

## Facilities and Building Committee

### Public Meeting Agenda

**Wednesday, February 5, 2025 – 4:30 pm**  
**via Zoom**

<https://sd38.zoom.us/j/62285374191>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓ñəm language group on whose traditional and unceded territories we teach, learn and live.

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- 1. Adopt Agenda**
- 2. Approve Minutes**  
Public minutes from meeting held January 8, 2025 attached.
- 3. Facilities Planning Update (standing item)**  
Report from the Director, Richmond Project Team, Manager, Facilities Planning, and Assistant Manager, Facilities Planning attached.
- 4. Capital Projects Update (standing item)**  
Report from the Director, Facilities Services and Director, Richmond Project Team attached.
- 5. Facilities Services Update (standing item)**  
Report from the Director, Facilities Services attached.
- 6. Video Surveillance**  
Update from the Director of Instruction, Learning and Business Technologies.
- 7. Minutes for Information**
  - (a) Child Care Development Advisory Committee Meeting**  
Minutes of Meeting held December 4, 2024 attached.
- 8. Next Meeting Date – March 5, 2025 at 4:30 pm**
- 9. Adjournment**

## Facilities and Building Committee Public Meeting Minutes

Wednesday, January 8, 2025 - 4:30 pm  
Via Zoom

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**Present:**

Chairperson	K. Hamaguchi
Vice Chairperson	H. Larson
Trustee Member	R. Belleza
Trustee	A. Wong
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Director, Facilities Services	K. Wilkins
Manager, Facilities Planning	U. Olcay
Assistant Manager, Facilities Planning	J. Balderston
President, Richmond Teachers' Association	L. Baverstock
3rd Vice President/Pro-D Chair, Richmond Teachers' Association	J. Cho
President, Richmond District Parents Association	C. Huang
Vice President, Richmond District Parents Association	A. Gong
President, Richmond Association of School Administrators	N. Widdess
Representative, Richmond Management and Professional Staff	J. Canlas
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 4:31 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəmihəm language group on whose traditional and unceded territories we teach, learn and live.

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

Minutes from the December 4, 2024 meeting was approved as circulated.

**3. Facilities Planning Update (standing item)**

The Manager, Facilities Planning spoke to the report as included in the agenda package, highlighting updates on the Long Range Facilities Plan consultation process.

The Manager, Facilities Planning then responded to a question from the President, Richmond District Parents Association regarding the January 14, 2025 Online Open House. The Secretary Treasurer then provided information on public registration in response to a trustee's question.

Following a question from a trustee, the Secretary Treasurer outlined the district's approach to addressing enrolment growth in the city centre. She highlighted four classroom expansion projects, noting that two (Samuel Brighthouse and Cook Elementary Schools) have been completed and two others (Tomsett and Talmey Elementary Schools) are currently in progress and are expected to open by September 2025. She also emphasized the district's ongoing collaboration with the Ministry of Education and Child Care, the City of Richmond, and local community partners to explore opportunities for new schools in the area.

**4. Capital Projects Update (standing item)**

The Director, Facilities Services highlighted the major and minor capital projects outlined in the report included in the agenda package. He then responded to trustees' questions regarding the building permit approval process with the City of Richmond and provided additional details on the design and features of the Tomsett Building Addition.

**5. Facilities Services Update (standing item)**

The Director, Facilities Services provided an update on ongoing and completed projects and addressed questions from trustees regarding flooring replacements, the progress and goals of energy and sustainability initiatives in the district, and the district bus service schedule.

In response to a question from the President of the Richmond Teachers' Association, the Director, Facilities Services noted that there were no significant issues related to weather or pests during the winter break. He also responded to an inquiry from the Vice President, Richmond District Parents Association about the metrics used to prioritize projects and work orders.

Discussion then ensued regarding the progress and timeline for installing video surveillance in secondary schools.

**6. Minutes for Information**

**(a) Child Care Development Advisory Committee Meeting**

Minutes of Meeting held November 6, 2024 were attached for information.

