

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

**DATE: WEDNESDAY, FEBRUARY 2, 2022**

**TIME: 4:30 PM**

<https://sd38.zoom.us/j/65025302980>

Passcode: **6000**

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: Public Minutes of meeting held January 5, 2022
- 3. FACILITIES PLANNING UPDATE [standing item]**  
Attachment: Report from the Executive Director, Facilities Services
- 4. RICHMOND PROJECT TEAM UPDATE [standing item]**  
Attachment: Report from the Executive Director, Facilities Services
- 5. FACILITIES SERVICES UPDATE**  
Attachment: Report from the Executive Director, Facilities Services
- 6. PROPOSED CLASSROOM VENTILATION PROGRAM**  
Attachment: Report from the Executive Director, Facilities Services
- 7. MINUTES FOR INFORMATION**
  - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**  
Attachment: Minutes of Meeting held December 1, 2021
- 8. NEXT MEETING DATE – WEDNESDAY MARCH 2, 2022 at 4:30 PM**
- 9. 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 via Zoom Meeting, on Wednesday, January 5, 2022 at 4:30 p.m.

Present:

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

The meeting was called to order at 4:32 pm.

**1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

**2. APPROVAL OF MINUTES**

Minutes from the December 1, 2021 meeting was approved as circulated.

**3. FACILITIES PLANNING UPDATE [standing item]**

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- Finalized a location to set up two temporary portable classrooms at Brighthouse Elementary to accommodate expected enrolment growth in 2022/2023
- Completed enrolment projections for 2022/2023

**4. RICHMOND PROJECT TEAM UPDATE [standing item]**

The Executive Director, Facilities Services provided an update on major capital projects. He then responded to an inquiry from the President, Richmond Teachers' Association on the status of mechanical system upgrades in schools that are undergoing seismic mitigation. The Executive Director also provided information regarding additional work done over December to upgrade the filters for the school ventilation systems.

Following an inquiry from the Chairperson, discussion ensued on options to improve ventilation and air exchange in schools.

**5. FACILITIES SERVICES UPDATE**

The Executive Director, Facilities Services spoke to his report as included in the agenda package, with the following highlights:

- District Sustainability & Climate Action Plan adopted by the Board in its December 15, 2021 meeting
- COVID-19 measures continue to be implemented in schools with additional work done for filter upgrading

**6. MINUTES FOR INFORMATION**

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

Meeting minutes from November 3, 2021 were attached for information.

**7. NEXT MEETING DATE – Wednesday, February 2, 2022 at 4:30pm**

**8. ADJOURNMENT**

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson  
Facilities and Building Committee

## Report to the Facilities & Building Committee PUBLIC

**DATE:** 02 February 2022  
**FROM:** Frank Geyer, Executive Director, Facilities Services  
**SUBJECT:** Facilities Planning 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.

### STRATEGIC PLAN REFERENCES

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*
- *Objectives:*
  - *1 - Provide equitable learning environments through effective and efficient facilities planning, management and resource allocation*
  - *4 - Implement strategic recommendations in the Long Range Facilities Plan*

### DISCUSSION

Major Items of note:

1. Long Range Facilities Plan (LRFP):  
Finalizing work on the LRFP Action Plan to reflect the changes to the original 2019 document.
2. Childcare BC New Spaces Fund (NSF):  
Applications to the Ministry of Children and Family Development New Spaces Fund for new stand-alone childcare facilities at Maple Lane and Manoah Steves Elementary schools were submitted on 11 November 2021 and staff are awaiting a funding decision by the Ministry which is scheduled for March 2022.
3. Integrated Child & Youth Teams (ICY):  
Working with Learning Services on potential locations in four zones to locate ICY teams, which are part of the province's strategy for mental health and substance abuse care for children and youth within a school district area from early years to age 19.
4. City Centre Growth Planning:  
Established the location at Samuel Brighthouse Elementary to set up two temporary portable classrooms to accommodate expected growth in 2022/2023, as the proposed expansion project at that school, contained in the past three Capital Plan submissions, has not been supported by the Ministry of Education; awaiting building permit.

Continuing to research locations other than Lansdowne Village to locate future City Centre elementary school.

5. Enrolment Projections:

Completed the annual update to the District's enrolment projections informed by September 2021 actual enrolment data, and local knowledge, including 'in-process' residential development applications; projections inform facilities planning and investment decisions and the current update will guide our next Capital Plan Submission in Spring 2022.

