

## **Facilities and Building Committee**

### **Public Meeting Agenda**

**Wednesday, September 3, 2025 – 4:30 pm**  
**via Zoom**

<https://sd38.zoom.us/j/61756674244>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm 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 June 4, 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 May 7, 2025 attached.
- 7. Next Meeting Date – October 1, 2025 at 4:30 pm**
- 8. Adjournment**

## **Facilities and Building Committee**

### **Public Meeting Minutes**

**Wednesday, June 4, 2025 - 4:30 pm**  
**Via Zoom**

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**Present:**

Vice Chairperson	H. Larson
Trustee Member	R. Belleza
Superintendent of Schools	C. Usih
Secretary Treasurer	C. Wang
Director, Richmond Project Team	J. Ho
Director, Facilities Services	K. Wilkins
Manager, Facilities Planning	U. Olcay*
Manager, Energy and Sustainability	S. Gu
President, Richmond District Parents Association	C. Huang
Representative, Richmond Management and Professional Staff	J. Canlas*
Executive Assistant (Recording Secretary)	T. Lee

**Regrets:**

Chairperson	K. Hamaguchi
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\*Present for a portion of the meeting

The meeting was called to order at 4:33 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əm̓ 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 May 7, 2025 meeting was approved as circulated.

Prior to continuing the items on the agenda, and as this was the last Committee meeting for the school year, the Vice Chairperson expressed appreciation for the Planning Department, Richmond Project Team, and Facilities Services for their accomplishments during the 2024–2025 school year, including refreshing the Long Range Facilities Plan. Special thanks were given to the Manager of Facilities Planning, Umur Olcay, and the Assistant Manager of Facilities Planning, Joseph Balderston, with particular recognition for Joseph's lasting contributions. The Vice Chairperson also thanked the entire team for their dedication and support to schools and students.

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

The Director, Richmond Project Team spoke to the report was included in the agenda package. Discussion then ensued regarding childcare facilities in the district.

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

The Director, Richmond Project Team spoke to the report as included in the agenda package and highlighted the progress of Talmey Elementary and Tomsett Elementary building additions. He also noted that starting in September, Minor Capital Projects will be updated through the Facilities Services Update, as these projects will now be managed by the Facilities Services Department.

The Vice Chairperson expressed appreciation for the inclusive and collaborative approach to the Diefenbaker Elementary seismic replacement planning process.

The Director, Richmond Project Team then responded to a trustee's question regarding the status of occupancy for the Spul'u'kwuks and Garden City childcare facilities.

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

The Director, Facilities Services noted that the report was included in the agenda package. There were no further questions or comments.

**6. 2024 District Sustainability and Climate Action Report**

The Director, Facilities Services introduced the new Manager, Energy and Sustainability, Sam Gu, who presented on the District Sustainability and Climate Action Plan (DSCAP) and emission trends in the district.

Trustees thanked the Manager, Energy and Sustainability for the comprehensive report. Discussion then ensued regarding emission reduction targets, the Richmond Sustainability Action Committee's role, the carbon tax, and energy-saving measures.

**7. Minutes for Information**

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

Minutes of Meeting held April 2, 2025 were attached for information.

**8. Next Meeting Date – September 2025**

**9. Adjournment**

The meeting adjourned at 5:20 pm.

*Respectfully Submitted,*

*Heather Larson*

*Vice Chairperson, Facilities and Building Committee*

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

**Date:** September 3, 2025

**From:** Jonathan Ho, Director, Richmond Project Team  
Umur Olcay, 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. 2026-2027 Five Year Capital Plan

The Planning Team submitted the 2026-2027 Five Year Capital Plan, due to the Ministry of Education and Child Care at the end of June 2025. The Five Year Capital Plan included 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.

#### 2. 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, one new city centre school is 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*



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

**Date:** September 3, 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 (*\$52.61 Million*)
  - Drawings are 100% complete.
  - Building permit submitted to the City of Richmond
  - Pre-tender drawing package being reviewed by Quantity Surveyor per Ministry of Infrastructure requirements to develop Class A estimates for Ministry approval by end September 2025.
  - Pre-construction structural surveys of neighbouring properties and 3D laser scans complete, and vibration monitoring installed prior to the start of soil densification.
  - Soil densification commenced in July 2025
    - Testing in two areas of the construction zone to confirm geotechnical design
    - Stone column installation to occur September-October 2025
    - Preload material will be placed November 2025 and remains in place 4-6 months
  - Ongoing communication with homeowners in the neighbourhood.
  - Expected project completion in July 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), Phase 3 (3 classrooms) and Phase 2a (Multi-Purpose Room) are completed and occupied.
  - Phase 3b (1 classroom), Phase 4 (3 classrooms), Corridor, Washrooms completed end of August 2025.
  - Phase 4b (Resources Room and Computer Room) will complete in September 2025.

