



AGENDA

Physical Planning, Finance and Building Committee Public Meeting Agenda

January 8, 2024

Item	Responsibility	Page #
1 Call to Order – 3:30 p.m.	Chair Kramp	
2 Acknowledgement of Traditional Lands	Trustee Charlton	
3 Roll Call	Chair Kramp	
4 Approval of Agenda	Chair Kramp	
5 Declarations of Conflict of Interest	Chair Kramp	
6 Delegations - nil		
7 Consent Agenda Items	Chair Kramp	
(a) Approval of public minutes dated December 11, 2023		2
8 Staff Reports		
(a) Budget Process and Timelines	N. Kishinchandani	4
(b) Investment Report	N. Kishinchandani/T. Rodgers	6
(c) Education Centre Air Quality Testing Updates	N. Kishinchandani/K. Horrigan	8
(d) Transition Plan to Easthill Elementary School	N. Kishinchandani/K. Horrigan	48
9 Trustee Motions for Consideration – nil		
10 Trustee Notices of Motion – nil		
11 Adjournment	Chair Kramp	

Members present: E. Charlton (Vice-Chair), K. Hambly, K. Kramp (Chair), E. Parsons, A. Robertson, J. Webster (Student Trustee)

Regrets: K. Horrigan

Absent: None

Guests: K. Dostaler

Resources: K. Donnell, N. Kishinchandani, K. MacIver, D. McFarlane, T. Rodgers

Minutes: J. McLaren, Executive Assistant

1. Call to order

The meeting was called to order at 3:32 p.m. by Chair Kramp.

2. Acknowledgement of Traditional Lands

Trustee Robertson offered the Land Acknowledgement.

3. Roll Call

Chair Kramp requested a roll call of Trustees.

4. Approval of agenda

Moved: K. Hambly

Seconded: A. Robertson

That the agenda be approved for Monday, December 11, 2023.

Carried

5. Declarations of Conflict of Interest

None.

6. Delegations

None.

7. Approval of Minutes from Previous Meeting

Moved: A. Robertson

Seconded: K. Hambly

That the minutes of the Monday, November 13, 2023 meeting be approved.

Carried

8. Staff Reports

Multi-Year Annual Accessibility Plan

Superintendent Dostaler referred to Report 8(a), dated December 11, 2023.

That the Physical Planning, Finance and Building Committee recommend the Hastings and Prince Edward District School Board approve the Multi-Year Annual Accessibility Plan for the period of September 2023 to August 2028.

Moved: A. Robertson

Seconded: K. Hambly

Carried

Clarification/discussion items included:

- Trustees asked questions regarding potential barriers to the Multi-Year Accessibility Plan (MYAAP), which Superintendent Dostaler responded to. Foreseeable barriers are included in the MYAAP with continuous collaboration taking place.
- There were errors in Appendix A of the MYAAP, which will be updated and provided at the public Board meeting in January 2024.

Boundary Review Ad Hoc Committee Updates

Superintendent Kishinchandani referred to Report 8(b), dated December 11, 2023.

Central Hastings School – Outdoor Programming/Greenspace Concepts

Superintendent Kishinchandani referred to Report 8(c), dated December 11, 2023.

Revised Estimates

Superintendent Kishinchandani and T. Rodgers, Senior Manager of Finance, referred to Report 8(d), dated December 11, 2023.

Clarification/discussion items included:

- Trustees asked questions regarding additional ministry funding for special education support, to which Director MacIver responded that no additional funding would be received.
- Trustees asked questions about transportation costs and efficiencies, which Superintendent Kishinchandani answered. It was noted to organize TriBoard CEO Jeremy Da Costa attending a PPFB Committee meeting in 2024.

Trustee Honoraria

Superintendent Kishinchandani referred to Report 8(e), dated December 11, 2023.

Extracurriculars (Sports, STEM and the Arts) at HPEDSB

Director MacIver provided a verbal update on Item 8(f) regarding expenses and costs to extracurriculars that was referred to the Student Learning, Well-Being and Equity Committee (SWEL). HPEDSB is currently collecting data from schools with the intent to bring a sampling of activities to the SWEL Committee, with a follow-up report to the PPFB Committee for budgetary reasons.

9. Trustee Motions for Consideration (Introduced at Previous Meeting)

None.

10. Trustee Notices of Motion (Discussion for Next Meeting)

None.

11. Adjournment

The meeting adjourned at 4:11 p.m. The next meeting will be on Monday, January 8, 2024.

Decision __ Information X

To: Physical Planning, Finance and Building Committee

From: Narin Kishinchandani, Superintendent, Business Services

Re: Budget Process and Timelines

Purpose

The purpose of this report is to provide an overview of the 2024-2025 budget development process and related timelines to better enable the Physical Planning, Finance and Building Committee (PPFB) to fulfill its terms of reference.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

The terms of reference for the PPFB include:

- To review and make recommendations to the Board regarding financial matters and the development of HPEDSB's annual capital and operating budgets.
- To review and consider estimated board revenue and expenditures.

The Ministry of Education has a June 30 deadline for school boards to submit Estimates (Ministry's nomenclature for the budget) for the upcoming school year. HPEDSB develops the components of budget requirements and related expenses between January and April and compares them to funding revenues in the March to April time horizon to develop a complete budget. To meet the June 30 deadline for budget submission to the Ministry, HPEDSB is dependent upon the timely release of funding information, including the Grants for Student Needs (GSN).

The budget process is sequential, with the following major tasks:

- Enrolment projections
- School staffing requirements and projections
- School organization
- Central staffing requirements and projections
- Funding estimates
- Create preliminary budget
- Funding information
- Review and refine budget
- Approve and submit budget

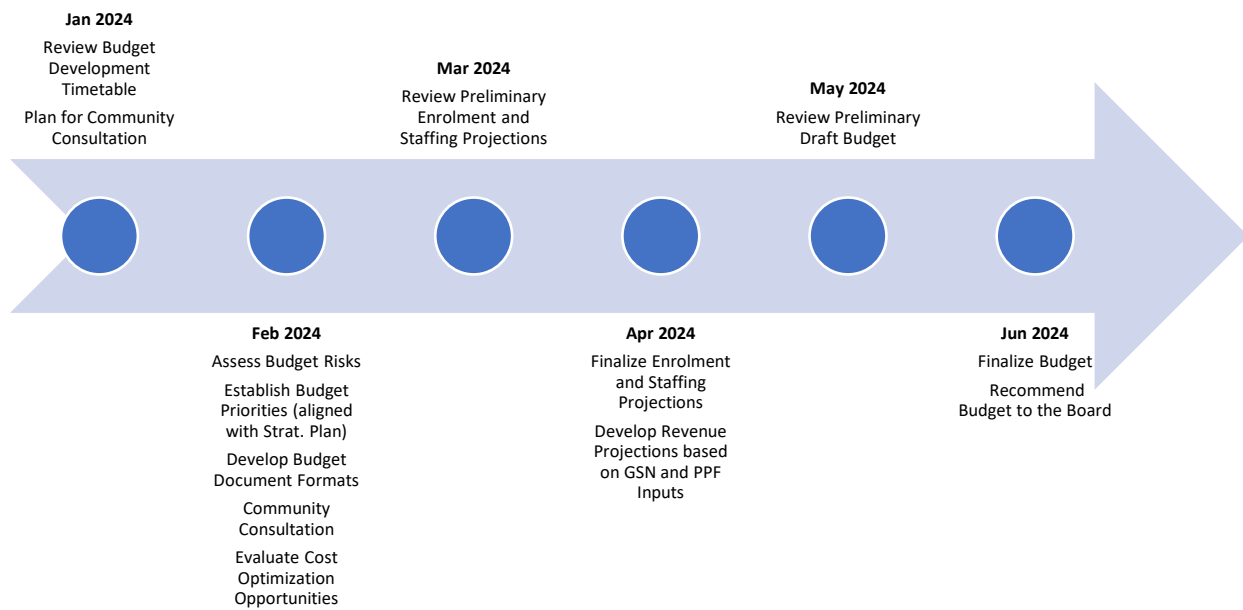
Budgets are developed based upon projections of student enrolment, staffing requirements, program requirements, school and transportation operating costs, and other factors. The PPFB oversees the budget development and ultimately provides a recommendation to the Board of Trustees. Board approval of a budget is required before the Estimates can be submitted to the Ministry of Education by the June 30th deadline.

Current Situation

The budget process for 2024-25 is being structured to enable timely projections of student enrolment and related staffing. This will enable timely decisions to be made with regards to programs, services, and initiatives.

Appendix A contains an overview of the planned budget tasks and timelines.

Appendix A



Decision __ Information X

To: Physical Planning, Finance and Building Committee

From: Narin Kishinchandani, Superintendent, Business Services
Tracey Rodgers, Senior Manager, Finance

Re: **2022-23 Annual Investment Report for HPEDSB**

Purpose

To provide an overview of Hastings and Prince Edward District School Board's (HPEDSB) investments.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

In accordance with the [Ontario Regulation 41/10 Board Borrowing, Investing, and Other Financial Matters](#) and pursuant to [HPEDSB Administrative Procedure 500: Financial Integrity](#), there is a requirement that the Superintendent of Business provide an annual report on the investment strategy and the individual investments and their performance to the Board of Trustees for their review.

The terms of reference for the Physical Planning, Finance, and Building Committee include "to review and make recommendations to the Board on borrowing and investing of funds according to government regulation."

Current Situation

The investments are held by one school and the bursary fund. The closing investment balance stood at \$743,038 and generated \$16,760 in revenue, representing an average investment return of 3.09 per cent for 2022-23, as shown in the investment report in Appendix A.

As previously reported, HPEDSB's investment strategy is a conservative approach whereby any surplus funds are limited to investing in one or two-year GIC's at banks used by the board. HPEDSB is currently not fully compliant with this investment strategy as it had historically invested funds in GICs for longer terms (see Appendix A). These GIC investments will be reinvested with either one or two-year terms as they come up for renewal to ensure compliance.

In addition to the investments, HPEDSB also earns interest on monies that are held in the various bank accounts with CIBC. The balances in these accounts fluctuate throughout the year and need to be readily available, therefore HPEDSB does not plan to invest these funds as permitted under the regulation. However, the banking agreement does pay interest based on the average balance in the account at a rate that varies with changes in the prime rate, currently yielding 5.3 per cent. HPEDSB received \$720,379 in interest income during 2022-23 on monies held in these accounts.