**7. Next Meeting Date – February 5, 2025 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 5:02 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

## Report to the Facilities and Building Committee (Public)

**Date:** February 5, 2025

**From:** Jonathan Ho, Director, Richmond Project Team  
Umur Olcay, Manager, Facilities Planning  
Joseph Balderston, Assistant Manager, Facilities Planning

**Subject:** **Facilities Planning Update**

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

### STRATEGIC PLAN REFERENCES

*Strategic Priority 3: Optimized Facilities & Technology*

✓ *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

### DISCUSSION

#### 1. Long Range Facilities Plan (LRFP) Update

The Richmond Project Team is in the process of finalizing the update to the Long Range Facilities Plan, scheduled for board approval in March 2025. The public engagement process, launched in October 2024, has concluded. Feedback received from education and community partners will be integrated in the final draft of 2025 LRFP.

Recommendations for 2025 LRFP will take into consideration, but are not limited to, the following:

- Updated demographic and housing growth trends, aligned with the upcoming OCP update;
- Emerging Childcare policies resulting from continued integration of Child Care with the Ministry of Education;
- Alignment with updated Metro Vancouver Regional Growth Strategy adopted in February 2023; and
- Updated City Centre Growth Strategy, with growth needs identified for elementary schools, including school expansions and new schools.

#### 2. Enrolment Projections

The Planning Team finalized the District's enrolment projections based on the actual enrolment data as of September 2024. The district will continue to see enrolment growth over the next ten years. This annual update is informed by up-to-date demographic data from Baragar Systems, BC Stats and Census Canada. The Planning Team's revised projections also consider the impact of recently approved and proposed housing developments on enrolment projections at a catchment and district-wide level.

These projections will inform district facilities planning and capital planning. The updated enrolment projections have been embedded into the ongoing update to the Long Range Facilities Plan and will be included in our next Capital Plan submission to the Ministry of Education and Child Care in Spring 2025.

### **3. Local Government Act Amendments**

The Provincial Government introduced housing legislation in Fall 2023 amending the Local Government Act (LGA) in efforts to increase housing supply province-wide.

In June 2024, to meet legislative requirements, the City of Richmond:

- Adopted a bylaw designating Transit-Oriented Areas (TOA's) with provincially prescribed minimum height and density provisions affecting lands within 800 meter of the City Centre's five Canada Line Stations; and
- Rezoned close to 27,000 single-family and duplex lots throughout the City to allow for Small-Scale Multi-Unit Housing (SSMUH). As directed by provincial legislation, SSMUH zoning permits:
  - 3 dwellings units on lots that are 280m<sup>2</sup> or less
  - 4 dwelling units on lots that are larger than 280m<sup>2</sup>
  - 6 dwelling units on lots that are larger than 281m<sup>2</sup> and within 400 m of a frequent service bus stop (i.e., daytime service every 15 minutes).

School District staff are monitoring the impact of housing legislation on the location and timing of housing developments to consider the potential impact on enrolment growth patterns across the District and long-term needs for school facilities.

### **4. City Centre Area Elementary Schools**

The District Long Range Facilities Plan provides the framework for new schools and school expansions to accommodate enrolment growth projections within the City Centre. To accommodate the enrolment growth in city centre, two new city centre schools are required, in combination with expansions to existing schools.

*Jonathan Ho, M.Eng., MBA, P.Eng., CEM, CBCP, PMP  
Director, Richmond Project Team*

*Umur Olcay, RPP, ALEP  
Manager, Facilities Planning*

*Joseph Balderston, RPP, MCIP  
Assistant Manager, Planning*

## Report to the Facilities and Building Committee (Public)

**Date:** February 5, 2025

**From:** Kristopher Wilkins, Director, Facilities Services  
Jonathan Ho, Director, Richmond Project Team

**Subject:** **Capital Projects (Richmond Project Team) Update**

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

### STRATEGIC PLAN REFERENCES

Strategic Priority 3: Optimized Facilities & Technology

✓ Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.