- Phase 5 (Library) will complete in November 2025.
  - Phase 6 (School Office) will commence in September and will complete by January 2026. School Office will be temporarily relocated to a trailer outside of School's Main Entrance.
  - Expected project completion in January 2026, on budget.
3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)
- Phase 2 (west wing classroom block) is scheduled for completion by September 15, 2025.
  - Gym, portions of Phase 4 are in progress, expected to complete in December 2025.
  - Phase 3, resource area construction start is scheduled for start in September, expected to complete in December 2025.
  - Phase 5, administrative area will be in construction from January 2025, and expected to complete in May 2026.
  - Expected substantial project completion in May 2026, on budget.
4. Tomsett Building Addition (\$13.5 Million)
- Power upgrade by BC Hydro was completed in August 2025.
  - Utilities connections, civil works completion end of August 2025.
  - Furniture delivery completed August 27 2025.
  - Temporary wood stairs and ramps are installed to allow for the partial building occupancy.
  - A partial building occupancy permit by the City of Richmond is in the first week of September which should allow for the building to be occupied from September 15.
  - A full occupancy will be after all the aluminum stairs are installed, estimated as mid-October 2025.
  - A contingency plan for the use of the existing six portables until September developed with the school administration.
5. Talmey Elementary Building Addition (\$9.0 Million)
- Modular units delivered in April 2025, installation works completed in July 2025.
  - Civil works and utilities works completed in July 2025.
  - Furniture and playground equipment delivered August 2025.
  - Project at substantial completion August 2025, on budget.
6. Odlin Crescent Renovation (\$5.5 Million, local capital)
- Building Permit application submitted to the City of Richmond August 14. Design includes input from Facilities Services, Tech Services, Assistant Superintendents and the District Teacher Librarian.
  - Convening a Project Advisory Committee meeting with Partner Groups (except for RDPA, as this is not an active school) to review building permit drawings. It is expected that any proposed changes will not impact building permit design, and can be captured during construction and as-building of drawings.
  - Construction Manager is Unitech Construction, awarded after a competitive bid process.
  - Playground tender issued to bidders, for delivery of equipment in June 2026.
  - Expected project completion August 2026, on budget.

7. Childcare Facility – Spul'u'kwuks (\$1.98 Million)

- Site works, utilities connection, landscaping completed June 13, 2025.
- City completed new hydrant installation by June 2025.
- Substantial project completion achieved August 2025. Partial occupancy permit issued by City of Richmond, full occupancy permit will be issued when Statutory Right of Way allowing the City access to school property for sanitary line maintenance is registered.
- Expect to be ready for occupancy September 15, 2025, on budget.
- Child care operation awarded to Connections Community Services Society, License application is in progress

8. Childcare Facility – Garden City (\$1.98 Million)

- Substantial completion in mid August 2025
- Ready for occupancy in August 2025, on budget.
- Childcare operation is awarded to Hatch Kid's Learning Centre Society. License application is in progress.

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

- Proposed: Thompson Elementary Building Envelope Project. In review by BC Housing for potential funding in 2026/27.