Appendices

Appendix A – Summary of Investments

Appendix A - Summary of Investments

Hastings & Prince Edward District School Board
 Summary of Investments
 As at August 31, 2023

School	Name	Purchase Date	Maturity Date	Annual Interest Rate	Opening Principal Value	Purchases During the Year	(Redemption)/ Changes during the year	Ending Principal Balance	Net Income
NHHS	Toronto Dominion Bank	August 2, 2022	October 1, 2023	3.25%	108,868			108,868	-
Bursary	Concentra Bank GIC	June 4, 2018	June 5, 2023	3.25%	64,000		(64,000)	#	2,086
Bursary	Home Equity Bank GIC	June 4, 2018	June 5, 2023	3.22%	80,000		(80,000)	#	2,583
Bursary	Home Trust Company GIC	June 5, 2019	June 5, 2024	2.47%	97,000			97,000	2,396
Bursary	Bank of Montreal Mortgage Corp GIC	June 17, 2021	June 17, 2024	1.11%	82,985			82,985	921
Bursary	Equitable Bank GIC	June 8, 2020	June 9, 2025	1.76%	98,000			98,000	1,725
Bursary	Laurentian Bank GIC	June 8, 2020	June 9, 2025	1.75%	86,095			86,095	1,507
Bursary	Haventree Bank GIC	July 4, 2022	July 4, 2024	4.37%	30,300			30,300	1,324
Bursary	RFA Bank of Canada	July 4, 2022	July 4, 2024	4.38%	96,310			96,310	4,218
Bursary	Bank of Montreal GIC	June 12, 2023	June 12, 2025	5.12%		63,480		63,480	-
Bursary	Bank of Montreal Mortgage Corp GIC	June 12, 2023	June 12, 2025	5.12%		80,000		80,000	-
Total			Weighted Average Rate	3.09%	743,558	143,480	(144,000)	743,038	16,760

Decision ___ Information X

To: Physical Planning, Finance and Building Committee

From: Narin Kishinchandani, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: Education Centre Air Quality Testing Updates

Purpose

To provide the results, recommendations and next steps related to the indoor air quality (IAQ) report for the Education Centre.

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

A concern was raised by staff about the air quality at the Education Centre.

Pinchin, an environmental, engineering, building science and health & safety consulting firm, has been retained to undertake the air quality testing. The testing was scheduled in early November 2023.

Current Situation

Test findings and recommendations have been received and are included in Appendix A.

The majority of the IAQ measurements were within acceptable ranges. Some relative humidity measurements fell below the limit and may be attributed to humidification. It is recommended that HPEDSB monitor relative humidity in the summer months and review ventilation, dehumidification and HVAC within the building to maintain relative humidity. Additionally, mould growth was found in various locations, although most of these locations were not actively occupied by staff. It is recommended that HPEDSB remediates these exceptions as soon as possible by following accepted procedures.

Next Steps

Findings, recommendations and next steps will be communicated to occupants, staff and the Joint Health and Safety Committee. HPEDSB will appoint Pinchin to prepare and manage the scope of work related to the mould remediation, complete post abatement IAQ testing and prepare a final summary report. HPEDSB will also engage a remediation contractor related to the mould growth.

Appendices

Appendix A – Investigation of Indoor Air Quality and Mould Growth at Education Centre



Investigation of Indoor Air Quality and Mould Growth

Education Centre
156 Ann Street, Belleville, Ontario

Prepared for:

**Hastings and Prince Edward
District School Board**
156 Ann Street
Belleville, ON K8N 3L3

November 28, 2023

Pinchin File: 200584.082



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
Hastings and Prince Edward District School Board

Issued to: Hastings and Prince Edward District
Issued on: School Board
Pinchin File: November 28, 2023
Issuing Office: 200584.082
Kingston, ON



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Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
 Hastings and Prince Edward District School Board

TABLE OF CONTENTS

1.0 INTRODUCTION AND SCOPE 1

 1.1 Statement of Understanding 1

 1.2 Scope of Work 1

2.0 METHODOLOGY 2

 2.1 Interviews and Site Reviews 2

 2.2 Test Methods and Criteria 2

 2.3 Laboratory Based Test Methods 4

3.0 FINDINGS 4

 3.1 Results of Interviews 4

 3.2 Facility Description 5

 3.3 Results of Site Reviews and Testing 6

 3.4 Results of Indoor Air Quality Investigation 12

 3.4.1 Carbon Dioxide (CO₂) 12

 3.4.2 Carbon Monoxide (CO) 12

 3.4.3 Temperature (Temp) 12

 3.4.4 Relative Humidity (RH) 12

 3.4.5 Airborne Dust (PM₁₀) 13

 3.4.6 Total Volatile Organic Compounds (TVOC) 13

4.0 DISCUSSION 13

 4.1 Indoor Air Quality 13

 4.2 Discussion of Water Damage and Mould Growth 14

 4.3 Mould Remediation and Site Reviews 14

 4.4 Communication and Interim Risk Management 15

5.0 RECOMMENDATIONS 15

6.0 TERMS AND LIMITATIONS 17



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
Hastings and Prince Edward District School Board

APPENDICES

APPENDIX I	Drawings
APPENDIX II	Results of Mould Tests
APPENDIX III	Results of Direct-Reading Indoor Air Quality Measurements

LIST OF TABLES

Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used	2
Table II – Facility Description	5
Table III – First Floor	6
Table IV – Second Floor	10
Table V – Third Floor	10
Table VI – Outdoors	11



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario

Hastings and Prince Edward District School Board

1.0 INTRODUCTION AND SCOPE

1.1 Statement of Understanding

Pinchin Ltd. (Pinchin) was retained by Hastings and Prince Edward District School Board (the Client) to conduct an investigation of indoor air quality (IAQ) and potential mould growth within the Education Centre located at 156 Ann Street, Belleville, Ontario. This assessment was performed following concerns raised by staff regarding air quality and suspect mould growth on the first floor of the building.

Additionally, Pinchin performed spot measurements and sampling in areas on the second floor and third floors for reference purposes.

1.2 Scope of Work

Pinchin performed the investigation on November 10, 2023 and subsequently returned to the site to assess previously inaccessible areas of potential mould growth on November 13, 2023. The investigation addressed all accessible areas of the building with emphasis on the first floor in the areas of potential mould growth and/or indoor air quality concerns.

The investigation involved the following activities:

- Review of occupant and management concerns.
- Walkthrough site review for factors that could degrade air quality, including water damage or mould growth.
- Spot measurements of the airborne concentration of the following parameters:
 - Carbon dioxide
 - Carbon monoxide
 - Temperature
 - Relative Humidity (RH)
 - Total Volatile Organic Compounds (TVOC)
 - Particulate Matter smaller than 10 micrometres (PM₁₀)
- Collection and analysis of the following (including reference and field blanks):
 - Six spore trap mould air samples
 - Three bulk samples



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
 Hastings and Prince Edward District School Board

2.0 METHODOLOGY

2.1 Interviews and Site Reviews

Pinchin interviewed building staff, managers and health and safety representatives to discuss the history of the building, maintenance practices, water damage and any indoor air quality complaints.

The investigator assessed the subject areas for factors that could degrade air quality. The building staff provided information regarding the equipment.

Pinchin performed a walkthrough site review for indications of suspect mould growth and/or water damage on accessible building materials, paying particular attention to areas where past water damage had been reported.

The investigator did not perform any destructive work to inspect concealed conditions inside wall and/or ceiling cavities.

2.2 Test Methods and Criteria

The following table presents the parameters measured in this investigation, the instruments and sampling/analytical methods used, the applicable units of measurement, and the criteria selected by Pinchin for the evaluation of the results.

Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used

Parameter	Unit of Measurement	Recommended Limit	Instrumentation or Test Method
Carbon Dioxide, CO ₂	Parts per million in air (ppm)	Outdoor Air (ppm) + 700 ppm ¹	TSI® Q-Trak IAQ monitor
Carbon Monoxide, CO	ppm	5 ppm ²	
Temperature, T	°C	Consider the risk of condensation on cold surfaces to prevent mould growth 21 to 25 °C, winter clothing ³	

1 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): Ventilation for Acceptable Indoor Air Quality [ANSI/ASHRAE Standard 62.1-2019]. Atlanta, GA: ASHRAE, 2019.

2 Health Canada: *Indoor Air Quality in Office Buildings: A Technical Guide*. Ottawa, ON: Health Canada, 1995.

3 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): *Thermal Environmental Conditions for Human Occupancy* [ANSI/ASHRAE Standard 55-2020]. Atlanta, GA: ASHRAE, 2020.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario

Hastings and Prince Edward District School Board

Table I – Parameters Tested, Recommended Limits and Instruments or Methods Used

Parameter	Unit of Measurement	Recommended Limit	Instrumentation or Test Method
Relative Humidity, RH	%RH	Maintain long term below 80 %, to prevent mould growth ⁴ 25 ⁵ to 65 ⁶ %, for occupant comfort	
Total Volatile Organic Compounds, (TVOC)	Parts per billion (ppb) or micrograms per cubic metre of air, µg/m ³	400 ppb ⁷	RAE Systems® ppbRAE 3000
Particulate Matter smaller than 10 micrometres, PM ₁₀	µg/m ³	50 µg/m ³ ⁸ , as guideline 16 µg/m ³ ⁹ , as target	TSI® Dust-Trak
Airborne mould (spore trap method)	Spores per cubic metre of air	Compare test area to reference areas and outdoors ¹⁰ Consider water-damage indicator moulds Reference results of Pinchin Ambient Mould Index (PAMI) ©	Allergenco-D® sampler, laboratory analysis by Direct Microscope Examination
Mould in bulk, swab, tape-lift samples (DME)	Presence of absence of Mould Growth, to genus, and Light, Moderate or Heavy density ¹¹	Current guidelines recommend remediation of all interior mould growth, regardless of species	Direct Microscope Examination with staining

4 O.A.G. Adan, R.A. Samson (Editors): *Fundamentals of Mold Growth in Indoor Environments and Strategies for Healthy Living*. Wageningen, The Netherlands: Wageningen Academic Publishers, 2011

5 Health Canada: *Indoor Air Quality in Office Buildings: A Technical Guide*. Ottawa ON: Health Canada, 1995.

6 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): *Thermal Environmental Conditions for Human Occupancy* [ANSI/ASHRAE Standard 55-2020]. Atlanta, GA:ASHRAE, 2020.