### DISCUSSION

#### A. Major Capital Projects (*capital projects \$1 Million or more funded by the Province*)

1. John Diefenbaker Elementary Seismic Replacement (\$52.61M)
  - Design is 35% complete. Project Design Advisory Committee meeting was held on September 9, 2024.
  - Pre-permit meeting with City complete.
  - Geotechnical works including densification and pre-loading will start in March 2025.
  - Construction works planned to start in January 2026.
  - Expected project completion in May 2028, on budget.
2. Howard DeBeck Elementary Seismic Upgrade & Building Envelope Upgrade (*\$18.5 Million*)
  - Construction commenced in early May 2024.
  - Phase 1 is completed, and Phase 2 (Gym) and Phase 3 are expected to complete at the end of March 2025.
  - Expected project completion in December 2025, on budget.
3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)
  - Construction started in June 2024.
  - Building permit amendment approved by City mid-January 2025.
  - Phase 1 work expected to complete by mid-late March 2025.
  - Phase 5 works started in December 2024.
  - Expected project completion in May 2026, on budget.

4. Tomsett Building Addition (\$13.5 Million)
  - Design is completed.
  - Project Design Advisory Committee was held on January 15, 2025.
  - Building permit application was submitted on January 22, 2025.
  - Targeted project completion is Fall 2025, on budget.
5. Talmey Elementary Building Addition (\$9.0 Million)
  - Building permit was submitted in September 2024, and was approved on January 15, 2025.
  - Project Design Advisory Committee meeting was held on September 24, 2024.
  - Full site works started on January 27, 2025. Modular will be delivered in April 2025.
  - Expected project completion in September 2025, on budget.
6. Samuel Brighthouse Building Addition (\$9.0 Million)
  - Completed, wrapping up work on post construction extra work.
7. Cook Building Addition (\$7.5 Million)
  - Completed, wrapping up work on post construction extra work.
8. Childcare Facility – Spul'u'kwuks (\$1.98 Million)
  - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
  - Building permit was submitted in August 2024, and was approved on January 30, 2025.
  - Project Design Advisory Committee meeting was held on September 16, 2024.
  - Preliminary site works started in December 2024.
  - Expected completion in September 2025, on budget.
9. Childcare Facility – Garden City (\$1.98 Million)
  - The facility is expected to accommodate approximately 50 children total for the daycare and before & after care program.
  - Building permit was submitted in August 2024, and was approved on January 15, 2025.
  - Project Design Advisory Committee meeting was held on September 12, 2024.
  - Full site works started on January 22, 2025. Modular will be delivered in February.
  - Expected completion in September 2025, on budget.

**B. Minor Capital Projects** (less than \$1 Million funded by the Province)

1. Building Envelope Replacement at Blair Elementary was completed in September 2024, on budget. The project is awaiting final paperwork.

*Kristopher Wilkins, BEng  
Director, Facilities Services*

*Jonathan Ho, M.Eng., MBA, P.Eng., CEM, CBCP, PMP  
Director, Richmond Project Team*

## Report to the Facilities and Building Committee (Public)

**Date:** February 5, 2025  
**From:** Kristopher Wilkins, Director, Facilities Services  
**Subject:** **Facilities Services Update**

