business Arising**

None.

## **7. New Business**

None.

## **8. Reports**

### **a. Subcommittees**

#### **i. Advocacy Sub-committee:**

Nothing to report.

#### **ii. Child Care month Sub-Committee:**

An overview of the Child Care Month Symposium was provided for the new members. Further discussion regarding potential Child Care Month events for 2020 will take place in November.

#### **iii. Child Care Grant Sub-Committee:**

The Child Care Grant Program is currently open and will close on October 28. The sub-committee will meet in early to mid-November to review the submissions and make recommendations to the CCDAC to be taken forward to Richmond City Council for their approval. A meeting invitation will be sent out to the current sub-committee members in October.

### **b. Council Liaison**

An online voting record has now been implemented and is available online enabling the public to follow how individual Counsellors vote on items before Richmond City Council.

The Province of BC is gathering information on single use plastics. A survey can be completed at <https://cleanbc.gov.bc.ca/plastics>.

Terra Nova Park is currently undergoing lifecycle upgrades and will reopen soon.

**c. Staff Liaison**

Construction continues on the River Run Early Care and Learning Centre. It is anticipated to be complete later this fall and an opening date will be confirmed once the facility is transferred to the City. Atira Women's Resource Society will be the operator.

The initial design of the River Green Child Care Facility has been received by the City and a Request for Expressions of Interest is currently posted on BC Bid for a non-profit operator for this facility. An information session will take place on September 17, 2019 at 6pm at City Hall for interested parties.

Changes have been made to the maximum funding amounts available through the Child Care BC New Spaces Funding Program. The maximum amount available to a municipality or school district has increased from \$1 million per project to \$3 million per project. The Province will also be introducing a new multi-project stream. Additional details will be shared with the CCDAC once they are available.

**d. Richmond School District**

The School District's Long-Range Facility Plan was approved at the last School Board meeting in June. Implementation will be discussed this fall.

Cook School has a new Early Learning Centre offering free drop-in programs for preschool age children and their parents. Additional information can be found on the SD38 website.

**e. Child Care Resource and Referral (CCRR)**

None

**f. Richmond Children First (RCF)**

A written summary of background information for the Toddler Developmental Instrument (TDI) Pilot Project was shared. This Project is led by the Human Early Learning Partnership (HELP) and will provide population level health and developmental data on children between 12-24 months who live in Richmond. The project is supported by members of the Richmond Children First Committee including the City of Richmond, Richmond Public Health, Richmond School District and many community partners. Surveys will be facilitated with parents by trained community partners and the survey will also be available online in English and simplified Chinese.

A tool has been developed to assist families and caregivers to identify community services that would be appropriate to provide child specific, health or developmental support. The tool will be an online questionnaire that will provide referral and community resource information based on the parent's responses to

specific questions about their child. Once complete the link for the tool will be available on the Richmond Kids website.


**9. Next Meeting**

The next CCDAC meeting will be held on Wednesday, October 2, 2019 at 7:00 PM, in City Hall Room M1.002.

**10. Adjournment**

The meeting was adjourned at 8:20 PM.

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 June 5, 2019.



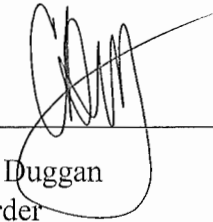
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Kathy Moncalieri  
Chair



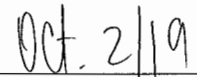
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Date



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Chris Duggan  
Recorder



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Date