

## **Facilities and Building Committee**

### **Public Meeting Agenda**

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

<https://sd38.zoom.us/j/65997782371>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓n̓əm 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 February 5, 2025 attached.
- 3. Facilities Planning Update (standing item)**  
Report from the Director, Richmond Project Team attached.
- 4. Capital Projects Update (standing item)**  
Report from the Director, Richmond Project Team attached.
- 5. Facilities Services Update (standing item)**  
Report from the Director, Facilities Services attached.
- 6. Minutes for Information**
  - (a) Child Care Development Advisory Committee Meeting**  
Minutes of Meeting held January 8, 2025 attached.
- 7. Next Meeting Date – April 2, 2025 at 4:30 pm**
- 8. Adjournment**

**Facilities and Building Committee**  
**Public Meeting Minutes**

**Wednesday, February 5, 2025 - 4:30 pm**  
**Via Zoom**

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**Present:**

Chairperson  
Vice Chairperson  
Trustee Member  
Trustee  
Superintendent of Schools  
Secretary Treasurer  
Assistant Superintendent  
Director, Richmond Project Team  
Director, Facilities Services  
Director of Instruction, Learning and Business Technologies  
Manager, Facilities Planning  
Assistant Manager, Facilities Planning  
President, Richmond Teachers' Association  
3rd Vice President/Pro-D Chair, Richmond Teachers' Association  
President, Richmond District Parents Association  
Vice President, Richmond District Parents Association  
President, Richmond Association of School Administrators  
Vice President, Richmond Association of School Administrators  
Representative, Richmond Management and Professional Staff  
Executive Assistant (Recording Secretary)

K. Hamaguchi  
H. Larson  
R. Belleza  
A. Wong  
C. Usih  
C. Wang  
R. Laing  
J. Ho  
K. Wilkins  
W. Walker  
U. Olcay  
J. Balderston  
L. Baverstock  
J. Cho  
C. Huang  
A. Gong  
N. Widdess  
A. Goulas  
J. Canlas  
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 hənqəminəḥ language group on whose traditional and unceded territories we teach, learn and live.

The Chairperson acknowledged that this is the Director of the Richmond Project Team's first official week in the role, and the Chairperson invited him to introduce himself.

**1. Approval of Agenda**

The agenda was adopted as circulated.

**2. Approval of Minutes**

Minutes from the January 8, 2025 meeting was approved as circulated.

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

The Director, Richmond Project Team noted that the report was included in the agenda package.

The Manager, Facilities Planning then responded to a trustee's question on enrolment projection at the Cambie and Hamilton area and noted staff are doing a preliminary review of school boundaries.

The Manager, Facilities Planning then responded to a question from the President, Richmond Teachers' Association regarding changes in enrolment projections due to recent federal government immigration policy changes.

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

The Director, Facilities Services provided an update on the major capital projects.

Discussion then ensued regarding economic concerns from the government, focusing on the challenges and uncertainties arising from the current circumstances.

The Director, Facilities Services then responded to questions from trustees including construction on projects during extreme weather and emergency preparedness planning for child care facilities.

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

The Director, Facilities Services spoke to his report and highlighted the Blair Building Envelope Project, noting the utility usage savings achieved following the upgrade.

He then responded to questions from trustees and the President, Richmond District Parents Association regarding the new Transport Canada requirement to install exterior cameras, as well as the associated costs and timeline for installations.

He also addressed a question from the President of the Richmond Teachers' Association regarding rodents, noting that compared to previous years, there have been no complaints or significant issues. While some service requests have been submitted, pest control is addressing them promptly and consistently.

Following a question from a trustee regarding the increased applications for bus services, the Secretary Treasurer noted that staff are in the early stages of reviewing bus riders, in accordance with board policy. At this time, the plan is not yet finalized, but information will be brought to the board in April.

### **6. Video Surveillance**

The Director of Instruction, Learning and Business Technologies provided an update on the progress of the secondary school video surveillance installations. She noted that all projects, across the ten secondary schools, are expected to be completed by summer 2025.

Following questions from trustees, Assistant Superintendent Laing noted the board approved one-time funding for the video surveillance project, which is intended specifically for secondary schools. He noted that any potential proposal to seek additional funds for elementary schools would be a separate process, as the current funding is allocated for secondary schools. He also addressed concerns regarding cameras inside washrooms and changerooms, stating that such installations are

both prohibited and illegal. He emphasized that board policy and regulations clearly specify that video surveillance should not be used in areas where private activities or functions are routinely carried out.

The Director of Instruction, Learning and Business Technologies then responded to questions from the President and Vice President of Richmond District Parents Association, addressing the locations of surveillance cameras in secondary schools and clarifying who has access to view the video footage.

Following a question from the President, Richmond District Parents Association, the Secretary Treasurer noted that the budget for the video surveillance project, approximately \$400,000, was approved by the board in 2019 as a capital project. She further stated that staff will carry out the work within the approved budget.

**7. Minutes for Information**

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

Minutes of Meeting held December 4, 2024 were attached for information.

**8. Next Meeting Date – March 5, 2025 at 4:30 pm**

**9. Adjournment**

The meeting adjourned at 5:13 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

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

**Date:** March 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 education partners, community partners and the public have been 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 Capacity Expansion 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. 2026-2027 Five Year Capital Plan**

The Planning Team is preparing the 2026-2027 Five Year Capital Plan, due to the Ministry of Education and Child Care by the end of June 2025. The Five Year Capital Plan will include updated enrolment projections and project cost estimates. The Capital Plan will align with the capacity expansion strategies to accommodate growth in the City Centre and Hamilton Areas in the updated Long Range Facilities Plan.

### **4. 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.

### **5. 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:** March 5, 2025  
**From:** 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)
  - Detail design is in progress, drawings are close to 50% complete.
  - Pre-permit meeting with City complete.
  - Pre-construction meeting for geotechnical works with City complete. Geotechnical works including densification and pre-loading will start in March 2025.
  - Tree permit and covenant to neighbours are required by City.
  - 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.
  - Phase 4 (3 classrooms) will commence after Spring Break.
  - 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 and the parts of the original phase 5 work expected to complete by mid-late March 2025.
  - Original Phasing plan adjusted to align with the school needs, procurement and site

conditions.

- Phase 2 per the new Phasing Plan will start in April 2025, target completion August 2025.
- Phase 3 is to start in July 2025.
- Expected project completion in May 2026, on budget.

4. Tomsett Building Addition (\$13.5 Million)

- Project Design Advisory Committee was held on January 15, 2025.
- Building permit application was submitted on January 22, 2025.
- Design amendment in process after City's response to the permit application.
- Expected phase 1 power upgrade to start by mid-late March 2025.
- Expected building permit approval and site works to start May 2025.
- Modular delivery in June 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.
- Site works started on January 27, 2025. Modular units 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<sup>th</sup>, 2025.
- Site works started on February 1st 2025.
- Modular units delivered on February 18<sup>th</sup>. Expected installation completion by March 11.
- Substantial project completion estimated by early June.
- Expect will be ready for occupancy 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.
- Site works started on January 22, 2025.
- Modular units delivered on February 11, installation will complete in March.
- Substantial completion in June 2025
- Expect will be ready for occupancy 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 with BC Housing as a project partner and funder.

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

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

**Date:** March 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).

- DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington, Thompson, McNeely and Talmey are complete. Palmer is in the commissioning stage. 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 complete, and system is in operation mode.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Grounds Department installed four new sets of basketball equipment and is installing garden beds and a jump pit that had to be relocated due to the new modular annex at Brighthouse, is continuing inspections and fall protection top-ups at playgrounds across the district and other site cleanup work including maintenance of parking lot drains, gutter and roof drain clearing and supporting various maintenance projects;
- Paint Department is continuing work on the interior repaint projects at Kidd and MacNeill, and is supporting the completion of projects in other Departments;
- Carpentry Department completed the renovation of the library at Quilchena, installed new cabinetry and a slat wall at Talmey, and replaced old carpet with new sheet vinyl in three rooms at Currie. They also worked with the Plumbing Department to replace old sink and countertops with a new composite sink unit in one washroom at each of McNair and McMath and two at Burnett;
- Electrical Department continues to support the major capital projects, completed the security and

fire alarm system upgrades at Palmer and is working at Anderson, and completed emergency generator testing and maintenance across the District;

- Plumbing Department completed the annual fire extinguisher recertifications, and completed the annual water testing at 1/3 of District sites and is working on remediating several fixtures that failed the initial tests but passed the flush test;
- HVAC Department supported the completion of the MacNeill chiller replacement project, and is completing the Kilgour new 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**

- Organizing the Spring Break schedule for Operations staff to ensure coverage at sites with daycares and administration buildings;
- Implementing a weekly email reminder and best practices bulletin for the Operations Department;
- Planning and scheduling for the next training program for new hires is in progress;
- Continuing the Custodial workload project to review and evaluate run maps and duties; 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**

- Preparing bus registration applications for 2025/2026;
- New bus chargers are being wired for the new electric buses, with the chargers expected to arrive mid-March; and
- Two new electric buses are still on schedule to arrive in May 2025.

#### **Energy and Sustainability**

- Palmer LED upgrade: at substantial completion. Some minor work to be addressed during Spring Break regarding programming and fixtures that were out of stock, and are working to resolve exterior light alignments to avoid impacts on neighbours;
- Burnett Friendlier pilot project: the program concluded in January 2025 which resulted in a reusable container return rate of 80% and increased waste diversion to 25% compared to the September through December 2024 monthly average of 20%;
- Cambie Friendlier pilot project: the program will conclude in early March 2025 and impact data will be reported in April 2025;
- Steves, Ferris and Richmond Secondary waste audit results:
  - Steves: Current 52% diversion rate with the potential to achieve 80% diversion through proper sorting of organics and paper towels to the organics bins.
  - Ferris: Current 47% diversion rate with the potential to achieve 87% diversion through proper sorting of organics and paper towels to the organics bins. Ferris has developed a 3D bulletin

- board of what goes into each bin using audited materials that is wheeled to different locations in the school (including staff room).
- Richmond Secondary: Current 32% diversion rate with the potential to achieve 69% diversion through diversion recyclable materials and organics from garbage stream.
  - Waste audits completed at MacNeill and Cambie with final reports due March 2025;
  - Presented Sustainability data for schools at the February 14 Professional Development Day in conjunction with the Teacher-Consultant, Science and Sustainability;
  - Won prize for “Most Engagement” at the Energy Wise Network February 2025 Wrap-Up for our Thermal Comfort campaign to encourage students at home to save energy by reducing furnace set points by 2 degrees and maintaining thermal comfort through wearing layers. Schools had ‘creative sweater’ days where students would design and wear sweaters promoting energy conservation. Over 1,000 elementary and 120 secondary students participated in the campaign; and
  - Preparing for 2025/26 energy efficiency projects through lighting audits and investigation studies that will be used for tendering.

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



**Child Care Development Advisory Committee**

January 8, 2025

7:00 PM

Virtual

**Members in Attendance:** Chantelle Pereira (Chair), Kevin Ching (Vice- Chair), Karen Jensen, Jocelyn Wong, Maryam Bawa, Geovany Cheng, Tania Lam, Kathy Moncalieri, Mei Kang, Daniel Suen, Yanjie Zhao, Carol Day (Council Liaison), Heather Larson (School Board Trustee Liaison), Chris Duggan (Staff Liaison), Tiffany Mallen (Recording Secretary), Joyce Lin.