7 Value calculated from: US Environmental Protection Agency (EPA) "Building Assessment Survey and Evaluation (BASE) Study [Online] Available at http://www.epa.gov/iaq/base/summarized_data.html#Volatile_Organic_Compounds (Accessed August 25, 2014).

8 American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE): *Ventilation for Acceptable Indoor Air Quality* [ANSI/ASHRAE Standard 62.1-2019]. Atlanta, GA:ASHRAE, 2019.

9 L.E. Burton, J.G. Girman, S.E. Womble: Airborne particulate matter within 100 randomly selected office buildings in the United States (BASE). *Proceedings of Healthy Buildings 2000*, Vol. 1 (2001).

10 Health Canada: *Fungal Contamination in Public Buildings: Health Effects and Investigation Methods*. Ottawa ON: Health Canada, 2004.

11 The density of mould growth is ranked by the Pinchin Environmental Microbiology Laboratory as: Light (covers less than about 10% of specimen); Moderate (covers 10-20% of specimen); or Heavy (covers more than about 20% of specimen).



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario

Hastings and Prince Edward District School Board

All direct-reading instruments were calibrated before use; the calibration of the air sampling pump was verified before and after use.

2.3 Laboratory Based Test Methods

The analysis for mould was performed at the Pinchin Environmental Microbiology Laboratory, Mississauga. The Pinchin laboratory is independently accredited to ISO/IEC 17025:2017 for mould analysis, by the American Industrial Hygiene Association Laboratory Accreditation Program LLC (AIHA LAP LLC) (Lab ID 158835)¹² and the Quebec government (Lab ID 495).¹³

The spore trap mould air sample results include a report from the Pinchin Ambient Mould Index database (PAMI) ©. PAMI is a compilation of over 36,000 outdoor spore trap mould air samples analysed in the Pinchin laboratory, since 2006. The database has been analysed by month and region (18 regions across Canada) to report statistical data on means, medians, confidence intervals, etc. As a measure of the ranges in outdoor mould concentrations, the PAMI data can assist in the interpretation of indoor mould air sample results.

3.0 FINDINGS

3.1 Results of Interviews

The Site Representatives reported the following:

- Approximately 90 staff work in the building.
- The Mail Room (Location 34) has been vacant for many years; however, was reoccupied in summer 2023. A musty odour and mould impacted cardboard boxes were reported in the space once it was reoccupied. The boxes have been removed and the musty odour has subsided.
- Staff work in the Mail Room (Location 34) for approximately 45 minutes to one hour per day.
- One staff member has reported adverse health effects (i.e. itchy eyes, headaches) while working in the Mail Room (Location 34).

12 Accredited by the American Industrial Hygiene Association Laboratory Accreditation Program LLC (AIHA LAP LLC) under the Environmental Microbiology Laboratory Accreditation Program (EMLAP), for Bulk, Surface and Air testing for moulds, Escherichia coli, Legionella by the ISO 11731 method and for Legionella pneumophila by qPCR ISO 12869 method (Lab ID 158835).

13 Accredited by the Quebec government under the Programme d'accréditation des laboratoires d'analyses (PALA) program for Air Microbiology – domains 601, 603, 604, 605, 606.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
 Hastings and Prince Edward District School Board

Pinchin File: 200584.082

- HEPA filtered air purifiers are present and operational in area workspace occupied by building staff, including the Mail Room (Location 34).
- Housekeeping in the building consists of daily sweeping/mopping and weekly cleaning of horizontal surfaces.
- HVAC in the building consists of boilers with hot water to radiators, a cooling tower system and rooftop air conditioning units which are dedicated to the IT server rooms.
- The air handling unit filters are assessed every month and changed by custodial staff if needed.
- The caretaker reported that there is no fresh air intake incorporated in the building HVAC.
- Multiple floods/leaks have been reported on the First Floor and have been cleaned by building housekeeping staff.

3.2 Facility Description

Table II – Facility Description

Item	Details
Construction Date	1912
Number of Floors	2 stories plus one below grade
Area of Building	41,000 square feet
Structural Type	Structural steel, stone and concrete
Exterior Cladding	Brick and stone
HVAC	Rooftop AC, cooling tower and boiler with hot water heating to radiators
Roof	Flat (outside of scope)
Flooring	Vinyl floor tiles, concrete, terrazzo, wood, carpet and ceramic tiles
Interior Walls	Drywall, concrete block, stone, ceramic tiles and plaster
Ceilings	Drywall, plaster, texture finishes, metal pan tiles and acoustic ceiling tiles

An asbestos inventory has been completed for the building and is outlined in the report entitled “Asbestos Reassessment, Education Centre, 156 Ann Street, Belleville, Ontario” prepared by Pinchin Ltd., dated November 24, 2023, Pinchin File 200584.074.



3.3 Results of Site Reviews and Testing

This section presents the findings of the walkthrough investigation and any tests for mould. Appendix I presents the drawings. The analytical certificates for the mould tests are given in Appendix II.

Table III – First Floor





Extent of Mould Growth	40 ft ²	Extent of Water Damage Including Mould Growth	150 ft ²
	<p>Photo 1 - Mould growth is present behind deteriorated paint on the masonry foundation wall in the mail room (Location 34).</p>		<p>Photo 2 - Deteriorated paint and mortar on masonry foundation wall in the mail room (Location 34).</p>
	<p>Photo 3 - HEPA-filtered air purifier present and operational in the mail room (Location 34).</p>		<p>Photo 4 - General photo of the mail room (Location 34).</p>



Table III – First Floor



Photo 5 - General view of the mail room (Location 34).



Photo 6 - Water stained ceiling tiles in the west corridor (Location 5).

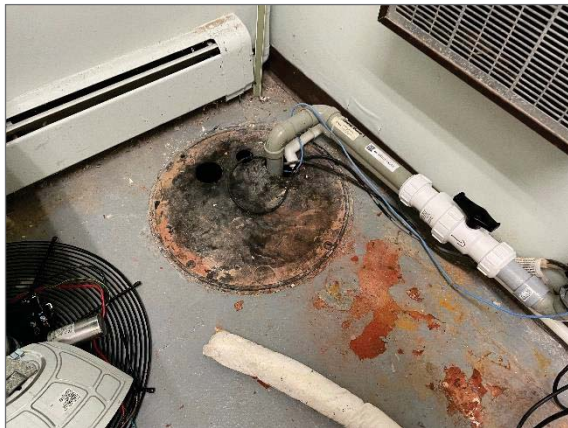


Photo 7 - Sump pump present in the Moira Room (Location 10).



Photo 8 - Efflorescence and deteriorated paint and mortar on masonry foundation wall in the closet of the Quinte Room (Location 9).



Photo 9 - Mould growth on the drywall wall in the closet of the Quinte Room (Location 9).



Photo 10 - Mould growth on the metal window frames in the Quinte Room (Location 9).



Table III – First Floor



Photo 11 - Water damaged drywall and blistering paint in the quinte room (Location 9).



Photo 12 - Water damaged drywall and blistering paint in the moira room (Location 10).



Photo 13 - Water damaged drywall and blistering paint in the moira room (Location 10).



Photo 14 - Efflorescence, deteriorated paint and mortar on masonry foundation wall and mould growth on wood shelving in a storage room (Location 22).



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
 Hastings and Prince Edward District School Board

Table III – First Floor



Photo 15 - Efflorescence, deteriorated paint and mortar on masonry foundation wall and mould growth on wood shelving in a storage room (Location 22).



Photo 16 - Water-stained ceiling tiles in the north corridor (Location 8).

Sample Log

Sample Type/ Location	Sample No.	Result
Bulk Mould/ mail room (Location 34)	M01	Confirmed Growth
Bulk Mould/ quite room (Location 9)	M03	Confirmed Growth
Airborne Mould Spore Trap/Mail Room (Location 34)	5403663	Acceptable
Airborne Mould Spore Trap/north corridor (Location 8)	5403668	Acceptable

Observations and Comments

Accumulations of dust, debris and dirt were observed on horizontal surfaces throughout the first floor. Four water-stained ceiling tiles are present on the first floor. Water damage and mould growth was not observed on the finishes above the lay-in ceiling tiles.

Mould growth was observed behind paint on masonry foundation walls in the mail room (Location 34), on wood shelving in a storage room (Location 22) and on drywall walls in the closet and metal window frames of the quite room (Location 112A).

Efflorescence was observed on masonry foundation walls in the Mail Room (Location 34), a Storage Room (Location 22) and in the closet of the Quite Room (Location 112A).

Flaking paint and deteriorated mortar was observed on the lower one foot of stone foundation walls in various locations throughout the first floor.

Water damaged drywall was observed below windows along exterior walls in the quite room (Location 9) and the Moira Room (Location 10).

Four sump pumps are present throughout the first floor and discharge to the municipal sanitary/sewer line.


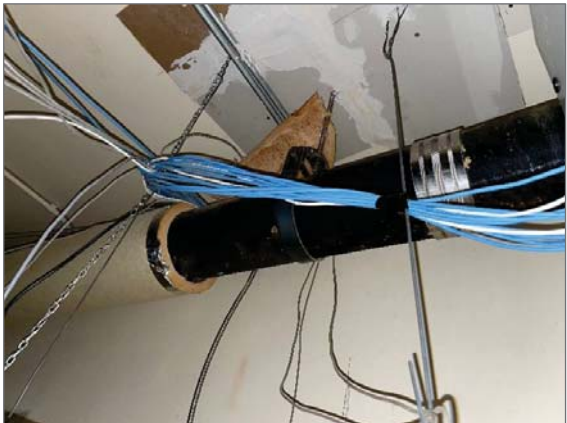
Insulation and vapour barrier was not observed on perimeter foundation walls, where assessed, throughout the first floor.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
 Hastings and Prince Edward District School Board

Table IV – Second Floor

Extent of Mould Growth	6 ft ²	Extent of Water Damage Including Mould Growth	9 ft ²
 <p>Photo 17 - Mould growth on drywall wall and water-stained ceiling tile in the northwest corner of Location 67.</p>		 <p>Photo 18 - Sanitary drain and patched plaster ceiling above lay-in ceiling tiles in the northwest corner of Location 67.</p>	

Sample Log

Sample Type/ Location	Sample No.	Result
Bulk Mould/ southeast office space (Location 67)	M02	Confirmed Growth
Airborne Mould Spore Trap/Lobby	5403705	Acceptable

Observations and Comments

Housekeeping on the second floor was adequate. Accumulations of dust and dirt on surfaces were not observed in the occupied areas of the second floor.