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

*Attachment: FBC-RPT Photo Update Sep 3, 2025*

# Summer 2025 Project Update

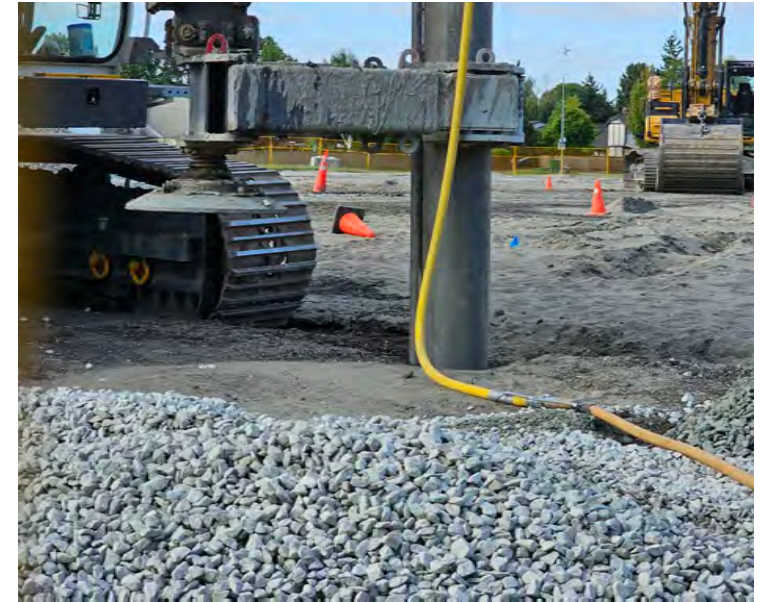
Richmond Project Team

# Seismic Projects



# Diefenbaker

- Soil Densification in progress



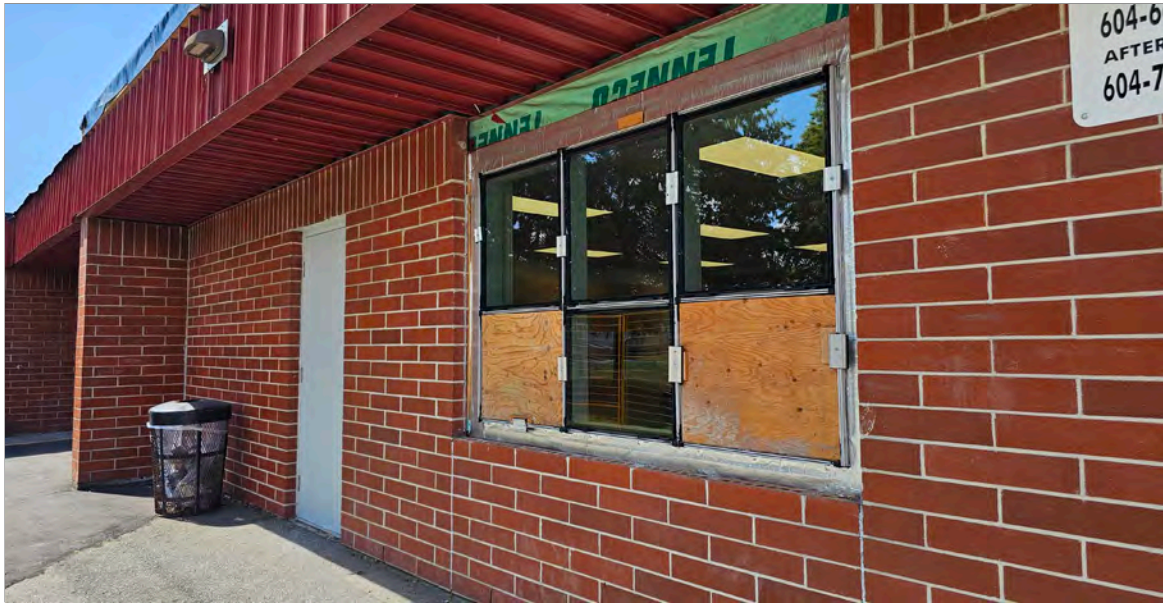


# DeBeck

- July (top)
- August (bottom and next slide)









# Dixon

- In Progress (this slide)
- Complete (next slide)