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

## Report to the Facilities & Building Committee PUBLIC

**DATE:** 02 February 2022

**FROM:** Frank Geyer, Executive Director, Facilities Services

**SUBJECT:** Richmond Project Team Update

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### Major Capital Projects

- 1. F.A. Tomsett Elementary Seismic Upgrade & Addition (\$11.4 Million)**
  - Seismic upgrading of the balance of the building to be substantially completed by the end of February 2022 as scheduled
  - Construction of new Tomsett Childcare Facility well underway – to be completed in concert with school project
- 2. James McKinney Elementary Seismic Upgrade (\$12.6 Million)**
  - Work well underway; targeting substantial completion by May 2022
- 3. James Whiteside Elementary Enhanced Seismic Upgrade (\$17.3 Million)**
  - Construction underway
  - Targeting substantial completion by March 2023
- 4. William Bridge Elementary Seismic Upgrade (\$16.1 Million)**
  - Construction underway
  - Targeting substantial completion by June 2023
- 5. Archibald Blair Elementary and Howard DeBeck Elementary Building Envelope Upgrades**
  - Preliminary design underway
  - Expect construction to commence mid-2022

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

- 1. Mitchell Education Centre (\$2.5 Million)**
  - Board approved funding increase 26 January 2022 to expand scope of work to include seismic upgrading
  - Final design underway, with construction expected to start in March 2022
  - Expected completion/occupancy by 31 August 2022
- 2. Rideau Park Resource Centre (\$1 Million)**
  - With the Board approval of Mitchell Education Centre project, preliminary design of the project will start by mid-February
  - Expect to start construction in September 2022 with completion by May 2023

### **3. Mechanical System Upgrades**

- HVAC digital controls replacements well underway at six elementary schools: General Currie, Howard DeBeck, John G. Diefenbaker, Garden City, R.M. Grauer and Jessie Wowk; targeting completion by April 2022 (SEP - \$715,600)

### **4. Electrical System/Energy Upgrades**

- LED lighting upgrade at Steveston-London Secondary contract awarded; targeting completion by April 2022 (CNCP - \$550,000)

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

## Report to the Facilities & Building Committee PUBLIC

**DATE:** 02 February 2022  
**FROM:** Frank Geyer, Executive Director, Facilities Services  
**SUBJECT:** Facilities Services Branch 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.

### STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

### DISCUSSION

Current initiatives of note taking place in Facilities Services include:

- New District Sustainability & Climate Action Plan (DSCAP) adopted by the Board at its 15 December 2021 Public Meeting, developing implementation plan.
- Planning well underway for the 2022/23 Facilities Renewal Program, which consists of projects required to maintain capital assets through their anticipated economic life and prevent any premature deterioration of these assets.
- Continuing planning and implementation of recommendations contained in the 2021 Operations & Rentals Department independent review; new 2022/2023 rental rates approved by the Board 26 January 2022.
- Continuing development of "Facilities 101" presentation for an upcoming Richmond Leadership Team meeting, meant to inform administrators and managers of exactly what Facilities Services provides, how we are structured and funded, and how we align with the Board's Strategic Plan, Mission, Vision and Values.
- COVID-19 measures:
  - ✓ Procured and installed portable air purifiers in classrooms, multipurpose rooms, libraries and offices without mechanical ventilation and upgraded filtration to MERV 9+ in HVAC systems.
  - ✓ Continuing enhanced environmental cleaning at elementary schools on day and afternoon shift and deep cleaning requests from the COVID Coordinator.
  - ✓ Continuing servicing of portable handwashing stations.
  - ✓ Continuing to supply masks, rapid COVID tests, hand sanitizer and disinfectant wipes to schools.

Frank Geyer, PEng, FMA  
Executive Director, Facilities Services



## Report to the Facilities & Building Committee PUBLIC

**DATE:** 02 February 2022  
**FROM:** Frank Geyer, Executive Director, Facilities Services  
**SUBJECT:** Proposed Classroom Ventilation Program

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

### STRATEGIC PLAN REFERENCE

- *Strategic Priority 3: Optimized Facilities & Technology*
- *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning*

### BACKGROUND

The COVID pandemic has highlighted one major deficiency in many older Richmond public schools – many classrooms, libraries, multipurpose rooms, staff rooms and offices do not have mechanical ventilation to move and exchange air with mixed fresh air, as any post-1990 school construction includes as part of the National Building Code of Canada. The only means of ventilation is passive – opening windows above heating radiators which then temper the cooler outside air for occupant comfort.

As a temporary means of providing filtered air within classrooms and other spaces (refer to Appendix A for the listing of schools and affected rooms), the Ministry of Education recently committed special funding for school districts to purchase and place air purifiers within these rooms. The units have now been delivered and set up by Facilities Services staff.

### DISCUSSION

As the portable air purifiers:

- have a limited lifespan, based on use;
- require more and costlier filter changes than permanent HVAC systems; and
- only filter inside air with no fresh air from outside brought in;

this is really a temporary solution during the pandemic until a permanent solution is installed in these rooms.