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

### STRATEGIC PLAN REFERENCES

*Strategic Priority 3: Optimized Facilities & Technology*

✓ *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

### DISCUSSION

#### Minor Capital Projects 2024/25

- The 2024/25 Facilities Renewal Program (FRP) is underway, primarily funded by the Annual Facilities Grant (AFG), School Enhancement Program (SEP) and Carbon Neutral Capital Program (CNCP) (total \$8.1 Million).
  - Food Infrastructure Program (FIP) funded replacement appliances arrived over Winter Break and were installed in the first 2 weeks of January. Deficiencies are being addressed and all work should be completed in February;
  - DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington, Thompson, McNeely and Talmey are complete. Work will begin on site at Palmer in early February. Sea Island and Steveston-London are in design, with completion of all work by the end of June 2025; and
  - MacNeill chiller replacement (SEP) is in the commissioning stage. The project is expected to have all deficiencies and testing completed by mid-February 2025.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Grounds Department prepared the site and delivered topsoil in support of the Ferris packet garden project, continued inspections and fall protection top-ups at playgrounds across the district and other site cleanup work including clearing leaves, maintenance of parking lot drains, gutter cleaning and supporting various maintenance projects;
- Paint Department completed the interior repaint projects at McNeely and Blair, is continuing work on the interior repaint projects at Kidd and MacNeill, and is supporting the completion of projects in other Departments;



- Carpentry Department supported the completion of flooring replacements at Station stretch (two classrooms), replaced a sink and countertop millwork unit at Richmond Secondary, and is installing the new millwork in the Quilchena library;
- Electrical Department continues to support the major capital projects with the current focus on Dixon, continuing security and fire alarm system upgrades at Blundell (completed), Anderson and Palmer, and supporting the completion of the LED lighting upgrade at Palmer;
- Plumbing Department is supporting the Food Infrastructure Program appliance installations, responding to service requests, and has completed the annual water testing at 1/3 of District sites with results expected by mid-February;
- HVAC Department supported the mid school year HVAC filter change at all District sites (completed), supported the MacNeill chiller replacement project (commissioned), and is completing the Kilgour boiler commissioning; and
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all district sites.

### **Operations Activities**

Highlights in the Operations & Rentals, Transportation, Assets & Safety, and Energy & Sustainability Departments:

- Operations & Rentals
  - Custodial Workload Committee is reconvening at the end of February to discuss Building Service Worker (BSW) workload analysis;
  - Run Maps and assigned areas are being evaluated and updated;
  - Currently conducting substitute BSW interviews and will be scheduling another new hire training week;
  - Continuing custodial equipment inventory and replacement plan; and
  - The custodial staff continue to focus on providing a safe and healthy learning environment for the students and staff of the Richmond School District.
- Transportation and Assets
  - Increased applications for bus services are being reviewed;
  - New Transport Canada regulations will require all school buses to have exterior cameras by November 1, 2027;
  - Buses and bus routes are running well and there have been no major issues to date; and
  - Two new electric buses are still on schedule to arrive in May 2025.
- Energy and Sustainability
  - Friendlier pilot at Burnett was completed in January 2025. The cafeteria provider used several sizes of reusable containers during the month. Worked with Burnett Administrators and Green Team to better place the return bins to match where students had lunch to maximize the number of containers returned. Once January waste data is compiled in early February, this will help determine how successful the pilot was in increasing waste diversion at Burnett and guide

future similar pilot programs;

- Cambie is also interested in participating in a Friendlier pilot. The cafeteria provider has identified 3 types of containers that would work with their food offerings, and the District will target February 2025 for this pilot program;
- Ferris and Richmond Secondary waste audits were completed with results expected in February 2025;
- Palmer LED upgrade: 90% of the deficiencies have been remediated. The main remaining area is the weight room, where the high ceilings required an alternative solution to seismically restrain the fixtures in that location. This work will be completed in early February;
- Blundell LED upgrade: all deficiencies have been completed;
- The damaged SBO EV charger was replaced. The Board Office now has two EV chargers operational again;
- BC Hydro quarterly update report submitted January 24, 2025;
- Facilities Services Centre (FSC) Electrical Infrastructure Upgrade: continuing to work with BC Hydro transformer designers on the next phase of the project, a separate connection from the transformer including a new meter to feed the EV power kiosk. Expecting the connection work to occur in March 2025, before the arrival of the two new electric buses; and
- Blair Building Envelope Project (BEP) results: analysis by the Energy Specialist has confirmed that since completion of this project, during the heating season (October through December) we have reduced our natural gas usage by 22% in 2024 compared to the same timeframe in 2023. While some of this reduction is due to a warmer Fall 2024 versus Fall 2023, the natural gas reduction for all elementary schools is only 5% in the same timeframe. Please refer to the table and graphs attached to this report.

