

FACILITIES & BUILDING COMMITTEE PUBLIC MEETING AGENDA

DATE: WEDNESDAY, NOVEMBER 4, 2020

TIME: 5:00 PM

LOCATION: via ZOOM WEBINAR MEETING LINK

Zoom link will be provided via email:

Please log in by 4:55 pm

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiṇəm (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 September 9, 2020
- 3. LONG RANGE FACILITIES PLANNING [standing item]**
 - a) LRFP STRATEGIC RECOMMENDATION ENROLMENT UPDATE** – Manager, Facilities Planning
 - b) LRFP STRATEGIC RECOMMENDATION NEW CHILDCARE INITIATIVES** – Manager, Facilities Planning
- 4. RICHMOND PROJECT TEAM UPDATE [standing item]**
Attachment – Executive Director, Facilities Service
- 5. COVID-19 FACILITIES UPDATE**
Attachment – Director, Facilities Operations
- 6. MINUTES FOR INFORMATION**
 - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Nil.
- 7. NEXT MEETING DATE – WEDNESDAY, DECEMBER 2, 2020**
- 8. ADJOURNMENT**

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held in the 1st Floor Meeting Room and via Zoom Meeting Link, Richmond, BC, on Wednesday, September 9 2020 at 5:00 p.m.

Present:

Debbie Tablotney, Committee Chairperson
Sandra Nixon, Committee Vice-Chairperson
Norm Goldstein, Trustee Member
Donna Sargent, Trustee Alternate via Zoom link
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Mike Beausoleil, Director, Maintenance, Facilities Services via Zoom link
Liz Baverstock, President, Richmond Teachers' Association via Zoom link
Steve Wenglowski, Co-President, Richmond Teachers' Association via Zoom link
Ian Hillman, President, CUPE via Zoom link*
Kelly Gibson, Co-President, Richmond Management Administrative Professional Staff via Zoom link
Taffy Jackson, Co-President, Richmond Management Administrative Professional Staff via Zoom link
Dionne McFie, President, Richmond District Parents Advisory Committee via Zoom link
Wanda Plante, Executive Assistant (Recorder)

*joined the meeting already in progress

The meeting began by introductions of attendees at 5:02 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the May 13, 2020 meeting were approved as circulated.

3. RICHMOND PROJECT TEAM UPDATE

The Executive Director, Facilities Services spoke to his report as included with the agenda package updating attendees on several Major and Minor Capital Projects. He noted an application for new child care facility was resubmitted to the Ministry April 20, 2020 as part of the seismic upgrade and addition project at Tomsett Elementary. The Executive Director, Facilities Services further advised of the completion of several SBO projects including the 1st floor renovation, installation of security parkade fencing, EV charging stations and an updated school district sign.

4. LONG RANGE FACILITIES PLAN (LRFP)

The Executive Director, Facilities Services spoke to his report as included with the agenda package advising attendees that planning staff continue to work on strategic recommendations contained in the LRFP such as the development and assembly of the 2021/2022 Five-Year Capital Plan, development of the Eligible School Site Proposal (ESSP) which were both adopted by the Board. The ESSP in consultation with local government and developer stakeholders is prepared annually to estimate school site acquisition requirements for the district based on student growth from new housing, which is estimated over the next 10 years to support a future acquisition of a new elementary school in the City Centre Area. He further noted the development of a new portable classroom tracking inventory, a portable relocation strategy to accommodate enrolment in areas of growth, research and creation of a database of hazardous materials in District facilities, continued review of long term accommodation requirements and potential new locations of Child Care and Early Learning Pre-Kindergarten Programs and Services. The Executive Director, Facilities Services advised that a decision is expected by the Ministry in September regarding an application for 42 child care spaces at Tomsett elementary which was submitted to the Ministry of Child and Family Development in April 2020. He further advised that a review of potential changes to the projected number of new students entering the District is being undertaken. The district and City of Richmond are working collaboratively to analyze the impacts of the pandemic on housing development trends.