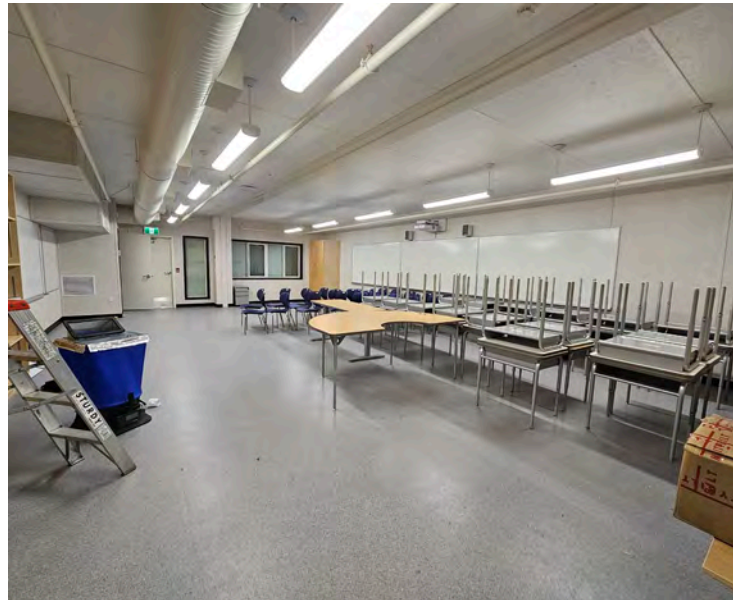


# Modular Additions



# Talmey

- July (top)
- August (bottom and next slide)









# Tomsett

- June (top row)
- August (bottom row and next slide)





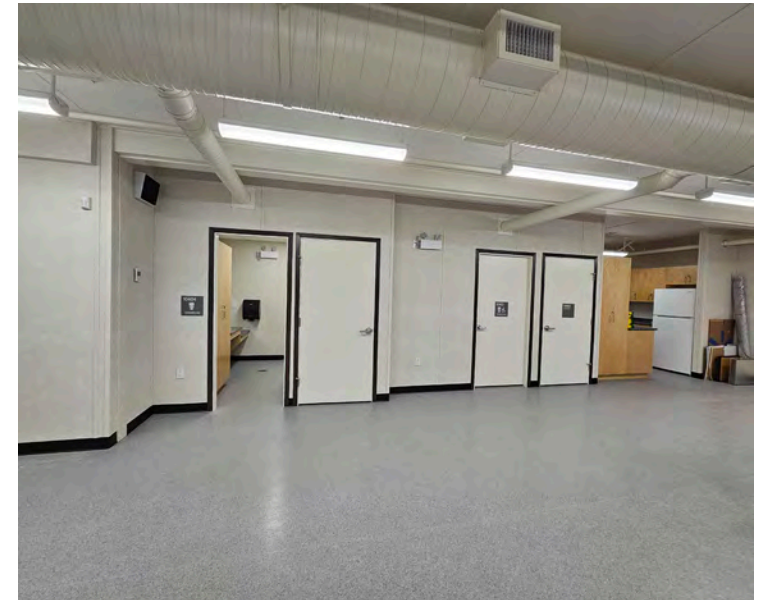


# Modular Child Cares

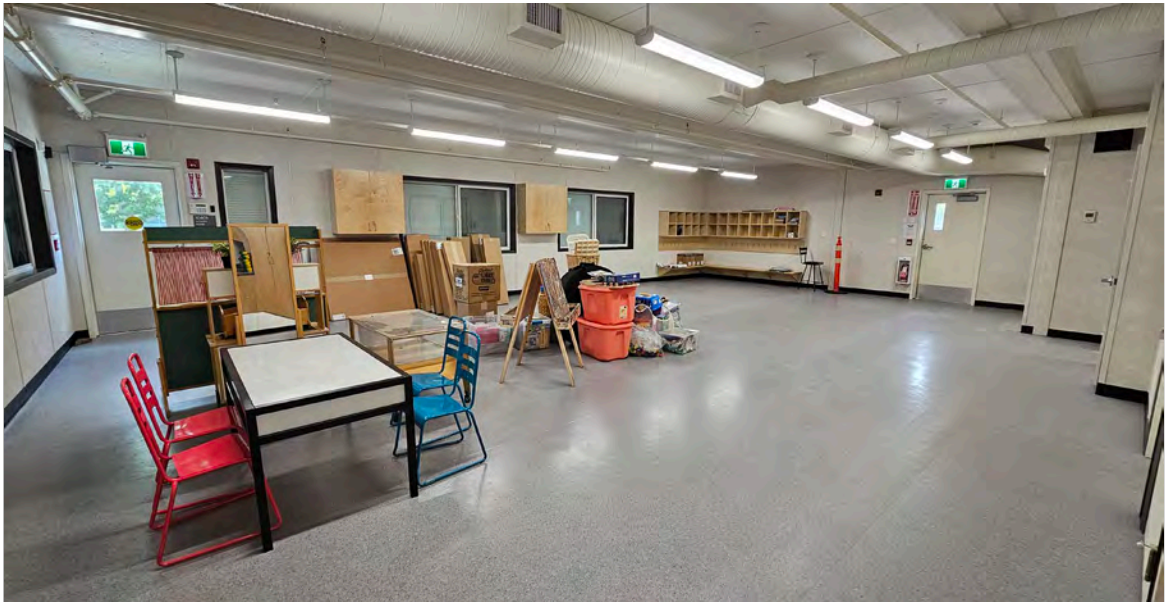


# Garden City

- July (top)
- August (bottom and next slide)