One water-stained ceiling tile and mould impacted drywall wall is present in the northwest corner of Location 67. A sanitary drain and a drywall patch on the plaster ceiling are present above the water-stained ceiling tile.

Table V – Third Floor

Extent of Mould Growth	0 ft ²	Extent of Water Damage Including Mould Growth	0 ft ²
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Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
 Hastings and Prince Edward District School Board

Table V – Third Floor



Photo 19 - General view of the third floor.



Photo 20 - General view of the third floor.

Sample Log

Sample Type/ Location	Sample No.	Result
Airborne Mould Spore Trap/north corridor (Location 93)	5403723	Acceptable

Observations and Comments

Housekeeping on the third floor was adequate. Accumulations of dust and dirt on surfaces were not observed in occupied areas of the third floor.

Water damage and mould growth was not observed on the third floor.

Table VI – Outdoors


Sample Type/Location	Sample No.	
Mould Air Sample	5403762	

Photo 21 - Building exterior.



Table VI – Outdoors

Observations and Comments

The weather was cool and sunny with partial clouds at the time of the assessment.

3.4 Results of Indoor Air Quality Investigation

The results of the direct reading measurements are provided in Appendix III.

3.4.1 Carbon Dioxide (CO₂)

Carbon dioxide was measured to judge the adequacy of outdoor air supply versus the occupancy of the areas tested. The indoor spot measurements of carbon dioxide ranged from 476 to 1,141 ppm and was 460 ppm outdoors. The carbon dioxide concentrations were below the limit of 1,160 ppm (460 ppm outdoors plus 700 ppm) recommended by American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) to provide indoor air quality acceptable to the majority of occupants. This indicates that the supply of outdoor air was adequate for the occupancy loading at the time of the investigation.

3.4.2 Carbon Monoxide (CO)

The indoor spot measurements of carbon monoxide ranged from below the detection limit of the instrument of 0 ppm and was 0 ppm outdoors. The carbon monoxide concentrations were non-detectable or just at the detection limit of the instrumentation. Health Canada advises that the detection of carbon monoxide above 5 ppm in an office building indicates a concern requiring further investigation.

3.4.3 Temperature (Temp)

The indoor spot measurements of temperature ranged from 20.5 to 23.6 °C and was 18.4 °C outdoors. The temperatures were generally within the recommended comfort ranges for office environments, of 21 to 25 °C for staff in typical winter dress. Temperature preferences are; however, very personal and these conditions might be acceptable to the occupants. Staff have not raised concerns regarding the temperature in the building.

3.4.4 Relative Humidity (RH)

The indoor spot measurements of relative humidity ranged from 21.3 to 39.8 %RH. The outdoor relative humidity was 25.1 %RH. ASHRAE recommends that long-term relative humidity be maintained below 65 %RH for occupant comfort. Relative humidity below 25 %RH may result in complaints of dry skin and eye and nose irritation. Low relative humidity is a common winter time condition in Canada due to difficulties with humidification.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
Hastings and Prince Edward District School Board

3.4.5 Airborne Dust (PM_{10})

The indoor spot measurements of airborne dust (PM_{10} , particles less than 10 micrometres in diameter) ranged from 0 to 29 micrograms per cubic metre ($\mu\text{g}/\text{m}^3$). The outdoor concentration was $4 \mu\text{g}/\text{m}^3$. For reference, US EPA research indicates that the PM_{10} concentrations measured in commercial buildings are generally less than $16 \mu\text{g}/\text{m}^3$. Pinchin considers this to be a target concentration; where most measurements fall within this range, complaints are not expected. ASHRAE provides a guideline of $50 \mu\text{g}/\text{m}^3$ but suggests that if the majority of concentrations are at this level, dust deposition may be undesirable. The PM_{10} concentrations in this building all fell within the range typically measured in commercial buildings.

3.4.6 Total Volatile Organic Compounds (TVOC)

The indoor spot measurements of TVOC ranged were 0 parts per billion in air (ppb) and were 0 outdoors. Based on US EPA research, office environments with TVOC concentrations up to about 400 ppb would be at little risk of IAQ complaint. Complaints might be expected if concentrations were significantly above 400 ppb.

4.0 DISCUSSION

4.1 Indoor Air Quality

The majority of IAQ measurements were within the acceptable ranges and should satisfy the majority of occupants. Carbon dioxide concentrations were within the acceptable ranges suggesting that the fresh air supply for the occupancy load was adequate. Carbon monoxide measurements do not suggest a presence of exhaust or combustion gases. With exception to the measurement in a storage room (Location 14), all airborne dust (PM_{10}) concentrations fell below the target range of $16 \mu\text{g}/\text{m}^3$. All measurements were well below the ASHRAE guideline. TVOC concentrations measured well below the recommended limit.

The majority of temperature measurements were within the recommended comfort range for an office environment for occupants in winter dress; however, no complaints regarding temperature were reported by staff at the time of this investigation.

The majority of relative humidity measurements were above the recommended 25% as recommended by ASHRAE, however; some relative humidity measurements fell below the lower limit of 25. Relative humidity below 25 %RH may result in complaints of dry skin and eye and nose irritation. Low relative humidity is a common wintertime condition in Canada due to difficulties with humidification.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario

Hastings and Prince Edward District School Board

4.2 Discussion of Water Damage and Mould Growth

The mould growth, water damage and efflorescence identified on the first floor is likely a result of foundation leaks/building envelope issues. The lack of insulation and vapour barrier in perimeter walls in the first floor combined with poor ventilation and periods of elevated relative humidity will result in condensation forming on cool building finishes when the dewpoint is reached.

The water-stained ceiling tiles on the first and second floors are suspected to be a result of a former leak originating from the ceiling space. Mould growth was not observed on the ceiling tiles, however; water-stained ceiling tiles can negatively impact the occupant's perception of the indoor air quality. The ceiling tiles should be removed and disposed of, and the new tiles monitored for any ongoing leaks.

The mould impacted drywall and water-stained ceiling tile in the southeast office area (Location 67) is likely a result of a pipe leak; however, a drywall patch was present above the pipe, which may have been a repair following the leak. Water staining and mould growth was not observed on surfaces within the ceiling space.

The mould air samples collected from within the building were similar in airborne spore type and concentration when compared to the outdoors reference sample. These results suggest that the indoor air quality was not being negatively impacted by elevated mould spores in these areas at the time of the investigation.

Temperature and relative humidity measurements at the time of the assessment were not conducive of condensation forming on cool building finishes. However, due to the lack of dehumidification in the building, periods of elevated relative humidity may occur during summer months.

4.3 Mould Remediation and Site Reviews

Mould growth in buildings can be a risk factor for adverse health effects.¹⁴ The mould growth found in this investigation should be remediated as soon as possible following currently accepted procedures. Pinchin recommends that mould remediation follow the procedures set by the Environmental Abatement Council of Canada (EACC).¹⁵ The work should be performed by a contractor with appropriate training, experience and insurance coverage. Ensure that remaining building materials are dry prior to reinstating mould-susceptible finishes, to prevent future mould growth.

Asbestos-containing materials and lead-containing paint are known to be present within the areas to be remediated. Refer to the Pinchin assessment for the location of known asbestos-containing materials in

¹⁴ US Environmental Protection Agency: Mold Remediation in Schools and Commercial Buildings. US EPA. 2001.

¹⁵ Environmental Abatement Council of Canada: Mould Abatement Guidelines. Toronto, ON: EACC, 2021



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
Hastings and Prince Edward District School Board

the building. Based on previously sampling and manufacture date stamps applied to the top of tiles, lay-in ceiling tiles throughout the building do not contain asbestos.

4.4 Communication and Interim Risk Management

The findings of this report should be communicated to the occupants as recommended by current mould guidelines, and in workplaces, as mandated by occupational health and safety legislation. The Client should consider any interim risk management actions that would be appropriate under the circumstances, until the mould growth can be remediated. Interim risk management might include isolating an area of the building or relocating persons experiencing adverse health effects or with greater sensitivity to mould.

5.0 RECOMMENDATIONS

Pinchin offers the following recommendations:

1. Communicate the findings of this report to the occupants, staff, joint health and safety committee, tenants.
2. Consider any necessary steps for interim risk management including limiting access to the areas of reported mould growth.
3. Consideration should be given to monitoring relative humidity in the summer months and reviewing ventilation, dehumidification and HVAC within the building to maintain relative humidity below 65%.
4. Move contents, boxes and shelves away from the walls in the first floor to promote air flow behind contents.
5. Remove and replace water-stained ceiling tiles.
6. Arrange for the following mould remediation:

Location 67

Following EACC Level 1 mould remediation methods in conjunction with O.Reg. 278/05 Type 1 asbestos procedures and EACC Class 2A lead procedures perform the following:

- Remove and dispose of mould impacted building materials, including but not limited to drywall, vapour barrier, insulation etc. from the northwest wall in Location 67, extending one foot beyond all visible mould growth. If the mould remediation requires more than 1m² of drywall to be removed, Type 2 asbestos procedures must be followed.
- Clean metal windowsill and cabinets with a broad-spectrum disinfectant.
- Inspect the wall cavity for water damage and mould growth and remediate accordingly.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
Hastings and Prince Edward District School Board

- If mould growth is present on structural wood framing, clean using abrasive methods such as sanding and apply a mould inhibiting encapsulant such as Fosters 40-50.

Location 34

Following EACC Level 1 mould remediation methods in conjunction with EACC Class 2A lead procedures, perform the following:

- Remove and dispose of loose and flaking paint/mortar, clean the masonry foundation walls using abrasive methods such as sanding in the mail room and apply a mould inhibiting encapsulant such as Fosters 40-50

Location 10

Following EACC Level 1 mould remediation methods in conjunction with Type 2 asbestos procedures and EACC Class 2A lead procedures, perform the following:

- Remove and dispose of mould impacted building materials, including but not limited to drywall, vapour barrier, insulation etc. from the exterior wall below the windows in the Moira Room extending one foot beyond all visible mould growth.
- Inspect the wall cavity for water damage and mould growth and remediate accordingly.
- If mould growth is present on structural wood framing, clean using abrasive methods such as sanding and apply a mould inhibiting encapsulant such as Fosters 40-50.