*Deputy Superintendent departed the meeting at 5:21 pm

5. FACILITIES SERVICES BRANCH

Following a comprehensive operational review of the Maintenance Department in the spring of 2020, some organizational changes to the Facilities, Maintenance and Capital divisions have resulted in a stronger business service delivery model providing leadership support. In a June 12, 2020 email from the Secretary Treasurer to Trustee, he advised the new organization structure will provide improved integration, alignment and communication between capital planning, capital projects, maintenance and operations. The organizational changes will also enhance information flow internally/externally and ensure that we can focus on implementation of other key recommendations that were identified in the Maintenance Review report.

The Executive Director, Facilities Services advised that the reorganization is now complete and affected management staff have transitioned with revised responsibilities, financial/procurement and project management practices. He further advised that the new branch is currently recruiting a new Manager, Maintenance Planning and Improvements, laying a framework for a new computerized maintenance management system, planning an assets management review and developing standard operating procedures in addition to playing an integral role in the District's COVID-19 response. The Executive Director, Facilities Services also advised that a review of the current work order management for facilities and technical services will be undertaken.

*CUPE President joined the meeting at 5:37 pm.

7. COVID-19 FACILITIES UPDATE

The Executive Director, Facilities Services spoke to his report as included with the agenda package and highlighted a number of initiatives that have been developed and implemented to ensure business continuity from a facilities and transportation perspective as staff and students return for the safe start of the new school year, including:

- Ensure enhanced workplace environmental cleaning protocols including twice daily disinfecting of multiple touch points (washrooms, door knobs, light switches, desk/chairs) are in place to ensure schools and district sites meet Provincial health and safety guidelines
- The addition of 25 FTE day custodial staff to ensure twice daily enhanced environmental cleaning at all schools and topping up of hand sanitizer bottles and disinfectant bottles.
- Providing disposable disinfectant wipes in all school classrooms and teaching spaces.
- Placement of portable handwashing stations in elementary school classrooms and portables that do not have sinks for handwashing.
- Placing hand sanitizer stations at every school entrance lobby and ensuring pump dispenser of hand sanitizer in all classrooms.
- Providing portable folding acrylic screens where physical distancing is not possible to each elementary school and secondary school such as school office counters and library circulation desks, including 30 handheld portable acrylic screens for Learning Services itinerant staff to use.
- Maintaining an inventory of critical supplies of masks, gloves, cleaning products at all sites.
- Implementing workplace protocols concerning physical distancing guidelines and other measures to ensure staff safety including signage and physical distancing markers to manage flow.
- Ensuring continuity of construction and maintenance projects at schools, complying with strict social distancing and health and safety guidelines as set out by WorkSafeBC.
- Preparing for bus services for students under the latest provincial guidelines.
- Equipping our bus fleet with acrylic screens between the driver and passengers.
- Issuing face shields and reusable masks to drivers and attendants
- Maintaining student list, consistent student seating arrangements and established loading and off-loading protocols
- Conducting disinfection of multi-touch surfaces prior to each bus run.

RTA representatives were appreciative of added custodial time, but had concerns with shortages in some elementary schools. The Executive Director, Facilities Services advised that despite current funding restraints resulting in shortages, discussions with school staff continue to find solutions and adjust to those shortages.

8. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

9. NEXT MEETING DATE – WEDNESDAY, OCTOBER 7, 2020

10. ADJOURNMENT

The meeting adjourned at 6:09 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson
Facilities and Building Committee

Report to the Facilities & Building Committee PUBLIC

DATE: 04 November 2020

FROM: Umur Olcay, Manager, Facilities Planning

SUBJECT: LRFP Strategic Recommendation - Enrolment Update

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

Student enrolment at Richmond schools on September 30, 2020 was lower than projected in this extraordinary year, due to a number of reasons resulting from COVID-19, including parental decisions for their children's return to school or homeschooling and reduced migration levels into Richmond due to international travel restrictions:

1. Domestic (funded) K-12 student headcount is slightly lower than last year

- Pursuant to Provincial Verification Report (1701) of enrolment data for September 30, 2020, the total domestic (funded within FAS) student K-12 headcount (excluding international students) attending District schools is **19,637** students. *This headcount does not include funded students at Richmond Virtual School and Richmond Continuing Education which are tracked separately;*
- Comparing the domestic (funded within FAS) headcount for September 2020 (19,637) with September 2019 (19,644) indicates that the 2020 headcount is **27 fewer** than the previous year's headcount results pursuant to the Provincial Verification Report for September 30.

