

## **Facilities and Building Committee**

### **Public Meeting Agenda**

**Wednesday, April 2, 2025 – 4:30 pm**  
**via Zoom**

<https://sd38.zoom.us/j/69225390273>

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 March 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 February 5, 2025 attached.
- 7. Next Meeting Date – May 7, 2025 at 4:30 pm**
- 8. Adjournment**

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

**Wednesday, March 5, 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, Richmond Project Team	J. Ho
Director, Facilities Services	K. Wilkins
President, Richmond Teachers' Association	L. Baverstock
2nd Vice President, Richmond Teachers' Association	F. Marsic
President, Richmond District Parents Association	C. Huang
President, Richmond Association of School Administrators	N. Widdess
Vice President, Richmond Association of School Administrators	A. Goulas
Executive Assistant (Recording Secretary)	T. Lee

The meeting was called to order at 4:34 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqəmíñə́m 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 February 5, 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.

Following a question from the President, Richmond Teachers' Association (RTA) regarding the City Centre schools and the recently released Budget 2025 from the Government of BC, a discussion ensued about advocacy efforts and the meetings the Board had with the Minister of Infrastructure and the Minister of Education and Child Care.

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

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

The President, RTA then asked a question regarding seismic safety and earthquake preparedness. The Superintendent responded, noting that a committee is being formed with representatives from every department for emergency preparedness and communications, with more details to be provided soon.

The Director, Richmond Project Team then responded to the President, Richmond District Parents Association question regarding seismic upgrades to schools in the district.

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

The Director, Facilities Services noted that the report was included in the agenda package and responded to a question from the President, RTA regarding project updates on the Richmond Secondary sewage backup and restoration.

The Director, Richmond Project Team then responded to a trustee's question regarding energy conservation measures for electricity and natural gas, as well as incentives and recognition for schools that meet their goals.

The President, RTA raised a concern about the lack of staff washrooms at Richmond Secondary, with only two toilets available due to two washrooms being out of service as a result of the recent sewage backup. The issue was linked to accessibility, and it was suggested that accessibility be included in the district's operations activities, with involvement from partner groups to ensure these concerns are addressed and tracked moving forward. A discussion followed regarding staff bathroom facilities.

**6. Minutes for Information**

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

Minutes of Meeting held January 8, 2025 were attached for information.

**7. Next Meeting Date – April 2, 2025 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 5:07 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

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

**Date:** April 2, 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 2025 LRFP was adopted by the Board of Education on March 12, 2025, after a thorough public engagement process with the Richmond community to gather feedback on the concepts, issues and strategies related to district facilities planning.

The adopted 2025 LRFP incorporates feedback received throughout the public engagement process and has been published on the [school district website](#).

Strategic recommendations in the adopted 2025 LRFP consider, 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. 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.

### **3. 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:** April 2, 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 70% 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 April 2025.
  - Covenant to neighbours are required by City.
  - Building permit submission will be made in May 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, Phase 2 (Gym) and Phase 3 (3 classrooms) are completed and occupied. Phase 2a (Multi-Purpose Room) is expected to be completed in May 2025.
  - Phase 4 (3 classrooms) commenced in early April and will complete in July.
  - 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.
  - Original Phase 1 work (south wing classroom block) completed and a total of 15 classrooms were successfully moved in and out of swing spaces over Spring Break as planned.

- Portion of Phase 5 work (Covered Play Area, Resource Room) moved to Phase 1 in December 2024 still underway.
  - Phase 2 work (west wing classroom block) underway and scheduled for completion in August 2025.
  - Expected project completion in May 2026, on budget.
4. Tomsett Building Addition (\$13.5 Million)
- Building permit application was submitted on January 22, 2025.
  - Amended drawings were resubmitted on March 14, 2025, expected BP approval by April 11, 2025.
  - Expected phase 1 power upgrade will be complete by March 28, 2025.
  - Site works planned to start in April immediately after a building permit approval.
  - Possible building permit delay may cause schedule change and a project completion delay.
  - Modular delivery process to start from May 28, 2025, expected to complete in June 2025, utilities connections, civil works completion by mid-August 2025.
  - Furniture delivery is planned for late August 2025.
  - Targeted project completion is Fall 2025, on budget.
5. Talmeley 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, installation works are expected to complete by June 2025.
  - Civil works and utilities works are in progress, they are expected to complete by July 2025.
  - Furniture procurement in progress.
  - 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 approved on January 30, 2025.
  - Site works started on February 1st 2025.
  - Modular units delivery and installation completed on March 14, 2025.
  - Site works, utilities connection, landscaping are expected to complete by May 2025.
  - City of Richmond should build a new hydrant by June 2025.
  - Substantial project completion estimated in June 2025.
  - 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 and installation works are completed.
- Appliance procurement in progress.
- Outdoor works for water main upgrade and utility connection works are expected to complete in beginning of April.
- Connection works is expected to complete by May 2025.
- Substantial completion in June 2025
- Expect to 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:** April 2, 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 completed, 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, Talmey and Palmer are complete. Sea Island and Steveston-London are in final design, with completion of all work by the end of June 2025.
- The 2025/26 FRP is in final stages of development, and at the time of writing of this report we are awaiting final funding confirmation of AFG and the Ministry Response letter to our Capital Plan Submission. The May report will include a summary of planned AFG projects and other minor capital funded projects.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Grounds Department continued work on fall protection top-ups at playgrounds across the District and jump pit sand refills, continued work on the relocated garden beds and jump pit at Brighthouse, continued work on the relocated outdoor learning area and jump pit at Cook, added gravel pads in front of emergency supply containers around the District, supported the installation of the new McKinney playground with a new border and fall protection, and installed two gaga ball pits at Gilmore;
- Paint Department completed the interior repaint at Kidd and is wrapping up the interior repaint at MacNeill, and is supporting the completion of projects in other Departments;
- Carpentry Department supported the installation of security roll shutters at the main entrance of