*Kristopher Wilkins, BEng*  
*Director, Facilities Services*

## Blair Elementary – Building Envelope upgrade



2.2 View of corrosion on surface of steel studs. Structural steel is also exhibiting some surface corrosion. Coping blocks on top of the concrete masonry are unsecured and require further review by the structural engineer.

Before



Photo 7.11: Add batt insulation where original insulation wraps around stud bracing leaving gaps in the stud cavity

After

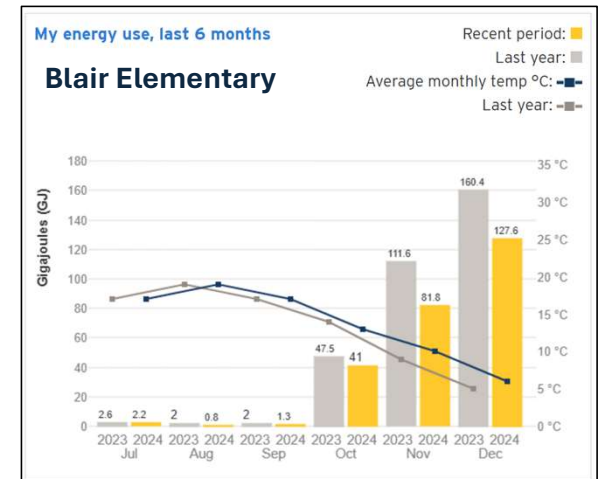
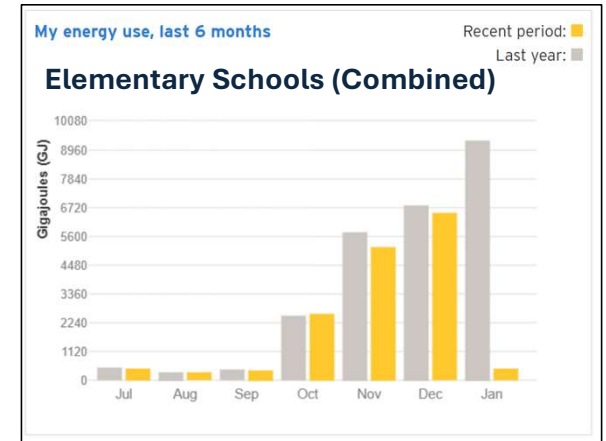
**RICHMOND**  
SCHOOL DISTRICT NO. 38

## Blair Elementary – Actual NG savings after Building Envelope upgrade

Elementary Schools (Combined)				
Month	2023 NG [GJ]	2024 NG [GJ]	Diff. [GJ]	% Change
October	2,484	2,562.5	+78.50	+3%
November	5,742.6	5,160.2	-582.40	-10%
December	6,788.2	6,477.7	-310.50	-5%
<b>Combined (Oct-Nov-Dec)</b>	<b>15,014.8</b>	<b>14,200.4</b>	<b>-814.40</b>	<b>-5%</b>

Blair Elementary (after Building Envelope Project)				
Month	2023 NG [GJ]	2024 NG [GJ]	Diff. [GJ]	% Change
October	47.5	41	-6.50	-14%
November	111.6	81.8	-29.80	-27%
December	160.4	127.6	-32.80	-20%
<b>Combined (Oct-Nov-Dec)</b>	<b>319.5</b>	<b>250.4</b>	<b>-69.10</b>	<b>-22%</b>

Weather Data (from Environment Canada)						
Month	Heat Deg Days		Total Precip [mm]		Speed of Max Gust [km/h]	
	2023	2024	2023	2024	2023	2024
October	226.3	223.2	118.2	207.4	46	60
November	330	302	112	207.8	72	94
December	341	376.1	185.1	194	64	84



**RICHMOND**  
SCHOOL DISTRICT NO. 38



**Child Care Development Advisory Committee**

December 4, 2024

7:00 PM

Held in person at Gardens Children's Centre

**Members in Attendance:** Chantelle Pereira (Chair), Diana Ma, Karen Jensen, Jocelyn Wong, Elana van Veen, Maryam Bawa, Geovany Cheng, Vedrana Tomic, Chris Duggan (Staff Liaison), Tania Lam, Joyce Lin, Maho Kawasaki, Tiffany Mallen (Recording Secretary).