Location 9

Following EACC Level 2 mould remediation methods in conjunction with Type 2 asbestos procedures and EACC Class 2A lead procedures, perform the following:

- Remove and dispose of loose and flaking paint/mortar, clean the masonry foundation walls using abrasive methods such as sanding in the Quinte Room.
- Remove and dispose of mould impacted and water damaged building materials, including but not limited to drywall, vapour barrier, insulation in the quinte room extending one foot beyond all visible mould growth.
- Clean and disinfect mould impacted metal window frames in the quinte room.

Location 22

Following EACC Level 2 mould remediation methods in conjunction with EACC Class 2A lead procedures, perform the following:

- Remove and dispose of loose and flaking paint/mortar, clean the masonry foundation walls using abrasive methods such as sanding in the storage room.



Investigation of Indoor Air Quality and Mould Growth

Education Centre, 156 Ann Street, Belleville, Ontario
Hastings and Prince Edward District School Board

- Remove and dispose of mould impacted wood shelving or clean with abrasive methods and apply a mould inhibiting encapsulant such as Fosters 40-50.
- Apply a broad-spectrum disinfectant to all surfaces in the work areas.
- Clean the floors, other building surfaces, furnishings and contents in areas immediately adjacent to the remediation work area(s), following normal custodial practices.
- Implement drying procedures as necessary. Ensure all surfaces are dry before installation of new finishes.

6.0 TERMS AND LIMITATIONS

This work was performed subject to the Terms and Limitations presented or referenced in the proposal for this project.

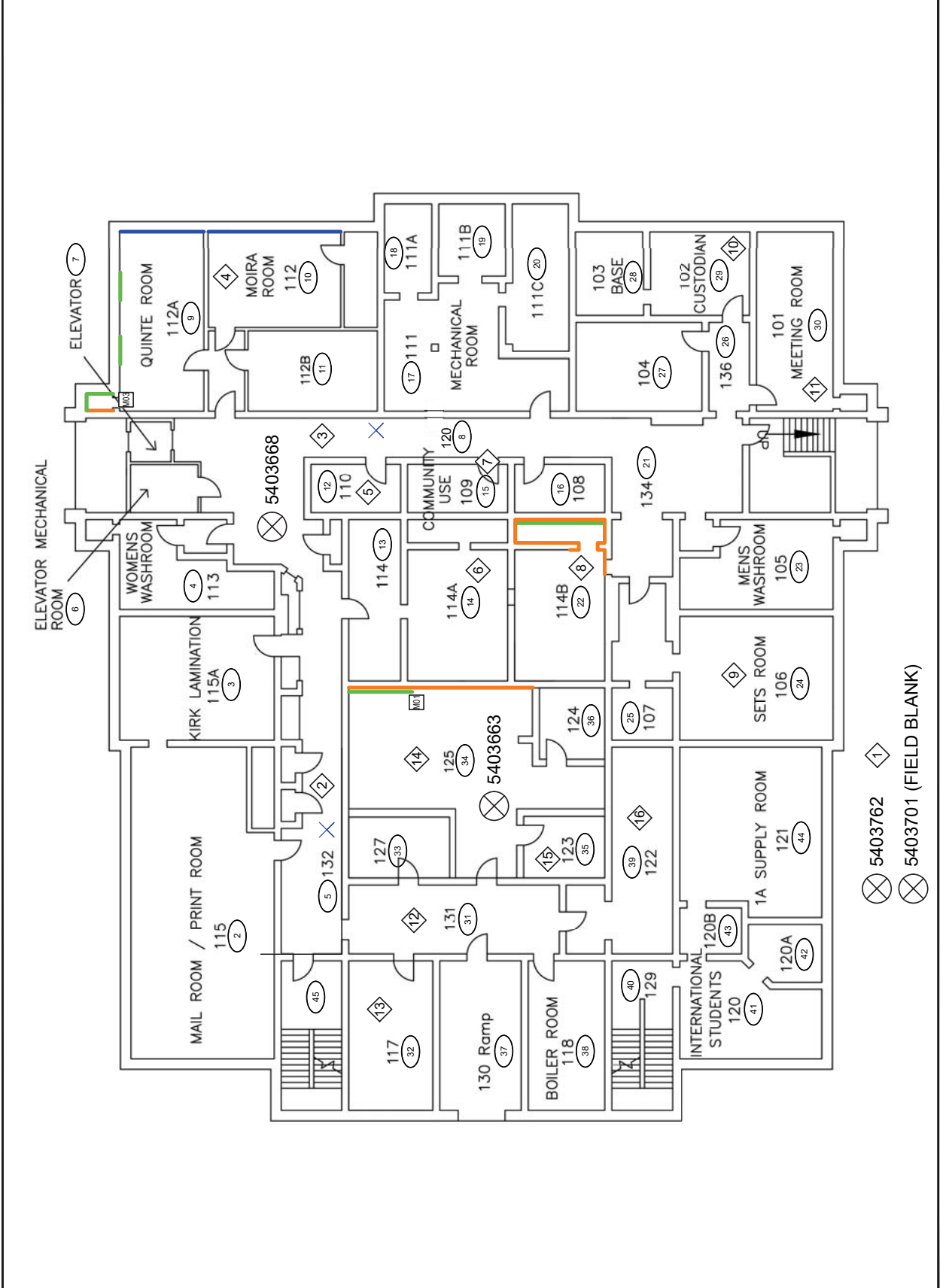
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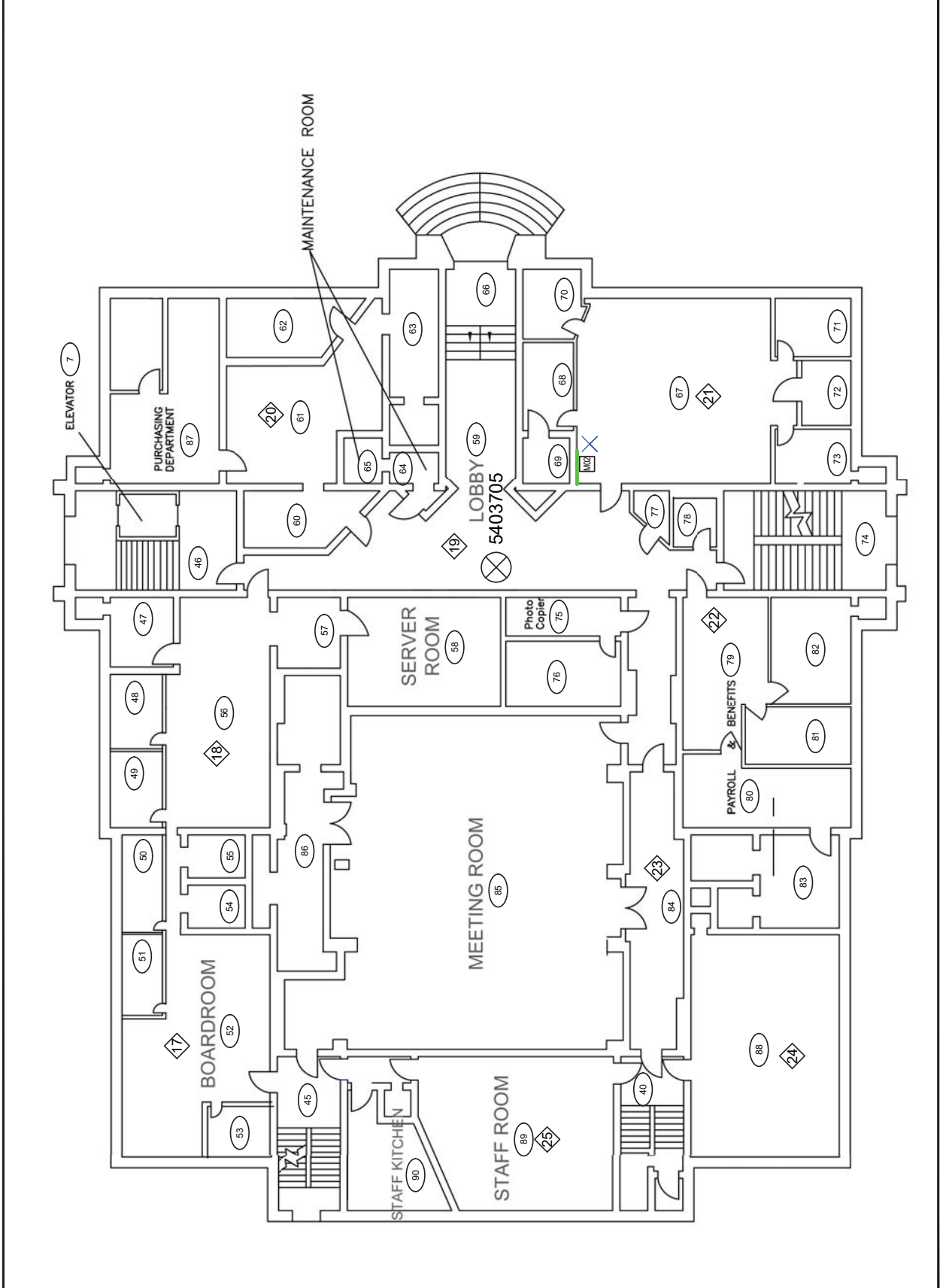
Template: Master Report for Investigation of Mould Growth and IAQ, IEQ, January 27, 2022

