

FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, MARCH 2, 2022

TIME: 4:30 PM

<https://sd38.zoom.us/j/66221662131>

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 February 2, 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 (Recommendation)**
Attachment: Report from the Executive Director, Facilities Services
- 7. MINUTES FOR INFORMATION**
 - (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Attachment: Minutes of Meeting held January 5, 2022
- 8. NEXT MEETING DATE – WEDNESDAY APRIL 6, 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, February 2, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Debbie Tablotney, Committee Vice-Chairperson
Norman Goldstein, Trustee Member
Heather Larson, Trustee
Sandra Nixon, Trustee
Donna Sargent, Trustee*
Scott Robinson, Superintendent
Cindy Wang, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association
Mike Murray, President, Richmond Association of School Administrators
Andrew Scallion, President, Richmond District Parents Association
Dionne McFie, Past President, Richmond District Parents Association
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Joel Canlas, Richmond Management and Professional Staff

**Present for a portion of the meeting*

The meeting was called to order at 4:33 pm.

1. APPROVAL OF AGENDA

The agenda was approved as circulated.

2. APPROVAL OF MINUTES

Minutes from the January 5, 2022 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. He then responded to inquiries from the Vice Chairperson on potential locations for the Integrated Child & Youth Teams (ICY) program.

4. RICHMOND PROJECT TEAM UPDATE [standing item]

The Executive Director, Facilities Services provided an update on capital projects as referenced in his report. There were no further questions or comments.

5. FACILITIES SERVICES UPDATE

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

- completion of installation of portable air purifiers in classrooms without mechanical ventilation and upgrade of filtration in HVAC systems
- delivery of rapid tests for school staff

The President, Richmond Teachers' Association expressed her appreciation for the District's prompt action on COVID-19 concerns in schools, including installing the hepa purifiers in the classrooms, delivering rapid test kits to employees efficiently and providing N95 masks upon employee request.

Trustee Sargent left the meeting at 5:00pm.

6. PROPOSED CLASSROOM VENTILATION PROGRAM

The Executive Director, Facilities Services spoke to his report as included in the agenda package. He then responded to questions and comments from attendees on his report. Trustees expressed their appreciation to the Executive Director, Facilities Services for his report.

The President, Richmond Teachers' Association spoke strongly in support of the classroom ventilation program using capital funds. She also noted that the program is a great investment for the District because having good air quality is important in a learning environment.

The President, Richmond District Parents Association expressed his full support for the ventilation program. He emphasized that parents have been voicing their concerns on classroom ventilation for the past two years and they understand how important it is to have clean air in the classroom.

Trustee Larson reiterated how the classroom ventilation program aligns with the District's strategic plan. The Vice Chairperson acknowledged the importance of stakeholders' feedback and conveyed her appreciation for stakeholders' support for the ventilation program using capital reserve fund.

The Executive Director, Facilities Services then responded to questions from Trustees on approval timeline and other questions of technical nature.

7. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from December 1, 2021 were attached for information.

8. NEXT MEETING DATE – Wednesday, March 2, 2022 at 4:30pm

9. ADJOURNMENT

The meeting adjourned at 5:30 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

DRAFT

Report to the Facilities & Building Committee PUBLIC

DATE: 02 March 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):
Continuing to finalize 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. Aspen Program:
Working with Learning Services and MacNeill Secondary on improvements to better accommodate the Aspen Program on the ground floor, including relocation options for the school's Life Skills Program to facilitate Aspen.

5. Five-Year Capital Plan:

Work started on the 2023/2024 Five-Year Capital Plan, which will be due to the Ministry of Education by 30 June 2022. Roster of proposed projects dependent on 2022/2023 Capital Plan Response from the Ministry, expected by mid-March 2022.

6. Seismic Mitigation Program (SMP):

Started preliminary work on the Project Definition Reports and prime consultant request for fee proposals in case the District receives Ministry support for any of the top three SMP projects requested in the 2022/2023 Capital Plan (Dixon, DeBeck, Diefenbaker).

7. 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.

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

Report to the Facilities & Building Committee PUBLIC

DATE: 02 March 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Richmond Project Team Update

Major Capital Projects

- 1. F.A. Tomsett Elementary Seismic Upgrade & Addition (\$11.4 Million)**
 - Substantial completion of the seismic upgrading of the original building pushed to the end of March 2022 due to supply chain issues
 - Construction of new Tomsett Childcare Facility well underway – to be completed in concert with school project and occupied in August 2022 by the childcare operator
- 2. James McKinney Elementary Seismic Upgrade (\$12.6 Million)**
 - Work well underway; targeting substantial completion by June 2022
- 3. James Whiteside Elementary Enhanced Seismic Upgrade (\$17.3 Million)**
 - Construction underway
 - Targeting substantial completion by June 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**
 - Pre-design complete
 - Expect construction to commence late 2022 (subject to provincial funding)

Minor Capital Projects (greater than \$200,000, excludes projects reported separately)

- 1. Mitchell Education Centre (\$2.5 Million)**
 - Selective demolition underway and building permit application in with the City
 - Expected completion/occupancy by 31 August 2022
- 2. Rideau Park Resource Centre (\$1 Million)**
 - Preliminary design of the project underway
 - 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 50% complete; 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 March 2022
FROM: Frank Geyer, Executive Director, Facilities Services
SUBJECT: Facilities Services Branch 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 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, excluding those presented in separate reports, include:

- 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.
- 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; set up runs, posted and filled day custodial positions (1 per 3 elementary sites) from 01 March 2022 to 30 June 2022.
 - ✓ 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 March 2022

FROM: Frank Geyer, Executive Director, Facilities Services

SUBJECT: Proposed Classroom Ventilation Program

RECOMMENDATION

THAT the Facilities & Building Committee recommends approval by the Board of Education (Richmond) for staff to proceed with the proposed Classroom Ventilation Program as presented to a maximum cost of \$12 Million funded from Local Capital Reserves.