**Regrets:** Harinder Mahli, Kevin Ching (Vice- Chair), Heather Larson (School Board Trustee Liaison), Carol Day (Council Liaison).

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for December 4, 2024.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of November 6, 2024.

**CARRIED**

**4. Guest Speaker/Presentation**

None.

**5. Correspondence**

- a. Ms. Ma, Ms. Van Veen, Ms. Tomic and Ms. Mahli were participating in their final meeting with the Committee and were thanked for their service.
- b. Committee re-appointments are complete and selected applicants should have now received notification of Council's appointments.
- c. The City requested an extension to the reporting deadline for the BC Healthy Communities Grant and received a response indicating the deadline to complete this project to explore the expansion of school-age child care in Richmond has been extended to December 31<sup>st</sup> 2025.

**6. New Business**

- a. The 2024 CCDAC Annual Report, which outlines the successes, achievements and activities of the committee for 2024 and the CCDAC Work Program for 2025 were reviewed with the committee and discussion ensued.

Motion: Approval of the 2024 Annual Report

**CARRIED**

Motion: Approval of the 2025 Work Program

**CARRIED**

## 7. Reports

### a. Sub-committee Reports

**i. Advocacy Sub-committee**

None.

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

Potential themes for the 2025 Child Care Month Symposium were briefly discussed by the committee. In response to feedback received during the Child Care Strategy engagement, a potential theme of ‘Supporting Richmond’s Educators’ was raised and will be considered as an option for next year.

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

Prior to the discussions of this agenda item, four committee members; Ms. Bawa, Ms. Jensen, Ms. Van Veen and Ms. Wong declared a conflict of interest and excused themselves from the meeting.

A summary of the 2025 Child Care Grant Program applications was presented to CCDAC by the Grants Sub-committee. The Grants Sub-committee outlined their recommendations for endorsement and a discussion took place. In addition, it was agreed that two new priorities be considered for the 2026 Child Care Grant Program, impacts of climate change and health and safety.

Motion: That CCDAC endorse the funding recommendations as presented for the 2025 Child Care Grant Program. This item was carried without the presence of Ms. Bawa, Ms. Jensen, Ms. Van Veen and Ms. Wong.

**CARRIED**

Ms. Bawa, Ms. Jensen, Ms. Van Veen and Ms. Wong returned to the meeting.

### b. City Reports

**i. New Developments Proposing Child Care**

None.

**ii. Council Liaison**

Councillor Day sent her regrets.

**iii. Staff Liaison**

The final Richmond Child Care Strategy 2024-2034 is scheduled to be presented to City Council for review and endorsement December 18, 2024.

**a. School District Reports**

- i. **School Board Trustee Liaison**  
Trustee Heather Larson sent her regrets.

**8. Community Updates**

- i. **Richmond Children First (RCF)**  
The next meeting for RCF is scheduled for January 2025.
- ii. **Child Care Resource and Referral (CCRR) Update**  
CCRR are hosting a Workshop at Seedlings Early Childhood Development Hub on Saturday, December 7, 2024. CCRR purchased 24 resource kits related to inclusion with the City’s Child Care Grant and this workshop provides educators with ideas on how to use these kits.

It is noted that CCRR’s office is closed from December 24- January 6.

**9. Next Meeting**

The next meeting will take place on January 8, 2025 at 7 p.m, virtually.

**10. Adjournment**

The Committee Chair adjourned the meeting at 7:40 p.m. **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on December 4 2024.

  
Chantelle Pereira, Chair

January 8, 2025  
Date

  
Tiffany Mallen, Recording Secretary

January 8, 2025  
Date