Facilities Services is undertaking an in-house analysis of the available technologies and estimate that the maximum cost to energy efficiently and economically retrofit the 11 schools that are currently not scheduled to receive mechanical ventilation as part of the seismic mitigation projects would be in the order of \$12 Million (refer to Appendix B). Project estimates include allowances for electrical and boiler upgrades as necessary to accommodate the new equipment in the older buildings, as well as for hazardous materials (i.e., asbestos) abatement.

### Financial Implications:

There is currently a great deal of uncertainty regarding provincial capital funding, due in part to the multiple pressures the provincial government is facing from all sectors as a result of the pandemic as well as recent problems caused by climate change. If the district were to rely on only existing Ministry capital funding (i.e., Annual Facility Grant, School Enhancement Program, Carbon Neutral Capital Program), it would take over 10 years to complete a retrofit.

Facilities Services is recommending that the Board consider approving funding of up to \$12 Million out of its local capital reserve to expedite work on this important program, which would take 16-17 months to complete, and two complete summers would be required. Staff would continue to advocate for special funding from the Ministry and would also seek out potential grants from various agencies (NRCan, BC Hydro, Fortis BC, etc.) to help offset some or all of these costs.

The proposed timeline for consideration and a decision are as follows:

<b>Date</b>	<b>Stage</b>
<b>02 February 2022</b> Facilities & Building Committee (F&BC) (In Camera & Public)	1. Initial report: <ul style="list-style-type: none"><li>• share background info and preliminary proposal with stakeholders</li><li>• seek preliminary input from committee members and stakeholders</li></ul>
<b>Week of 14 February 2022 (Date TBD)</b> Trustee Workshop	2. Informal Board discussion: <ul style="list-style-type: none"><li>• further explore rationale for proposal</li><li>• discuss implications on seismic and new capital projects</li><li>• discuss capital budget implications</li></ul>
<b>23 February 2022</b> Board Meeting (In Camera & Public)	3. Report for information from staff: <ul style="list-style-type: none"><li>• update Board on F&amp;BC stakeholder discussions</li><li>• seek further guidance from Board</li></ul>
<b>02 March 2022</b> Facilities & Building Committee (Public)	4. Update report from staff: <ul style="list-style-type: none"><li>• further opportunity for stakeholder input</li><li>• possible committee recommendation to Board</li></ul>
<b>30 March 2022</b> Board Meeting (Public)	5. Final decision by Board

### **CONCLUSION**

District and provincial stakeholders have indicated a strong desire to see ventilation issues in schools addressed in an urgent manner by Boards of Education. Although the COVID-19 pandemic has highlighted the need for a timely solution, appropriate ventilation is an ongoing need in schools that will exist even after the current pandemic ends. The proposed solution would address the well-documented need for all schools to have fully functioning ventilation systems moving into the future. The target completion date for the program, if approved by the Board, is 31 August 2023.

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

**APPENDIX A  
SCHOOLS LACKING FULL MECHANICAL VENTILATION**

**Group A – Schools Not Being Retrofitted as Part of an Existing Project**

School	Rooms	
	Large <sup>*1</sup>	Small <sup>*2</sup>
Alfred B. Dixon Elementary	14	3
Blundell Elementary	16	4
Daniel Woodward Elementary	17	12
Donald E. McKay Elementary	13	3
Garden City Elementary	7	4
James Gilmore Elementary	22	12
Manoah Steves Elementary	14	2
R.M. Grauer Elementary	13	4
Thomas Kidd Elementary	16	2
Walter Lee Elementary	17	6
William Cook Elementary	9	1

**Group B – Schools Scheduled to Be Retrofitted as Part of an Existing Project**

School	Rooms	
	Large <sup>*1</sup>	Small <sup>*2</sup>
F.A. Tomsett Elementary	5	0
James McKinney Elementary	3	3
James Whiteside Elementary	15	5
Mitchell Elementary	3	0
W.D. Ferris Elementary	4	0
William Bridge Elementary	16	0

*\*1 - Large rooms include classrooms, libraries, multipurpose rooms, staff rooms without mechanical ventilation*

*\*2 - Small rooms include general offices, PVP offices, resource rooms, special education rooms without mechanical ventilation*

**APPENDIX B**

**ESTIMATED PROGRAM COST, BASED ON JAMES WHITESIDE ELEMENTARY PROJECT**

Total HVAC Equipment (Unit Ventilators/Heat Pumps) Required: 177

Average Cost of Unit, Installed: \$40,500

<b>Item</b>	<b>Cost</b>
Supply/Installation Cost of HVAC Equipment	\$7,169,000
Boiler Upgrades at 11 sites @ \$82,500	908,000
Hazmat at 11 sites @ \$44,000	484,000
Electrical Service Upgrades at 10 sites @ \$110,000	1,100,000
<b>Estimated Construction Cost</b>	<b>\$9,661,000</b>
Consultant Fees, Permits @ 12.5%	1,207,000
Contingency @ 10%	966,000
Project Management @ 1%	96,000
<b>Total Program Cost</b>	<b>\$11,930,000</b>