McMath and Boyd (rooms 10132 and 10135), built a new quiet room at Woodward, installed padding on walls and floor in the sensory room at Errington, modified the library AV storage room at Palmer to create a collaboration space, installed acoustic panels to the ceiling in room 10143 at Woodward to reduce sound echo and improve the learning environment, and replaced flooring at SLSS (room 10167 and counselling entry and corridor), Kidd (classroom 10141), Thomspson (MP room), and Wowk (classroom 10107, staffroom, and in the administration and medical room);

- Electrical Department continues to support the major capital projects, completed the security and fire alarm system upgrades in the 10 schools planned for this year, and completed the main electrical distribution upgrade at Ferris;
- Plumbing Department completed the March fire extinguisher recertifications, and completed various service requests and preventative maintenance projects;
- HVAC Department completed the boiler upgrade at Kilgour, and assisted the Palmer DDC upgrade project with programming and replaced a number of faulty actuators;
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all district sites; and
- Insurance Claim updates (SPP):
  - Richmond Secondary sewer back up: All restoration work completed over Spring Break and will address any deficiencies with site Administrators in early April. Replacement food products for the canteen are on order.
  - Kidd room 110 flood: Replacement heating coil is on order, temporary electric heaters have been provided to this classroom.
  - Palmer science lab crawlspace flood: Remaining work was completed over Spring Break to re-insulate piping.

### **Operations Activities**

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

- Operations & Rentals
  - Completed Spring Break cleaning duties;
  - Implementing a weekly email reminder and best practices bulletin for the Operations Department;
  - Operations Department held another 1-week training program for new hires over Spring Break;
  - Continuing the Custodial workload project to review and evaluate run maps and duties;
  - Organizing vacation requests and sub custodial requirements for Summer Break to ensure Summer cleaning projects are completed at all sites;
  - Analyzing Custodial supplies annual usage and any opportunities for improvement; 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
  - 2025/26 bus service registration notice has been distributed to parents/guardians, with an

- application deadline of May 1, 2025;
  - Due to an increase in absences, Department has posted for additional relief bus drivers and bus aides;
  - Transportation staff are returning from Spring Break and are expecting an increase in field trip bookings in Spring;
  - New bus charger units and main electrical kiosk have arrived and are being installed at FSC to support the new electric buses and continued electrification of the fleet; and
  - Two new electric buses are still on schedule to arrive in May 2025.
- Energy and Sustainability
    - Palmer LED upgrade: all remaining work has been completed, and the exterior light issue has been resolved;
    - FSC Electrical Upgrade: BC Hydro design work has been completed. Scheduling a pre-energization meeting with BC Hydro contractor to review remaining connection scope in early April, for work to be completed ahead of the May delivery of the two new electric buses;
    - Spring Break Holiday Shutdown campaign was delivered to all sites ahead of Spring Break, with most schools returning completed checklists before the break;
    - MacNeill Marketing 11 students have developed a set of BURr Day (Bundle Up Richmond) campaign materials for a pilot project at MacNeill to highlight how to save energy and reduce GHG emissions by reducing the set point by 2 degrees and wearing layers to maintain thermal comfort. The Marketing 11 students will work with the school's Green Team to have a few BURr Days in April with impact measurement;
    - Friendlier Pilot Project: Cambie results demonstrated a reusable container return rate of 85%, and an increase in waste diversion to 40% in February 2025 compared to 35% in February 2024; 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**

February 5, 2025

7:00 PM

Virtual

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

**Regrets:** Carol Day (Council Liaison), Daniel Suen, Maho Kawasaki.

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for February 5, 2025.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of January 8, 2024.