2. Domestic (funded) K-12 Student Headcount is significantly below projection

- The District had projected a growth of 123 funded students in early January 2020, but the actual results in September 2020 is **150 below** projection. The primary reason for this is likely the impact of COVID 19 on enrolment intake in September.

3. Primary grades (K-3) has the highest variance from projection

- The greatest impact to the variance from projections is observed at the primary grade levels (Grades K-3) where the variance is **100 below** projection. A number of factors related to COVID-19 may have caused the lower than projected results including reduced immigration of families with younger children, reduced in migration levels due to slowdown in housing completions and parents of primary students choosing to provide home schooling during this phase of the pandemic.
- The largest headcount variance from projections for all grades is in Kindergarten where the headcount variance is **66 below** projection. Some parents of younger children aged 5 may have decided to delay their children's Kindergarten registration to the following year although data is not available on the number of children that may have delayed entry.
- The District's projection in January had projected **116 fewer** Kindergarten students for September 2020 but the actual result is **182 fewer** Kindergarten students compared with the previous year's September report.

4. Intermediate Grades (Gr. 4-7) do not have a significant variance from projection

- Intermediate grade levels (grades 4-7) did not have a significant variance from projections with September 2020 headcount results coming in **3 higher** than projection.
- The District had projected **91 fewer** grades 4-7 students for September 2020 but the actual headcount results for this intermediate grade level is **88 fewer** than the previous year.

5. Secondary school grades (Gr. 8-12) have grown but are moderately lower than projection

- The District had projected a headcount growth of **85** secondary school domestic (funded) students but the actual growth was **32**. The actual secondary headcount was **53 below** what was projected in January 2020.
- Some secondary students may have chosen to transfer to Richmond Virtual School or alternative Education platforms outside of the District due to COVID-19, although this appears to have resulted in only a moderate variance from projection.

6. Richmond Virtual School registration higher but actual funded headcount is not yet confirmed

- The headcount information in the attached table does not include distributed learner students that have Richmond Virtual School (RVS) as their home school.
- RVS is registering a significantly higher number of secondary students in virtual courses, but the September headcount of students that have RVS as their home school will not be confirmed until a certain percentage of virtual course work is completed by students, according to Ministry of Education requirements.
- The actual September 30 headcount of students that have RVS as their home school and the funded FTE values for all students taking one or more virtual course will be finalized prior to the districts preliminary budget projections being presented in February 2021.

7. Impact of COVID-19 on International Student Numbers

- The headcount information in the attached table does not include international students.
- The actual headcount of international students has been significantly impacted due to COVID-19 international travel restrictions.
- Currently there was 574 international students registered in the District, which represents approximately 35% loss for international students from the previous school year.
- The Federal Government has revised travel restrictions for international students as of October 20, 2020 which will allow more international students to enter Canada (with a 2 week quarantine required).
- International student placements at schools are expected to gradually increase beginning in the second quarter semester of the current school year.
- The recovery of international student numbers will be monitored throughout the school year to estimate the projected international student numbers for the following year.
- International student headcount estimates for future years are normally projected level, with no growth assumptions. International student estimates have a business risk due to the potential for future travel restrictions.

8. Impact of COVID-19 on future enrolment projections

- Planning staff have been taking steps to review the potential impacts of the COVID-19 pandemic on the District's demographic projections and learning environments. The current student enrolment data will be included in the 2020 Baragar Demographic software which will be used for developing revised projections by Facilities Planning.
- Facilities Planning is undertaking a review of potential changes to the projected number of new students entering the District, and are working with the City of Richmond to analyze the impacts of the pandemic on housing development and completion in the City and implications on migration and population growth projections at the school catchment level.
- Facilities Planning is reviewing and monitoring demographic information and updates that may affect growth trends from external sources including BC Stats, Metro Vancouver, City of Richmond, Health Authorities and the Federal Government.
- Revisions to enrolment projections are needed annually to adjust to changing demographic trends which are affected by health, social, political and economic factors including the current pandemic.
- The District will use enrolment projections for estimating staffing, resources and operational budget growth for future years, for updating strategies and accomplishments in the LRFP and for business case development for future capital projects included in the District's Five-Year Capital Plan.