**Child Care Development Advisory Committee**

December 1, 2021  
Virtual Meeting via Zoom  
7:00 PM

**Members in Attendance:** Jarrod Connolly (Chair), Agnes Lee, Zolzaya Tuguldur, Chantelle Pereira, Gordon Surgeson, Rowena Raber, Kevin Ching, Tania Lam, Aaron Manolo, Caitlin Lamb, Carol Day (Council Liaison), Chris Duggan (Staff Liaison).

**Regrets:** Diana Ma, William Tsai, Elana van Veen, Ken Hamaguchi, Jocelyn Wong

**1. Welcome, Introduction and Regrets**

The Chair welcomed all committee members to the meeting.

**2. Approval of the Agenda**

Motion: Approval of the Agenda for December 1, 2021 **CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of November 3, 2021 **CARRIED**

**4. Guest Speaker/Presentation**

Chris Duggan, Staff Liaison, and Rachel Ramsden, Child Care Planner, gave a presentation and photo tour of the Sprouts and Seedlings ECD Hubs. Following the presentation there was a question period and discussion.

**5. Correspondence**

None.

**6. Business Arising**

None.

**7. New Business**

The draft CCDAC 2021 Annual Report and 2022 Work Plan were discussed and CCDAC members provided input to both documents. A final version of these will be presented to the January 5 CCDAC meeting for the Committee's final review and approval prior to being circulated to City Council.

**8. Reports**

**a. Sub-committee Reports**

**i. Advocacy Sub-committee**

None.

**ii. Child Care Month Sub-committee**

A discussion took place regarding plans for Child Care Month activities for 2022. The following is underway:

- Space has been booked at City Hall for Saturday, May 5, 2022 for the Child Care Symposium.
- The presenters who were originally booked for the 2020 Child Care Symposium have been contacted to determine if they are interested in presenting in 2022. Two of the presentation teams are interested in presenting.
- Discussions have also taken place with the Richmond Emergency Management Office about a presentation on Emergency planning and responding to disasters.
- All presenters have agreed to present virtually in the event that an in-person event is not possible due to public health guidelines in effect at the time.

**iii. Child Care Grants Sub-committee**

Agnes Lee and Zolzaya Tuguldur each declared a conflict of interest with a grant applicant and excused themselves from the discussion on the Child Care Grants at 7:28 pm.

The 2022 City of Richmond Child Care Grant Program applications and the Grants sub-committee recommendations were presented to the CCDAC. A discussion took place.

Motion: That CCDAC endorse the funding recommendations for the 2022 Child Care Grant Program as presented by the Grant sub-committee. **CARRIED**

Agnes Lee and Zola Tuguldur returned to the meeting at 7:44 pm.

**b. City Reports**

**i. Council Liaison**

The City is doing well in responding to recent weather events. There have been no weather related impacts on child care or community centres.

**ii. Staff Liaison**

**a. New developments proposing Child Care Amenities**

No update.

**b. Other Updates**

Sprouts Early Childhood Development Hub will begin child care operations in January 2022.

Seedlings Early Childhood Development Hub is anticipated to be transferred to the City in the near future. Richmond Society for Community Living, the operator, is planning to commence child care operations in March 2022.

Appointments to the CCDAC were announced on November 22, 2021. Rowena Raber and Zola Tuguldur have been reappointed for a two-year term and Karen Jensen, Coordinator for Supported Child Development, has been appointed for a two-year term.

**c. School District Reports**

**i. School Board Liaison**

No update.

**d. Community Updates**

**i. Richmond Children First**

Richmond Children First met on November 30, 2021. The committee is currently developing an annual report and will be developing a work plan for 2022 during the January meeting.

**ii. Child Care Resource and Referral (CCRR) Update**

Richmond Child Care Resource and Referral (CCRR) is currently offering online workshops and is exploring in-person workshops with fully vaccinated participants. CCRR is offering upcoming workshops on Metis Culture and Visual Support for Language and Learning. Feedback is being collected on the changes to the website and registration process. CCRR is also developing a referral database and will be contacting all child care providers in Richmond to verify the information on file.

**9. Next Meeting**

Next meeting will take place on January 5, 2022 at 7:00 pm virtually via Zoom.

**10. Adjournment**

The Committee Chair adjourned the meeting at 8:40 pm. **CARRIED**

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 December 1, 2021.

via email

January 5, 2022

Jarrold Connolly  
Chair

Date

  
\_\_\_\_\_

January 5, 2022

Chris Duggan  
Recorder

Date