**CARRIED**

**4. Guest Speaker/Presentation**

A summary of the recently adopted Richmond Child Care Strategy 2024-2034 was presented. The presentation included an overview of the community characteristics, the child care data and the strategic directions and actions. These will be the focus of the City's work over the next 10 years.

**5. Correspondence**

None.

**6. Business Arising**

None.

**7. New Business**

**a. Election of Chair and Vice-Chair**

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

Ms. Pereira called for nominations for Vice-Chair of the Child Care Development Advisory Committee. Mr. Ching and Ms. Bawa were nominated. Mr. Ching and Ms.

Bawa accepted the nomination and voting members of the CCDAC voted by email ballot. Ms. Bawa was appointed as Vice-Chair of the Committee by a majority vote.

**b. Timing and location of future meetings**

The timing and location of future meetings was discussed and it was agreed that the majority of meetings will remain virtual, with the exception of the May and the December meetings. These two meetings will continue to be held in person.

**8. Reports**

**a) Sub-committee Reports**

**i. Advocacy Sub-committee**

Members who have volunteered for Advocacy Sub-committee include Karen Jensen, Kathy Moncalieri, Chantelle Pereira, Maryam Bawa and Joyce Lin. A meeting will be arranged for early April.

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

Members who have volunteered for the Child Care Month Sub-committee include Kathy Moncalieri, Mei Kang, Chantelle Pereira and Tania Lam. A meeting will be arranged in early March to begin planning Child Care Month events for 2025.

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

Members who would like to volunteer for the Child Care Grants Sub-committee are asked to email Tiffany. Meetings for this Sub-committee will commence in Fall. Thank you to Kevin Ching for volunteering.

**b) City Reports**

**i. New Developments Proposing Child Care**

None.

**ii. Council Liaison**

Councillor Day shared City updates following the meeting, including:

- Richmond is celebrating Black History Month with events and activities, including exhibitions, music events, talks and film clubs.
- Richmond Children's Art Festival takes place at the Richmond Library/Cultural Centre Monday February 17 10:30-5:00pm. This is a family friendly festival and there will be live entertainment.
- City of Richmond has launched a grant program to accelerate the delivery of affordable rental housing. The City's Housing Priority Grant Program is open for applications from non-profit organizations and cooperatives to offset development fees.

**iii. Staff Liaison**

The BC Health Communities Grant that the City has received will be used to develop business plans for the expansion and enhancement of school-age child care in Richmond, starting with a pilot neighbourhood.

Staff have been invited to join a community of practice by a UBC professor in the department of Urban Studies & Planning. The Community of Practice will comprise municipal child care planners to share learnings and explore ideas on how to expand child care through planning in Metro Vancouver.

Staff met with the School District Facilities and Early Learning teams to discuss further opportunities for collaboration between the School District and the City, and alignment between the SD38 Long Range Facilities Plan update and the new Richmond Child Care Strategy 2024-2034.

### **c) School District Reports**

#### **i. School Board Liaison**

Trustee Heather Larson shared that the new child care facilities at Spul'u'kwuks and Garden City schools will provide approximately 50 child care spaces, including before and after school care. Site works have started and the modular will be delivered in February, with an expected opening date of September 2025.

## **9. Community Updates**

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

Updates were provided from the Richmond Children First meeting in January, including:

- Richmond Public Library Programs such as 'Reading Bunnies' and 'Learning Together' started last week and there are still spaces available. A Family Lunar New Year celebration will take place on February 8th at Brighthouse Library. The library has also updated their 'Rhyme Time' videos- which are excellent for child care providers to use. These can be accessed on the library Youtube channel.
- Vancouver Coastal Health is continuing with their enhanced care program for pregnant and post partum women as there are many social determinants of health that directly influence the health of babies. Enhanced care connects the women to a public health nurse who can follow the mother and baby for up to five years.

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

- Workshops have been very popular over the last few months and some have waitlists. The workshop undertaken with funding from last year's City of Richmond Child Care Grant was very popular and one of the child care operators who attended the workshop have requested that CCRR do a workshop for all of the staff in their facility.
- CCRR was invited by the Richmond School District to join their Ready, Set, Learn event for families at Garden City School. This is a great opportunity to speak with parents and the community.

- Jocelyn announced that she has been promoted Executive Director, following the retirement of Ed Gavsie. Caitlin Lamb will be joining the CCDAC meetings going forward.

### 10. Next Meeting

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

### 11. Adjournment

The Committee Chair adjourned the meeting at 8:16 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 February 5, 2025.

  
Chantelle Pereira, Chair

March 5, 2025  
Date

  
Tiffany Mallen, Recording Secretary

March 5, 2025  
Date