APPENDIX I
Drawings

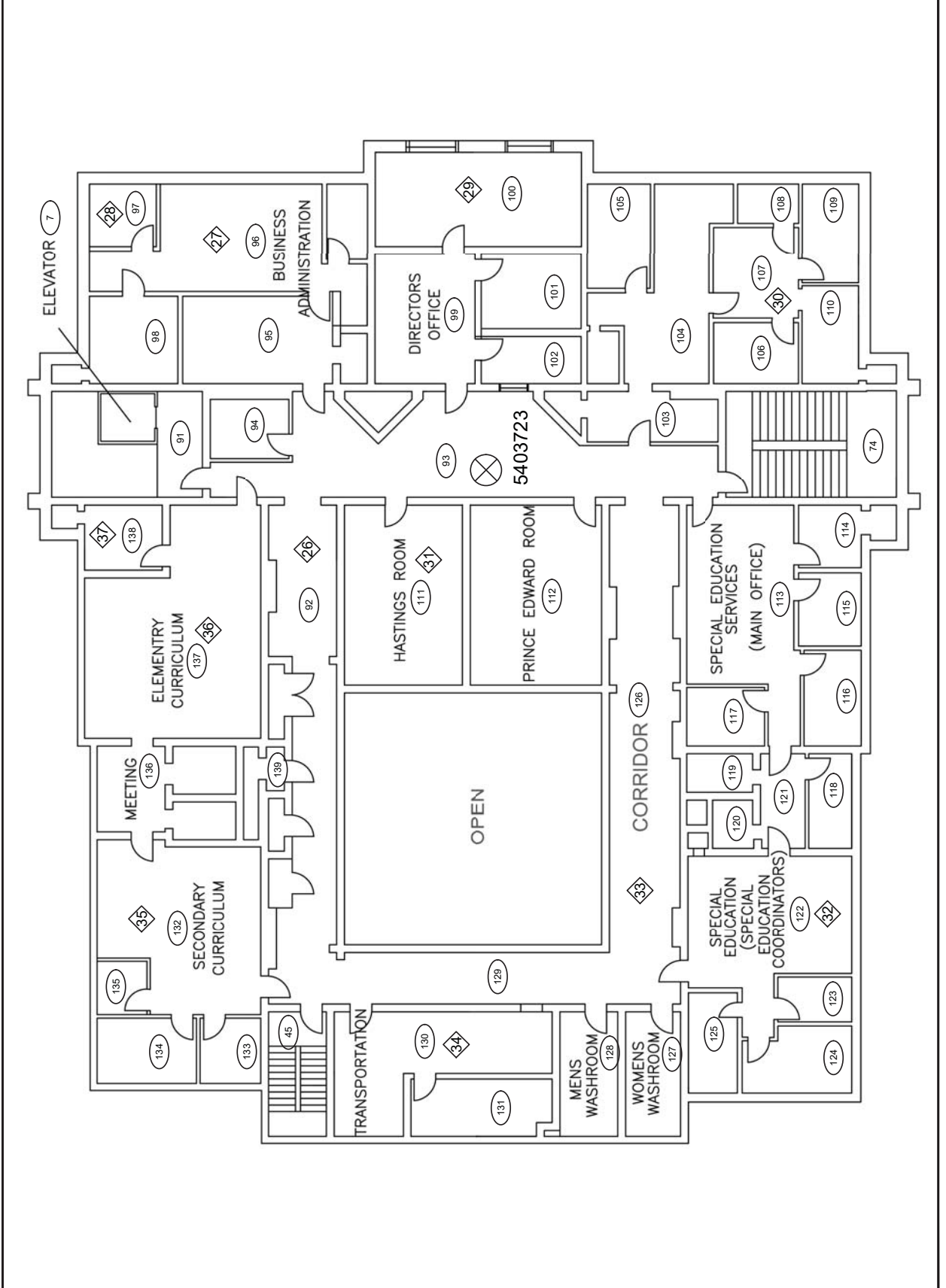
	LEGEND ○ PINCHIN LOCATION NUMBER ◇ IAQ SPOT MEASUREMENT ⊗ SPORE TRAP MOULD AIR SAMPLE ⊞ MOULD BULK SAMPLE X WATER STAINED CEILING TILE — EFFLUESCENCE ON WALL — MOULD GROWTH ON WALL — WATER DAMAGED DRYWALL		PROJECT NAME INVESTIGATION OF INDOOR AIR QUALITY AND MOULD GROWTH
	HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD		
EDUCATION CENTRE 156 ANN STREET BELLEVILLE, ONTARIO		PROJECT LOCATION:	
FIRST FLOOR		SCALE: NOT TO SCALE	
PROJECT NUMBER: 200584-062		DRAWN BY: GH	
REVIEWED BY: JS		DATE: NOVEMBER 2023	
FIGURE NUMBER: 1 OF 2		FIGURE NUMBER: 1 OF 2	



	LEGEND: ○ PINCHIN LOCATION NUMBER ◇ IAQ SPOT MEASUREMENT ⊗ SPORE TRAP MOULD AIR SAMPLE ⊞ MOULD BULK SAMPLE X WATER STAINED CEILING TILE — EFFLUESCENCE ON WALL — MOULD GROWTH ON WALL — WATER DAMAGED DRYWALL		PROJECT NAME: INVESTIGATION OF INDOOR AIR QUALITY AND MOULD GROWTH
	LEAD IS COLOUR DEFERENT. NON-COLOUR COPIES MAY ALTER INTERPRETATION. BASE PLAN PROVIDED BY CLIENT.		CLIENT NAME: HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD
		PROJECT LOCATION: EDUCATION CENTRE 156 ANN STREET BELLEVILLE, ONTARIO	
		FIGURE NAME: SECOND FLOOR	
		PROJECT NUMBER: 2100584-002	
		SCALE: NOT TO SCALE	
		DRAWN BY: GH	
		REVIEWED BY: JS	
		DATE: NOVEMBER 2023	
		FIGURE NUMBER: 2.014	



	LEGEND: ○ PINCHIN LOCATION NUMBER ◇ IAQ SPOT MEASUREMENT ⊗ SPORE TRAP MOULD AIR SAMPLE ⊞ MOULD BULK SAMPLE X WATER STAINED CEILING TILE — EFFLUORESCENCE ON WALL — MOULD GROWTH ON WALL — WATER DAMAGED DRYWALL	LEGEND IS COLOUR DEPENDENT. NON-COLOUR COPIES MAY ALTER INTERPRETATION. BASE PLAN PROVIDED BY CLIENT.		PROJECT NAME: INVESTIGATION OF INDOOR AIR QUALITY AND MOULD GROWTH
	CLIENT NAME: HASTINGS AND PRINCE EDWARD DISTRICT SCHOOL BOARD			
PROJECT LOCATION: EDUCATION CENTRE 156 ANN STREET BELLEVILLE, ONTARIO				
FIGURE NAME: THIRD FLOOR				
PROJECT NUMBER: 200584-002	SCALE: NOT TO SCALE	DATE: NOVEMBER 2023		
DRAWN BY: GH	REVIEWED BY: JS	FIGURE NUMBER: 3 OF 24		



APPENDIX II
Results of Mould Tests



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Certificate of Analysis

Pinchin Environmental Microbiology Laboratory



Laboratoire d'analyse
 accrédité par le
 gouvernement du Québec
 Lab ID# A95

CUSTOMER: Halie MacKilligan
COMPANY: Pinchin Ltd.
ADDRESS: 1456 Centennial Drive
 Kingston, ON K7P 0K4

PROJECT NAME: AllergencoD
TYPE OF SAMPLES: 6
NO. OF SAMPLES: November 10, 2023
DATE COLLECTED: November 14, 2023
DATE RECEIVED: November 20, 2023
DATE ANALYSED: November 20, 2023
DATE REPORTED: November 20, 2023

PROJECT NO: 200584.082
LAB REFERENCE NO: m304052
ANALYST: Lubov Beliakov, CMS (PhD)
 Environmental Microbiologist
REVIEWER: Inesa Liashko B.Eng.
 Environmental Microbiologist

CONDITION OF SAMPLES ON RECEIPT: Acceptable

Method of Analysis: Analysis of Air Samples for Fungal Spores (SOP: DME-SPT, Rev. 15, 16 May 2023)

This SOP is based on the method described in the AIHA's "Field Guide for the Determination of Biological Contaminants in the Environmental Samples" and also partially on the ASTM method D7391-20. Results are not corrected for blanks. Estimation of the measurement of uncertainty is available upon request.

Comments/Observations (if any):

- Notes:**
- The laboratory is not responsible for sample collection and sample information provided by the customer on the chain of custody.
 - The report applies to the samples submitted to the laboratory and, the result(s) relate only to sample(s) tested.
 - The report shall not be reproduced except in full, without written approval of the laboratory.
 - Services are subject to Pinchin Ltd. Standard Terms and Conditions for Laboratory Services.



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Certificate of Analysis

Pinchin Environmental Microbiology Laboratory



Laboratoire d'analyse
accrédité par le
gouvernement du Québec

Lab ID# 495

DATE ANALYSED:

November 20, 2023

ANALYST: Lubov Beliakov, CMS (PhD)

PROJECT NO: 200584.082

LAB REFERENCE NO: m304052

Customer Sample No:	5403663	5403762	5403701	5403668	5403705	5403723
Lab Sample ID:	m304052-1	m304052-2	m304052-3	m304052-4	m304052-5	m304052-6
Description	Room 125 (Location 34)	Outdoor	Field Blank	First floor elevator Lobby, Corridor 120 (Location 8)	Second floor Lobby (Location 59)	Third floor Corridor (Location 93)
Total Air Volume (L)	150	150	N/A	150	150	150
% of Sample Counted	25.4	25.4	25.4	25.4	25.4	25.4
Fungal spores identified	raw ct. %	raw ct. %	raw ct. %	raw ct. %	raw ct. %	raw ct. %
Alternaria/Ulocladium-like	1 0	26				
Ascomycetes, non-specified	19 8	500				
Aspergillus/Penicillium-like	1 7	26	3 1	79	1 33	26
Basidiospores, non-specified	7 50	180	49 21	1300	1 33	26
Bipolaris/Drechslera/ Exserohilum/Helminthosporium						
Botrytis						
Chaetomium-like						
Cladosporium	4 29	110		8 47	210	5 63
Coprinus						130
Epicoecum						26
Fusarium-like						
Ganoderma				1 6	26	
Myxomycetes/Periconia/Rusts/Smuts				7 41	180	
Nigrospora						
Non-specified spores	101 42	2600				
Oidium-like	3 1	79				
Pithomyces-like	1 1	0	26			
Polythrincium						
Stachybotrys						
Pollens	1					
Fungal fragments	2 20	520				
Non-fungal material	1			2		
Spores/sample	14	239		17	3	8
TOTAL SPORES/M ³	370	6200	No fungal spores	440	78	210
A.S. (SPORES/M ³)	26	26		26	26	26

Note: 1. Samples analysed at 600X magnification. 2. A.S. = Analytical Sensitivity

3. Total spores/m³ and counts/m³ reported to two significant figures where applicable



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 1.855.PINCHIN www.pinchin.com