POLICY CONSIDERATIONS

Not applicable.

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

At the 02 February 2022 in camera and public meetings of the Facilities & Building Committee meeting, staff brought forward a report discussing the need to retrofit a number of older elementary schools in our district (refer to Appendix A) with mechanical ventilation systems.

As mentioned in earlier reports, 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, which is energy inefficient and not conducive to student learning as documented in many studies.

As a temporary means of providing filtered air within classrooms and other spaces during the pandemic, the Facilities Services in January 2022 purchased and installed portable air purifiers within these rooms. As mentioned in previous reports, these units have a limited lifespan, require more and costlier filter changes than permanent HVAC systems and only filter and recycle inside air with no fresh air from outside brought in.

Facilities Services has undertaken 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 updated 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 timeline for consideration and a decision is as follows:

Date	Stage
02 February 2022 Facilities & Building Committee (F&BC) (In Camera & Public)	1. Initial report: <ul style="list-style-type: none"> • share background info and preliminary proposal with stakeholders • seek preliminary input from committee members and stakeholders
17 February 2022 Trustee Workshop	2. Informal Board discussion: <ul style="list-style-type: none"> • further explore rationale for proposal • discuss implications on seismic and new capital projects • discuss capital budget implications
23 February 2022 Board Meeting (In Camera & Public)	3. Report for information from staff: <ul style="list-style-type: none"> • update Board on F&BC stakeholder discussions • seek further guidance from Board
02 March 2022 Facilities & Building Committee (Public)	4. Update report from staff: <ul style="list-style-type: none"> • further opportunity for stakeholder input • possible committee recommendation to Board
30 March 2022 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 ^{*1}	Small ^{*2}
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 ^{*1}	Small ^{*2}
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: 186

Average Cost of Unit, Installed: \$37,000

Item	Cost
Supply/Installation Cost of HVAC Equipment	\$6,876,000
Boiler Upgrades at 11 sites @ \$83,800	922,000
Hazmat at 11 sites @ \$44,700	492,000
Electrical Service Upgrades at 10 sites @ \$111,800	1,118,000
Estimated Construction Cost	\$9,408,000
Consultant Fees, Permits @ 12.5%	1,176,000
Contingency @ 10%	941,000
Project Management @ 1%	94,000
Total Program Cost	\$11,619,000



Child Care Development Advisory Committee

January 5, 2022

Virtual Meeting via Zoom

7:00 PM

Members in Attendance: Jarrod Connolly (Chair), Karen Jensen, Zolzaya Tuguldur, Chantelle Pereira, Gordon Surgeson, Rowena Raber, Kevin Ching, Tania Lam, Aaron Manolo, Diana Ma, William Tsai, Elana van Veen, Ken Hamaguchi, Carol Day (Council Liaison), Chris Duggan (Staff Liaison).

Regrets: Jocelyn Wong

1. Welcome, Introduction and Regrets

The Chair welcomed all committee members to the meeting. Karen Jensen, a new CCDAC member who is beginning a two-year term on the committee was introduced.

2. Approval of the Agenda

Motion: Approval of the Agenda for January 5, 2022 **CARRIED**

3. Approval of the Minutes

Motion: Approval of the Minutes of December 1, 2021 **CARRIED**

4. Guest Speaker/Presentation

None.

5. Correspondence

None.

6. Business Arising

None.

7. New Business

a. Election of Chair and Vice Chair

Mr. Connolly called for nominations for Chair of the Child Care Development Advisory Committee. Mr. Connolly and Ms. Pereira were nominated. Mr. Connolly declined the nomination. Ms. Pereira accepted the nomination and was appointed as Chair of the Committee by acclamation.

Mr. Connolly called for nominations for Vice-Chair of the Child Care Development Advisory Committee. Mr. Connolly was nominated, accepted the nomination, and was appointed as Vice-Chair of the Committee by acclamation.

- b. The draft CCDAC 2021 Annual Report and 2022 Work Program documents were circulated prior to the meeting for input and feedback. There were no additions from the committee.

Motion: Approval of CCDAC 2021 Annual Report and 2022 Work Program
CARRIED

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

None.

ii. Child Care Month Sub-committee

None.

iii. Child Care Grants Sub-committee

None.

b. City Reports

i. Council Liaison

City works crews put in incredible effort during the snowstorm to keep roads clear. Richmond City Council approved the draft 2022 City Budget. Public consultation is currently taking place prior to final adoption.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No update.

b. Other Updates

Sprouts Early Childhood Development Hub commenced child care operations on January 4, 2022.

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

c. School District Reports

i. School Board Liaison

SD38 submitted an application to the Province of BC for Childcare BC New Spaces funding to provide dedicated child care space at Manoah Steeves and Maple Lane Elementary Schools.

d. Community Updates

i. Richmond Children First

No update.

ii. Child Care Resource and Referral (CCRR) Update

No update.

9. Next Meeting

Next meeting will take place on February 2, 2022 at 7:00 pm virtually via Zoom.

10. Adjournment

The Committee Chair adjourned the meeting at 7:38 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 January 5, 2022.

via email

February 2, 2022

Jarrold Connolly
Chair

Date



February 2, 2022

Chris Duggan
Recorder

Date