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

Report to the Facilities & Building Committee PUBLIC

DATE: 04 November 2020

FROM: Umur Olcay, Manager, Facilities Planning

SUBJECT: LRFP Strategic Recommendation – New Childcare Initiatives

The following report summarizes recent new child care facility initiatives by the District and information on the BC Childcare Rapid Renovation Fund for information only. No further action on the part of the Facilities and Building Committee (FBC) is required at this time.

Robert J. Tait Elementary Permanent Childcare Spaces

As part of the seismic funding approval for Tait Elementary, two existing classrooms in the school had to be designated as permanent childcare space. This will improve the schools overall long- term space utilization by reducing the schools operating capacity equivalent to the two rooms that are designated for childcare.

The Tait seismic upgrade is nearing completion and the school has identified two classrooms to be designated as childcare rooms. One of the two rooms is already leased by Connections Community Services for a before and after childcare operation but the use could be expanded to full day childcare.

An expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tait Elementary with occupancy by a selected childcare operator(s) by September 2021.

F.A. Tomsett Elementary Permanent Childcare Spaces

The District has recently received a Childcare BC New Spaces Fund Grant approval which will cover the construction cost for a permanent 24 space daycare facility to be located to the east of the school and will be connected to an entrance with a covered play area. The new facility will be constructed at the same time as the approved seismic upgrade and four classroom expansion of Tomsett Elementary expected to be completed in January 2022.

The Childcare New Spaces Grant also requires that the District assign childcare space in the existing multipurpose room in the school in order to accommodate before and after school care for 18 children. The school can continue to use the room for multipurpose during the school day.

An expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tomsett Elementary in advance of occupancy by a selected operator(s) by September 2022.

BC Child Care Rapid Renovation Fund

Planning Staff will be reviewing school space surveys to identify potential opportunities for “rapid” space improvements that would be eligible pursuant to the BC Childcare Rapid Renovation Fund to create new or expanded licensed childcare spaces where deemed appropriate.

The recently announced BC Childcare Rapid Renovation Fund has a total of \$6 million available to create licensed childcare spaces through minor renovations and to purchase equipment required for these spaces to become licensed and operational.

Funding is **only** available to school boards, public post-secondary institutions and health authorities to create or expand licensed childcare in public spaces they currently own.

Eligible projects may include:

- Dividing a room or gymnasium by installing a movable wall/room divider to enable multiple uses;
- Installing cabinetry to store materials to support the use of an existing space for childcare;
- Creating an outdoor space to enable childcare;
- Renovating a current StrongStart BC space to provide additional uses such as before-and after-school care or care for children aged 0 to 5 years; or
- Completing minor renovations to enable childcare.

Funding details

The District may be eligible to receive 100% of budgeted and eligible project costs up to \$5,000 per childcare space created under the Fund. For example, a project that creates 20 childcare spaces would be eligible for up to \$100,000 of the project's total budget amount.

Limited Time Frame - Urgency of Timing of Review

Childcare BC has indicated that successful applications must complete the funded work and be licensed by August 31, 2021 with financial reconciliation by October 31, 2021. This is a very tight time frame given that it involves identification of suitable projects, consultation with StrongStart BC, senior District staff and school principals, application to Childcare BC for rapid renovation funding, completing the funding approval process, design and construction, identification of potential operators, selection of a childcare operator for the space and licensing of the operation before occupancy in September 2021.

As a first step, planning staff will review school space surveys and will report back in November with a list of potential projects which may be eligible for receiving BC Childcare Rapid Renovation funding and recommended actions.

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

Report to the Facilities & Building Committee PUBLIC

DATE: 04 November 2020

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Richmond Project Team Update

Major Capital Projects

1. William Cook Elementary Seismic Upgrade, Partial Replacement & Addition (\$13.9 Million)

- Building substantially complete and occupied; deficiency work, exterior finishing and landscaping to be completed by the end of November; City upgrading its pump station which impacts the frontage of the school site and won't be complete until January.

2. Hugh Boyd Secondary Seismic Upgrade & Partial Replacement (\$10.7 Million)

- Building substantially complete and occupied; deficiency work, exterior painting and landscaping to be completed by the end of November.

3. Robert J. Tait Elementary Seismic Upgrade (\$7.6 Million)

- Project substantially complete and building occupied; deficiency and extra work to be completed by the end of December.