Environmental Microbiology Laboratory
 Chain of Custody Form

M304052

REPORT RESULTS TO	Contact: Halie MacKillican ✓		Dept: HAZ/IEQ		
	Company: Pinchin Ltd.		Tel: 613.541.1013	Fax:	
	Mailing Address: 1456 Centennial Drive			Email: hmackillican@pinchin.com	
	City: Kingston	Prov: Ontario	Postal Code: ✓	Customer Job / P.O. #:	
Special Instructions: cc ghendry@pinchin.com and lskoblenick@pinchin.com on results					
Report Language: English <input checked="" type="checkbox"/> French <input type="checkbox"/>			No. Samples Submitted: 6	Project: 200584.082 ✓	
Invoice To:					

ANALYSIS TYPES (check)

<input checked="" type="checkbox"/> Total Fungal Particulate (Spore count and Identification)	<input type="checkbox"/> Bacteria (Quantification/Gram staining)
<input type="checkbox"/> Direct Microscope Examination (Fungal)	<input type="checkbox"/> Heterotrophic Plate Counts (HPC)
<input type="checkbox"/> Direct Microscope Examination (NON-Fungal Particulate): Quantitative <input type="checkbox"/> Qualitative <input type="checkbox"/>	<input type="checkbox"/> E.coli/Total Coliforms
<input type="checkbox"/> Fungal Quantification & Identification (Anderson/RCS)	<input type="checkbox"/> Legionella: Culturing <input type="checkbox"/> qPCR <input type="checkbox"/>
<input type="checkbox"/> Other: _____	

Sample#	Description	Date Sampled	Vol (L) or Area (cm²)	TAT		FOR LAB USE ONLY LAB #
				REG.	RUSH	
5403163	Room 125 (Location 34) ✓	Nov 10 2023 ✓	100 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	M304052-1
5403762	Outdoor ✓	↓	100 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
5403701	Field Blank ✓	↓	0 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3
5403168	First floor elevator lobby, corridor 100 (Location 8) ✓	↓	100 ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4
5403705	Second floor lobby (Location 59) ✓	↓	100 ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5
5403723	Third floor corridor (Location 93) ✓	↓	100 ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

CHAIN OF CUSTODY	Collected by: Halie MacKillican		FOR LAB USE ONLY:		
	Relinquished by: HM	Date/Time: Nov 13 2023	Received by: <i>[Signature]</i>	Date/Time: 11/14/23 - 4:18	✓
	Method of Shipment: Courier		Sample Condition Upon Receipt:	Acceptable <input checked="" type="checkbox"/>	Other (explain) <input type="checkbox"/>

Halie MacKillican
 Authorized by: **MacKillican** Date: **November 13 2023**
Digitally signed by Halie MacKillican
 DN: cn=Halie MacKillican, o=Pinchin Ltd., ou, email=hmackillican@pinchin.com, c=CA
 Date: 2019.11.29 09:15:49 -0500
 Customer Signature MUST Accompany Request. Customer accepts Pinchin Ltd. Standard Terms and Conditions for Laboratory Services (see over)

Rw by sr 11/20/23

Pinchin Ambient Mould Index (PAMI) ©

Region:	Eastern Ontario
Month:	November
# Samples:	247
Period:	2006 – 2018

Mould/Groups Recorded	Frequency of detects (%)	Min (spores/m ³)	5 th percentile (spores/m ³)	50 th percentile (spores/m ³)	95 th percentile (spores/m ³)	Max (spores/m ³)
Basidiospores non-specified	92.31	26	26	462	10529	78000
Cladosporium	82.19	26	26	260	2564	6541
Ascospores non-specified	71.26	26	26	158	1808	6500
Aspergillus/Penicillium-like	67.21	26	26	108	587	2321
Non-specified spores	43.32	26	26	53	509	5275
Myxomycetes/Periconia/Rusts/Smuts	39.27	26	26	53	316	3771
Epicoccum	29.96	26	26	52	228	390
Coprinus	18.22	26	26	26	208	343
Alternaria/Ulocladium-like	17.81	26	26	26	118	2743
Ganoderma	6.48	26	26	26	218	229
Arthrinium	2.83	26	26	26	53	53
Pithomyces-like	1.62	26	26	26	46	49
Oidium-like	1.62	26	27	26	267	310
Exosporiella	1.21	26	26	26	26	26
Polythrincium	1.21	26	26	26	26	26
Chaetomium-like	1.21	26	52	26	50	53
Fusicladium	0.81	26	52	34	42	43
Torula	0.81	26	26	26	26	26
Nigrospora	0.81	26	26	26	26	26
Botrytis	0.81	52	26	52	52	52
Fusarium-like	0.40	52	26	52	52	52
Stachybotrys	0.40	26	52	26	26	26
Bipolaris/Drechslera/Exserohilum/Helminthosporium	0.40	26	26	26	26	26
Curvularia	0.40	26	26	26	26	26
Urocystis	0.40	26	26	26	26	26
Scopulariopsis	0.40	52	26	52	52	52
Stemphylium	0.40	26	26	26	26	26
Cercospora	0.40	26	26	26	26	26

Based on detection limit of 26 spores per cubic metre of air.

The Pinchin Ambient Mould Index (PAMI) ©, is a measure of "typical" outdoor mould air quality, and can assist in the interpretation of indoor mould air samples. PAMI is derived from over 30,000 outdoor mould spore trap air samples analysed in the Pinchin Environmental Microbiology Laboratory over the period shown above. This data is analysed on a monthly basis for 18 regions across Canada, based on a minimum of 30 samples per region per month.

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Physical Planning, Finance and Building Committee
Report 8(c)
Appendix A
January 8, 2024

Pinchin Environmental Microbiology Laboratory *Certificate of Analysis*

CUSTOMER: Halie MacKillican
COMPANY: Pinchin Ltd.
ADDRESS: 1456 Centennial Drive
Kingston, ON K7P 0K4

<p>PROJECT NAME: PROJECT NO.: 200584.082 TYPE OF SAMPLE(S): BULK DATE COLLECTED: November 10 & 13, 2023 DATE ANALYSED: November 20, 2023 ANALYST: Ahmad Baghaei, M.Sc. TITLE: Environmental Microbiologist REVIEWER: Partinder Puri, B.Sc. TITLE: Environmental Microbiologist</p>	<p>LAB REFERENCE NO.: m304053 SAMPLE CONDITION: Acceptable DATE RECEIVED: November 14, 2023 DATE REPORTED: November 21, 2023</p> <p style="text-align: right;"><i>As</i></p> <p style="text-align: right;"><i>Puri</i></p>
---	--

Method of Analysis: Analysis of Bulk and Tape-lift Samples by Direct Microscope Examination (SOP: DME-BLK, Rev. 12, May 31, 2023)

This SOP is based on methods described in: "AIHA's Field Guide for Determination of Biological Contaminants in Environmental Samples", "Samson et al's Food and Indoor Fungi", and ASTM Standard Test Method for Direct Microscopy of Fungal Structures from Tape – Method D7658-17(2021). Bulk samples are scanned under a stereomicroscope for the presence of mould growth; cello tape samples taken from these are mounted on glass slides and examined under light microscope at X400, X600 or X1000 magnifications as appropriate. Moulds are identified to the genus using keys in relevant books and literature. Mould growth is assessed as Heavy, Moderate or Slight by examining the mycelium cover on the sample and/or the slide preparations. Some moulds may be difficult to identify from bulk samples and these are reported as "Unidentified mould". Spores observed in the absence of an established mycelium are identified whenever possible and rated as "few" for 5-50 spores or "masses" for >50 spores. Results are not corrected for blanks. Estimation of uncertainty is provided upon request.

COMMENTS/OBSERVATIONS (IF ANY):

- Notes:**
1. The laboratory is not responsible for sample collection and sample information provided by the customer on the chain of custody.
 2. The report applies to the samples submitted to the laboratory and, the result(s) relate only to sample(s) tested.
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January 8, 2024
**Laboratoire d'analyse
accrédité par le
gouvernement du Québec**



Pinchin Environmental Microbiology Laboratory Certificate of Analysis

CUSTOMER: Halie MacKillican

PROJECT NAME:

LAB REFERENCE NO: m304053

PROJECT NO.: 200584.082

DATE ANALYSED: November 20, 2023

ANALYST: Ahmad Baghaei, M.Sc.

RESULTS FOR BULK DME ANALYSIS

Customer Sample No.	Lab Sample ID.	Description	Mould Identified, in Rank Order	Comments (if any)
M01	m304053-1	Suspect growth on stone wall, Room 125 (Location 34)	<i>Aspergillus</i> sp	Slight growth
M02	m304053-2	Suspect growth on drywall wall, office area (Location 67)	<i>Acremonium</i> sp Unidentified mould	Heavy growth
M03	m304053-3	Suspect growth on drywall wall closet, Quinte Room 112A (Location 9)	<i>Acremonium</i> sp	Heavy growth

Signature of Analyst:



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 1.855.PINCHIN www.pinchin.com

Environmental Microbiology Laboratory
Chain of Custody Form

M 304 053

REPORT RESULTS TO	Contact: Halie MacKillican		Dept: HAZ/IEQ		
	Company: Pinchin Ltd.		Tel: 613.541.1013	Fax:	
	Mailing Address: 1456 Centennial Drive		Email: hmackillican@pinchin.com		
	City: Kingston	Prov: Ontario	Postal Code:	Customer Job / P.O. #:	
Special Instructions: cc ghendry@pinchin.com and lskoblenick@pinchin.com on results					
Report Language: English <input checked="" type="checkbox"/> French <input type="checkbox"/>				No. Samples Submitted: <i>3</i>	Project: 200584.082
Invoice To:					

ANALYSIS TYPES (check)	
<input type="checkbox"/> Total Fungal Particulate (Spore count and Identification)	<input type="checkbox"/> Bacteria (Quantification/Gram staining)
<input checked="" type="checkbox"/> Direct Microscope Examination (Fungal)	<input type="checkbox"/> Heterotrophic Plate Counts (HPC)
<input type="checkbox"/> Direct Microscope Examination (NON-Fungal Particulate): Quantitative <input type="checkbox"/> Qualitative <input type="checkbox"/>	<input type="checkbox"/> E.coli/Total Coliforms
<input type="checkbox"/> Fungal Quantification & Identification (Anderson/RCS)	<input type="checkbox"/> Legionella: Culturing <input type="checkbox"/> qPCR <input type="checkbox"/>
<input type="checkbox"/> Other: _____	

