

## 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 hən̓q̓əmiñəm 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*