

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, on Wednesday, October 6, 2021 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norman Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Deborah Tablotney, Trustee Alternate*
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Jason Leslie, Richmond Association of School Administrators
Joel Canlas, Richmond Management and Professional Staff
Andrew Scallion, President, Richmond District Parents Association
Hugo Madeira, Vice President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

*Present for a portion of the meeting

The meeting began by introductions of attendees at 4:40 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the June 2, 2021 meeting were approved as circulated.

3. FACILITIES PLANNING UPDATE [standing item]

Nil

4. RICHMOND PROJECT TEAM UPDATE [standing item]

Information on this agenda item was included in the Facilities Services Update.

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included in the agenda package. Updates from the various Facilities Services departments include:

- **Planning Team:**
 - Analysis of 2021/22 actual enrolment vs. projections
 - Determination of proposed sites for a new childcare facility under the Childcare BC New Spaces Fund
 - Preparation for a Facilities Board Workshop on October 25, 2021

- **Richmond Project Team:**
 - Substantial completion of seismic upgrades at Mitchell Elementary and Manoah Steves Elementary
 - Expecting substantial completion of seismic upgrades at Maple Lane Elementary in October 2021
 - Ongoing seismic upgrading at McKinney Elementary
 - Completion of new classroom block at Tomsett Elementary
 - Completion of new childcare room and outside play space at Tait Elementary

Trustee Deborah Tablotney left the meeting at 4:52pm.

Following inquiry from the President, Richmond Teachers' Association on the status of the Mitchell Education Centre, the Executive Director, Facilities Services clarified that engineers are currently conducting due diligence to ensure the project meets seismic requirements and codes.

- **Maintenance:**
 - Roofing replacements at various schools
 - Building envelope restorations at 5 elementary schools
 - LED lighting upgrades at Steveston-London Secondary and School Board Office underway
 - Filter changes and equipment maintenance in schools with mechanical ventilations systems
 - Maximized amount of fresh outside air and increased air exchanges in accordance with provincial guidelines

Discussion ensued on air ventilation in schools and measures taken by the District to ensure compliance with school ventilation guidelines. The Executive Director, Facilities Services also explained the Ministry of Education's funding approval process for HVAC projects.

- **Operations and Transportation:**
 - Hired additional day custodians
 - Maintained portable handwashing stations
 - Prepared buses for increased student volumes
 - Reopened rental facilities in schools subject to provincial health guidelines

- **Other updates:**

- Successfully launched a new enterprise asset management system called "AssetPlanner"
- Completed Operations and Rentals Department independent review and recommendation report
- Updated Facilities Services website to: <https://facilities.sd38.bc.ca>

The Chairperson expressed his appreciation to the Executive Director, Facilities Services for his detailed report.

6. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Nil

7. NEXT MEETING DATE – Wednesday, November 3, 2021 at 4:30pm

8. ADJOURNMENT

The meeting adjourned at 5:37 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee