

**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, November 4, 2020 at 5:00 p.m.

Present:

Debbie Tablotney, Committee Chairperson  
Sandra Nixon, Committee Vice-Chairperson  
Norm Goldstein, Trustee Member  
Donna Sargent, Trustee Alternate  
Heather Larson, Trustee  
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, Facilities Operations  
Umur Olcay, Manager, Facilities Planning  
Liz Baverstock, President, Richmond Teachers' Association  
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association  
Wennie Walker, Co-President, Richmond Association of School Administrators  
Roger Corbin, Richmond Management Administrative Professional Staff  
Andrew Scallion, President, Richmond District Parents Advisory Committee  
Sowon Huh, Treasurer, Richmond District Parents Association\*  
Wanda Plante, Executive Assistant (Recorder)

\*joined the meeting already in progress

The meeting began by introductions of attendees at 5:00 pm.

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

The agenda was approved as circulated.

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

Minutes from the September 9, 2020 meeting were approved as circulated.

### **3. LONG RANGE FACILITIES PLAN (LRFP)**

#### **a) LRFP STRATEGIC RECOMMENDATION ENROLMENT UPDATE**

The Executive Director, Facilities Services advised that the Manager, Facilities Planning will be reporting on the Enrollment update and the New Childcare Initiatives.

The Manager, Facilities updated attendees on projected enrolment numbers noting the district had lower than projected student enrolment numbers due to various factors most notably from COVID-19, including parental decisions for their children's return to school or homeschooling and a reduction in migration levels into Richmond due to

international travel restrictions. His report summarized the actual headcount and he further highlighted the critical accuracy and methodology regarding projections in providing base year enrolment, long range facilities planning, staffing and capital plan projections. The Manager, Facilities advised that although registration is higher for the Richmond Virtual School, the actual funded headcount has not yet been confirmed 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. He noted that international student placements at schools are expected to increase gradually in the second quarter semester as the Federal Government has revised travel restrictions for international students which will allow more international students to enter Canada as of October 2, 2020 (with a 2 week quarantine required). Demographic information continues to be reviewed and monitored by the Facilities Planning team as growth trends from external sources including BC Stats, Metro Vancouver, City of Richmond, Health Authorities and the Federal Government is received.

The Secretary Treasurer noted that Sowon Huh, has joined the meeting. 5:10 pm.

**b) LRFP STRATEGIC RECOMMENDATION NEW CHILDCARE INITIATIVES UPDATE**

The Manager, Facilities Planning spoke to his report as included with the agenda package summarizing recent new childcare facility initiatives, as part of the seismic funding approval at Tait Elementary which identified two existing classrooms to be designated as permanent childcare space. He noted that 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 a full day childcare. The Manager, Facilities Planning further noted that an expression of interest is being prepared to select an operator(s) for the permanent childcare(s) at Tait Elementary with occupancy by September 2021 by a selected childcare operator(s).

A report summarizing recent new childcare facility district initiatives regarding Tait Elementary was also noted by the Manager, Facilities Planning. He advised of the districts' recent ministry approval of Childcare BC New Spaces Fund Grant for construction towards a permanent 24 space daycare facility at Tomsett Elementary which will be connected to an entrance with a covered play area. The Childcare New Spaces Grant also requires the District to assign childcare space in the existing multi-purpose room in the school in order to accommodate before and after school care for 18 children. He further noted that 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 September 2022 by the selected childcare operator(s).

The Manager, Facilities Planning advised of the \$6 million funding available from the recently announced BC Childcare Rapid Renovations Fund, to create licensed childcare spaces through minor renovations and to purchase equipment required for these spaces to become licensed and operational by January 2022. He further advised that Planning staff have begun a review of school surveys and will identify potential minor projects and report back to the next meeting of the Facilities and Building Committee with recommended actions.

Discussion ensued regarding daycare permanent space deficiency, long term enrolment capacity, one-time funding and ongoing operating costs. The Executive Director, Facilities Services advised that operating costs would be built into rental agreements in addition to the opportunity to apply for supplementary operating costs through Childcare Spaces BC.

The Manager, Facilities Planning advised that an update on the eligible projects rapid renovation funding will be presented at the next Facilities and Building Committee meeting.

#### **4. RICHMOND PROJECT TEAM UPDATE**

An overview on several major seismic upgrade projects that have been substantially completed was provided by the Executive Director, Facilities Services. He further noted that the project completion at Cook Elementary has unfortunately been delayed to January 2021 as a result of a City of Richmond pumping station upgrade impacting exterior finishing and landscaping work.

The Executive Director, Facilities Services updated attendees that Project Definition Reports for both Whiteside Elementary and Bridge Elementary are under Ministry review.

The Treasurer of the Richmond District Parents Association inquired on the status of business cases for Whiteside Elementary and Bridge Elementary and the Executive Director responded that information will be disclosed following a review by the Ministry.

#### **5. COVID-19 FACILITIES UPDATE**

The Director, Facilities Operations spoke to his report as included with the agenda package and advised that staff from both Operations and Human Resources have been heavily engaged in the recruitment of 41 postings for Building Service Workers (BSW). He advised that in an effort to increase staffing levels for the provision of additional enhanced day cleaning service one full time 8-hour dayshift BSW has been added to each Elementary school, two full time dayshift custodians has been added to Secondary schools and noted that the regular complement of afternoon shift BSW's will remain unchanged.

An update on the implementation of Electrostatic Sprayers was provided by the Director, Facilities Operations advising the allocation of 72 (60 handheld and 12 backpack) to school sites. He further noted that one backpack and one handheld unit will be distributed to each Secondary school and Elementary schools will receive one handheld unit. These devices will be used by custodial staff at schools for enhanced cleaning. The Director, Facilities Operations advised that handheld units were also delivered to the Transportation department for the disinfection of buses and that training for all staff will be completed no later than November 13, 2020.

The Director, Facilities Operations further advised that on November 2, 2020, a small number of school gymnasiums have been made available to the City of Richmond as part of our joint use agreement. He noted only school gyms that have washroom proximity nearby has been made available to the City and they must also comply with current PHO health and safety orders and restrictions.

**6. MINUTES FOR INFORMATION**

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

Nil

**7. NEXT MEETING DATE – WEDNESDAY DECEMBER 2, 2020**

**8. ADJOURNMENT**

The meeting adjourned at 5:42 pm.

Respectfully Submitted,

Debbie Tablotney, Chairperson  
Facilities and Building Committee