

**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 via Zoom Meeting Link, Richmond, BC, on Wednesday, May 20, 2020 at 4:30 p.m.

Present:

Debbie Tablotney, Committee Chairperson  
Sandra Nixon, Committee Vice-Chairperson  
Norm Goldstein, Trustee Member  
Donna Sargent, Trustee Alternate  
Heather Larson, Trustee\*  
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  
Umur Olcay, Manager, Facilities Planning\*  
Joseph Balderston, Facilities Planner, Planning and Development\*  
Liz Baverstock, President, Richmond Teachers' Association  
Steve Wenglowksi, Co-President, Richmond Teachers' Association  
Ian Hillman, President, CUPE  
Kelly Gibson, Co-President, Richmond Management Administrative Professional Staff  
Taffy Jackson, Co-President, Richmond Management Administrative Professional Staff  
Dionne McFie, President, Richmond District Parents Advisory Committee  
Wanda Plante, Executive Assistant (Recorder)

\*Present for a portion of the meeting

The meeting began by introductions of attendees at 4:31 pm.

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

The agenda was approved as circulated.

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

Minutes from the March 4, 2020 meeting were approved as circulated.

### **3. RICHMOND PROJECT TEAM UPDATE**

An overview and update on various major capital projects was provided by the Executive Director, Planning and Development including the status of several seismic upgrades at William Cook Elementary, Hugh Boyd Secondary, Robert Tait and Ferris Elementary all of which are all on track for an August 2020 target completion date. He noted that seismic work of an upgraded portion of the existing south half of Cook elementary is expected to see half occupancy by December 2020.

The Executive Director, Planning and Development further noted receipt of a response support letter from the Ministry of Education regarding numerous projects such as the School Enhancement Program (SEP) for Cambie Secondary, Carbon Neutral Capital Program (CNCP) for McNair and Richmond Secondary as well as the Playground Equipment Program (PEP) for William Bridge and James Gilmore elementary. Discussion ensued regarding lighting upgrades in schools, meeting the district's priority of LED upgrades and achieving our targets in kilowatt savings in order to sustain our energy contract.

**4. LONG RANGE FACILITIES PLAN (LRFP)**

The Manager, Facilities Planning and Facilities Planner spoke to their power point presentation Planning Update - Strategic Recommendations of the LRFP and identified other related tasks Planning staff are working on. They advised that the development and assembly of the 2020/2021 Capital Plan will be presented for Board approval June 11, 2020 in order to meet the Ministry of Education's June 2020 deadline. In addition, Board approval will also be required on the Eligible School Sites Proposal (ESSP) which was developed in consultation with local government and developer stakeholders. The ESSP includes estimated student growth from new housing units over the next 10 years; the general location, estimated cost and size of future school sites; and one new elementary school site in the City Centre Area. Following Board approval accompanied with a certified copy of Board resolution, the ESSP will be submitted to the City of Richmond for acceptance, pursuant to the Local Government Act and will be submitted to the Ministry simultaneously with the 2021/2022 Five Year Capital Plan. Long term accommodation strategies and potential new locations for Child Care and Early Learning Pre-Kindergarten school site services and programs continue to be pursued. Potential impacts of the COVID-19 Pandemic on the District's learning environment and demographic projections are being reviewed. Short and long-term space planning for District administration (non-school facilities) is also being undertaken as well as ensuring long term accommodations for Station Stretch/Horizons/Streetview, Continuing Education, Aspen and other education program initiatives.

**ACTION: A copy of the Planning Update – Strategic Recommendations of the LRFP will be forwarded to all attendees by the Recording Secretary.**

**5. 2020-2021 FIVE YEAR CAPITAL PLAN**

Following a brief discussion, it was agreed to forward the following:

**RECOMMENDATION**

THAT the proposed 2021/2022 Five Year Capital Plan be received and recommended for approval by the Richmond Board of Education at its June 10, 2020 Public meeting.

**6. 2020-2021 ANNUAL FACILITY GRANT PROGRAM**

An update on the Annual Facility Grant (AFG) was provided by the Executive Director, Planning and Development and Director, Maintenance, Operations and Transportation which including a 3-year comparison breakdown and status of funds allocated per department. The AFG is intended for annual projects required to maintain capital assets through their anticipated economic life that prevent any premature deterioration of identified assets. AFG committed

Ministry funding is based on a complex formula involving numbers, size and age of facility assets including enrolment. Priority projects for the AFG program are set by the managers and forepersons of the Maintenance Department, in consultation with the Planning and Development Branch and are based on a cyclical renewal program for critical facilities systems throughout the District.

Discussion ensued regarding ongoing drainage issues caused by heavy rain on playing fields at various school sites that align with district/city property lines. A suggestion to discuss this at a Council Board Liaison Committee meeting was made.

**7. COVID-19**

The Executive Director, Planning and Development advised that a number of initiatives and enhanced workplace environment cleaning protocols have been developed and implemented by a coordinated effort involving the Facilities Emergency Operations Centre (FEOC) consisting of the Maintenance, Operations and Transportation, Planning and Development, Stores and the Health and Safety department regarding safety of staff and students to ensure business continuity.

Discussion ensued regarding shortage of supplies and available plexiglass, ongoing dialogue around physical distancing on school buses, increase of a day custodian at every elementary and secondary school and continuing to review the model for September.

**8. MINUTES FOR INFORMATION**

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

Minutes from the February 5, 2020 meeting were attached for information.

**9. NEXT MEETING DATE – SEPTEMBER, 2020**

**10. ADJOURNMENT**

The meeting adjourned at 6:01 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson  
Facilities and Building Committee