Sample#	Description	Date Sampled	Vol (L) or Area (cm ²)	TAT		FOR LAB USE ONLY LAB #
				REG.	RUSH	
M01	Suspect growth on Stone wall, ROOM 125 (Location 34)	Nov 10 2023		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>M 304053-1</i>
M02	Suspect growth on drywall wall, office Area (Location 67)	Nov 10 2023		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>2</i>
M03	Suspect growth on drywall wall, closet, Quinte Room 112A (Location 9)	Nov 13 2023		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>3</i>
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

CHAIN OF CUSTODY	Collected by: Halie MacKillican		FOR LAB USE ONLY:		
	Relinquished by: HM	Date/Time: Nov 13 2023	Received by: <i>R</i>	Date/Time: <i>11/14/23 - 4:20</i>	
	Method of Shipment: Courier		Sample Condition Upon Receipt:	Acceptable <input checked="" type="checkbox"/>	Other (explain) <input type="checkbox"/>

Authorized by: **Halie MacKillican** Date: **November 13 2023**
Digitally signed by Halie MacKillican, DN: cn=Halie MacKillican, o=Pinchin Ltd., ou, email=hmackillican@pinchin.com, c=CA Date: 2013.11.29 09:15:40 -0500
 Customer Signature MUST Accompany Request. Customer accepts Pinchin Ltd. Standard Terms and Conditions for Laboratory Services (see over)

fast
 2023.11.21
 10:12:39
 -05'00'

Distribution: White = Laboratory, Yellow = Customer Copy

Page ___ of ___

APPENDIX III
Results of Direct-Reading Indoor Air Quality Measurements

Client Name: Hastings and Prince Edward District Scho
Site Address: 156 Ann Street, Belleville, ON
Pinchin File: 200584.082
Date: 2023-11-15

Location No: 1	Location Name: Outdoor	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 11:08 AM		0	460	4	25.1	18.4	0	
Location No: 2	Location Name: Corridor	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 11:08 AM	Design	0	538	11	25	22	0	
	Water Damaged Ceiling Tiles: No. of Tiles: 2									
Location No: 3	Location Name: Corridor	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 11:02 AM	Design	0	646	3	33.3	20.9	0	
	Water Damaged Ceiling Tiles: No. of Tiles: 2									
Location No: 4	Location Name: Moira Room	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 11:05 AM	Design	0	621	0	34	20.5	0	
Location No: 5	Location Name: Office	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 04:25 PM	Design	0	628	2	32.1	21.3	0	
Location No: 6	Location Name: Storage	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 11:09 AM	Design	0	644	29	36.6	21.8	0	
Location No: 7	Location Name: Community Use	Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
		11/10 11:24 AM	Design	0	622	1	32.6	21.7	0	
Location No: 8	Location Name: Storage									
		Floor: 1 Room: 114B Office Type: Utility Space								

Time 11/10 11:20 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 606
 PM10 (mg/m3) 3
 RH (%) 37.4
 Temp (C) 22
 TVOC (ppb) 0

Location No: 9
 Location Name: Sets Room
 Floor: 1
 Room: 106
 Office Type: Meeting Room
 Time 11/10 11:19 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 633
 PM10 (mg/m3) 14
 RH (%) 35.3
 Temp (C) 22.1
 TVOC (ppb) 0

Location No: 10
 Location Name: Custodian
 Floor: 1
 Room: 102
 Office Type: Utility Space
 Time 11/10 11:23 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 698
 PM10 (mg/m3) 1
 RH (%) 35.6
 Temp (C) 22.1
 TVOC (ppb) 0

Location No: 11
 Location Name: Meeting Room
 Floor: 1
 Room: 101
 Office Type: Meeting Room
 Time 11/10 11:22 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 674
 PM10 (mg/m3) 2
 RH (%) 35.5
 Temp (C) 22.2
 TVOC (ppb) 0

Location No: 12
 Location Name: Corridor
 Floor: 1
 Room: 131
 Office Type: Secondary Corridor
 Time 11/10 11:14 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 540
 PM10 (mg/m3) 3
 RH (%) 22.5
 Temp (C) 22
 TVOC (ppb) 0

Location No: 13
 Location Name: Storage
 Floor: 1
 Room: 117
 Office Type: Utility Space
 Time 11/10 11:17 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 476
 PM10 (mg/m3) 3
 RH (%) 24.2
 Temp (C) 22.1
 TVOC (ppb) 0

Location No: 14
 Location Name: Room 125
 Floor: 1
 Room: 125
 Office Type: Utility Space
 Time 11/10 11:13 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 571
 PM10 (mg/m3) 4
 RH (%) 24.3
 Temp (C) 22.4
 TVOC (ppb) 0

Location No: 15
 Location Name: Storage
 Floor: 1
 Room: 127
 Office Type: Utility Space
 Time 11/10 11:10 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 539
 PM10 (mg/m3) 6
 RH (%) 22.6
 Temp (C) 22.4
 TVOC (ppb) 0

Location No: 16
 Location Name: Storage
 Floor: 1
 Room: 122
 Office Type: Utility Space
 Time 11/10 11:16 AM
 Occupant Density Design
 CO (ppm) 0
 CO2 (ppm) 517
 PM10 (mg/m3) 11
 RH (%) 21.3
 Temp (C) 22
 TVOC (ppb) 0

Location No: 17
 Location Name: IT Department
 Floor: 2
 Office Type: Boardroom

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:40 AM	Design	0	896	3	31.1	23	0

Location No: 18
Location Name: IT Department
 Floor: 2
 Office Type: Cubicle Space

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:27 AM	Design	0	779	4	31.6	22.5	0

Location No: 19
Location Name: Lobby
 Floor: 2
 Office Type: Lobby

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:31 AM	Design	0	847	3	31.4	22.8	0

Location No: 20
Location Name: Accounting/Purchasing
 Floor: 2
 Office Type: Cubicle Space

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:29 AM	Design	0	876	8	32	22.6	0

Location No: 21
Location Name: Office Area
 Floor: 2
 Office Type: Cubicle Space

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:32 AM	Design	0	966	1	33.8	23.2	0

Water Damaged Ceiling Tiles: No. of Tiles: 2

Location No: 22
Location Name: HR/Health + Safety
 Floor: 2
 Office Type: Cubicle Space

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:34 AM	Design	0	968	5	32.5	23.4	0

Location No: 23
Location Name: Corridor
 Floor: 2
 Office Type: Main Corridor

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:36 AM	Design	0	1029	6	32.5	23.6	0

Location No: 24
Location Name: Board Room
 Floor: 2
 Office Type: Boardroom

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:37 AM	Design	0	990	9	32.3	23.2	0

Location No: 25
Location Name: Staff Room
 Floor: 2
 Office Type: Kitchenette

Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)
11/10 11:38 AM	Design	0	915	3	29.2	22.8	0

Location No: 26	Location Name: Corridor		Floor: 3			Office Type: Main Corridor		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:47 AM	Design	0	875	2	34	22.2	0	
Location No: 27	Location Name: Business Administration		Floor: 3			Office Type: Cubicle Space		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:58 AM	Design	0	1072	3	39.8	21.8	0	
Location No: 28	Location Name: Office		Floor: 3			Office Type: Private Office		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:59 AM	Design	0	1095	3	39.8	21.9	0	
Location No: 29	Location Name: Director's Office		Floor: 3			Office Type: Cubicle Space		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:56 AM	Design	0	909	2	34.9	22.2	0	
Location No: 30	Location Name: Office Area		Floor: 3			Office Type: Cubicle Space		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:54 AM	Design	0	996	3	34.8	22.2	0	
Location No: 31	Location Name: Hastings Room		Floor: 3			Office Type: Cubicle Space		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:57 AM	Design	0	1055	2	35.1	21.8	0	
Location No: 32	Location Name: Special Education		Floor: 3			Office Type: Cubicle Space		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:50 AM	Design	0	1141	8	36.7	22.1	0	
Location No: 33	Location Name: Corridor		Floor: 3			Office Type: Main Corridor		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:51 AM	Design	0	1001	5	35.3	22	0	
Location No: 34	Location Name: Transportation		Floor: 3			Office Type: Cubicle Space		
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)	
11/10 11:48 AM	Design	0	1011	6	34.2	22.1	0	

Location No: 35		Location Name: Secondary Curriculum				Floor: 3		Office Type: Cubicle Space	
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)		
11/10 11:45 AM	Design	0	883	4	34.2	22	0		

Location No: 36		Location Name: Elementary Curriculum				Floor: 3		Office Type: Cubicle Space	
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)		
11/10 11:44 AM	Design	0	850	1	33.6	22.1	0		

Location No: 37		Location Name: Main Office				Floor: 3		Office Type: Cubicle Space	
Time	Occupant Density	CO (ppm)	CO2 (ppm)	PM10 (mg/m3)	RH (%)	Temp (C)	TVOC (ppb)		
11/10 11:53 AM	Design	0	1072	12	36.2	22.1	0		

Decision ___ Information X

To: Physical Planning, Finance and Building Committee

From: Narin Kishinchandani, Superintendent, Business Services
Kim Horrigan, Senior Manager, Facility Services

Re: **Transition Plan to Easthill Elementary School**

Purpose

The purpose of this report is to provide an update on the transition plan for Easthill Elementary School (EES).

Link to Strategic Plan

5.3 "Ensure Responsible Communication" - Improve public relations by providing information that is timely, transparent, and accessible for all.

Background

Easthill Elementary School is a new school under construction to consolidate the students from Queen Elizabeth School (QEB) and Queen Victoria School (QVS). EES is located on the site of QEB on Macdonald Avenue in Belleville.

Construction of the school has fallen behind schedule. Hastings and Prince Edward District School Board (HPEDSB) hosted a town hall in early March 2023 to provide information to school staff and families of QVS and QEB. Feedback from the meeting was collected and reviewed. The contingency plan was finalized in early April by the senior administration and is being implemented.

Current situation

The possession of EES will be handed over to HPEDSB early in the new calendar year, which will allow teams from Facility Services and Information and Technology Services to complete their required work. At the request of many staff and families at the spring consultation in 2023, the move-in date has now been set for September 2024 so that students and staff from QEB and QVS can move in together.

An Open House for students, families, staff and the community will be organized once EES is ready for occupancy.

Communications were circulated to QEB and QVS families, staff, stakeholders and the public on December 14, 2023.