4. W.D. Ferris Elementary Seismic Upgrade (\$8.5 Million)

- Project substantially complete and building occupied; deficiency and extra work to be completed by the end of November.

5. Mitchell Elementary Seismic Upgrade & Partial Replacement (\$11.4 Million)

- Work on replacement wing of school well underway.
- Design of building envelope remediation of 1992 Block complete and in with BC Housing for review; work to be integrated into the seismic scope of work.
- Substantial completion by September 2021.

6. Manoah Steves Elementary Seismic Upgrade & Partial Replacement (\$12.8 Million)

- Work well underway; substantial completion by September 2021.

7. F.A. Tomsett Elementary Seismic Upgrade & Addition (\$11.4 Million)

- Work on the new wing of school well underway.
- Design of new child care facility as part of the project, funded by the Childcare BC New Spaces Fund, underway.
- Targeting substantial completion by January 2022.

8. Maple Lane Elementary Seismic Upgrade (CFPA Stage - \$6.7 Million)

- Work well; targeting substantial completion by January 2022.

9. James McKinney Elementary Seismic Upgrade (CFPA Stage - \$12.6 Million)

- Closed tenders on construction trade contracts; portables set up; construction scheduled to start by mid-November; targeting substantial completion by May 2022.

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

- Project Definition Reports under review by Ministry.

Minor Capital Projects (greater than \$200,000)

1. Roofing Replacement Program (AFG - \$2.05 Million)

- Work substantially complete at all sites.

2. Mechanical System Upgrades

- Chiller replacement at H.J. Cambie out for tender, construction in Spring 2021 (SEP - \$550,000).
- Rooftop heating unit replacements at Burnett, Palmer, McNair and McRoberts complete (AFG - \$260,000).
- Direct digital control system upgrade at McNair being commissioned (SEP - \$230,000).
- Boiler upgrades at Spul'u'kwuks and Wowk complete (AFG - \$220,000).

3. Lighting Upgrades

- Work well underway at Richmond Secondary (2020/2021 SEP - \$450,000).
- Westwind and Hamilton out for tender (AFG - \$300,000).

4. Painting Program (\$262,500)

- All scheduled work complete.

5. Playground Upgrades (\$250,000)

- New adventure playgrounds completed at Bridge and Gilmore.

Local Capital Projects

- Administration Building 1st Floor renovation work completed and occupied.

*Frank Geyer, PEng, FMA
Executive Director, Facilities Services*

Report to the Facilities & Building Committee PUBLIC

DATE: 04 November 2020

FROM: Mike Beausoleil, Director, Facilities Operations

SUBJECT: COVID-19 Facilities Update

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

Custodial Staffing

Both Operations and Human Resources have been heavily engaged in the recruitment of Building Service Workers (BSW), including our own BSW Training Program, in an effort to increase staffing levels for the provision of additional enhanced cleaning service during the day. Beginning November 2nd, Elementary schools will have one full-time 8-hour dayshift custodian on site. Secondary schools will have two full-time dayshift custodians on site. The regular complement of afternoon shift BSW's will remain the same. The hours of the dayshift assignments are 6:30 am to 3:00 pm.

Electrostatic Sprayer Implementation

The District received 72 electrostatic sprayers for the purposes of rapid disinfection of rooms in mid-October. 60 handheld and 12 backpack units are being distributed to all sites. Each Secondary school will receive one backpack unit and one handheld unit while each Elementary school will receive one handheld unit. The Transportation Department will also receive handheld units for the disinfection of busses. The Operations Forepersons received training from the supplier on both types of units on October 23rd. The Forepersons began delivering the sprayers on October 28th and will provide hands-on training to appropriate staff on both dayshift and afternoon shift. We expect to complete this process no later than November 13th. Staff are being equipped with appropriate PPE.

City Rentals Joint Use Agreement

Beginning November 2nd, a certain number of school gymnasiums will be made available to the City of Richmond. The Rentals Department will be advising those schools affected prior to that date. This applies to City Rentals only. Applications for private rentals will not be entertained at this time. All City rental groups are required to submit a COVID Safety plan as part of the rental agreement. District staff will ensure enhanced cleaning of the specific areas used takes place.

Mike Beausoleil
Director, Facilities Operations