**Regrets:** Maho Kawasaki.

**1. Welcome, Introduction and Regrets**

The Chair welcomed the new members to the committee; Ms. Moncalieri, Ms. Kang, Mr. Suen and Ms. Zhao.

**2. Approval of the Agenda**

Motion: Approval of the Agenda for January 8, 2025.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of December 4, 2024.

**CARRIED**

**4. Guest Speaker/Presentation**

None.

**5. Correspondence**

Staff presented the Richmond Child Care Strategy 2024-2034 to City Council in December. Prior to this date, Dr. Dawar, Medical Health Officer for Richmond wrote to the Mayor and members of Council, to express support for the new Child Care Strategy. This letter was also shared with staff. Some of the key points raised within the letter included: access to quality child care is an important determinant of health and wellness, building child care facilities on public lands or co-locating facilities with other community amenities is particularly promising. The letter also stated that affordable housing is another important element of complete communities which can help recruit and retain ECEs, and offering accessible, affordable, inclusive child care solutions also helps attract and retain a talented and diverse healthcare workforce.

**6. Business Arising**

- a. The Richmond Child Care Strategy 2024-2034 was approved by City Council on December 18, 2024. The Strategy will be distributed to local MPs, MLAs and the

Richmond School Board and published on the City website. The creation of an implementation plan for the Strategy is underway, and staff will share details of this at a subsequent meeting. If committee members would like a hard printed copy of the document, please email Tiffany.

- b. The 2024 CCDAC Annual Report and 2025 Work Plan are due to be presented to Planning Committee and Council in February.

## **7. New Business**

- a. The election of Chair and Vice-Chair will take place during the February meeting. Any members that are interested in either of these positions are asked to please reach out to Tiffany by January 27.
- b. Members discussed the timing and location of future meetings and the possibility of having more in person meetings. Staff will bring forward a recommendation to CCDAC at the February meeting based on the feedback received from members.

## **8. Reports**

### **a. Sub-committee Reports**

- i. **Advocacy Sub-committee**  
CCDAC members were asked to email Tiffany if they would like to volunteer for the Child Care Advocacy Sub-committee.
- ii. **Child Care Month Sub-committee**  
CCDAC members were asked to email Tiffany if they would like to volunteer for the Child Care Month Sub-committee.
- iii. **Child Care Grants Sub-committee**  
Staff thanked the CCDAC for reviewing the Child Care Grant applications in December. These recommendations are scheduled to be presented to Council in February.

### **b. City Reports**

- i. **New Developments Proposing Child Care**  
None.
- ii. **Council Liaison**  
Councillor Day shared City updates including:
  - Richmond Arts Awards- nominations for the Richmond Art Awards are being accepted until March 10, 2025.
- iii. **Staff Liaison**  
No updates.

**a. School District Reports**

**i. School Board Trustee Liaison**

Trustee Heather Larson shared that the School District is meeting with the new Richmond MLAs soon to discuss needs in Richmond. The School District is currently working on a new Strategic Plan for the year. The facilities team worked over the Christmas break to continue with seismic and cosmetic upgrades to many of the schools in Richmond.

**8. Community Updates**

**a. Richmond Children First (RCF)**

The next meeting for RCF is scheduled for January 2025.

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

CCRR held an Inclusion workshop at Seedlings Early Childhood Development Hub in December. This was funded partially through the City of Richmond Child Care Grant. Feedback was excellent and the event was a huge success. Some child care centres were able to get mini kits and one of the centres that attended found the information so valuable, that they have requested training for all of their staff.

**9. Next Meeting**

The next meeting will take place on February 5, 2025 at 7 p.m., virtually.


**10. Adjournment**

The Committee Chair adjourned the meeting at 7:44 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 January 8, 2025.

  
Chantelle Pereira, Chair

February 5, 2025  
Date

  
Tiffany Mallen, Recording Secretary

February 5, 2025  
Date