# Spul'u'kwuks

- July (top row)
- August (bottom row and next slide)







# RICHMOND

SCHOOL DISTRICT NO.38

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

**Date:** September 3, 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 2025/26 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).
  - Summer re-roofing projects (AFG) at McKay, Steveston-London, Homma, Sea Island, have been substantially completed;
  - FSC roofing and window replacement project phase 3 (AFG) will start in September;
  - Cambie skylight replacement phase 1 (AFG) has been substantially completed, with final inspecting and testing scheduled in early September;
  - MacNeill domestic hot water system upgrade (AFG) is completed;
  - Palmer science wing crawlspace ventilation and access improvement project (AFG) is in progress, with most of the work completed in July and August. Remaining equipment installation is scheduled for October;
  - Steveston-London dust collector replacement (SEP) design is nearly completed, expected to issue a tender package in September;
  - Boyd generator project (SEP) is currently out for tender, with construction planned for this Fall/Winter and to be substantially completed by March 2026;
  - FSC electrical charging infrastructure (AFG and various grants) is substantially completed and energized;
  - Errington electrical service upgrade (AFG) is completed and energized;
  - Fire alarm and security system upgrades at 10 sites (AFG) is 50% complete;
  - Kilgour boiler upgrade (AFG), the old boiler was removed and abated, this project is completed;
  - Richmond Secondary boiler upgrade (AFG) was substantially completed, with the 3 old large



inefficient boilers replaced with 8 new IBC high efficiency boilers. Commissioning, testing and final inspections to be completed this Fall;

- Kingswood RTU upgrade (AFG), the final 11 of 14 rooftop units were replaced with new York heat pumps and are in the final stages of commissioning;
- Annual Duct cleaning (AFG), four schools (Palmer, Kidd, Kingswood, Kilgour) and all district portables ductwork cleaning has been completed;
- McNair domestic hot water system upgrade with high efficiency condensing boilers (AFG) has been completed;
- McRoberts sprinkler head replacement (AFG), all 1982 era heads have been replaced and project is completed;
- Paving improvements and repairs (AFG) were completed at MacNeill, Bridge, Anderson and McNeely;
- Three LED lighting upgrade projects (CNC and AFG) at Boyd, Garden City and Quilchena are in design and will go to tender in September, with project completion by end of March 2026;
- Water quality testing related re-piping has been completed (AFG);
- Exterior paint projects (AFG) at Woodward and Talmey were completed;
- Playground re-paint and refresh (AFG) was completed at McKinney to extend its lifespan;
- Eight gym floors were re-finished (Richmond-small gym, Cambie-both gyms, McNair-both gyms, Steveston-London-small gym, Brighthouse, Wowk) and two gyms floors (Byng and Tait) were sanded and re-finished (AFG);
- Kingswood medical room washroom was expanded to make it fully accessible and conforming to current standards (AFG);
- Acoustic panel replacement (AFG) was completed in the gyms at Kidd and Thompson;
- Annual parking lot catch basin and stormwater lines clean out (AFG) has been completed; and
- DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington, Thompson, McNeely, Talmey, Palmer, Sea Island are complete. Steveston-London is approximately 60% complete.

### **Maintenance Activities**

Highlights in the Maintenance Departments:

- Minor Capital Plan for 2026/27 has been finalized, to be presented to the Board of Education at the next board meeting on September 24, 2025 for approval to submit to the Ministry of Infrastructure (see attachment 1);
- The majority of the focus of the Maintenance Departments over the summer was on AFG projects, annual inspections and preventative maintenance, and support of the Richmond Project Team (RPT) capital projects;
- Electrical Department supported the RPT capital projects with fire alarm and security system installations, supported various AFG projects in different departments, and converted the fire alarm and security system at the new Odlin Crescent site to our SD38 monitoring systems;
- HVAC Systems bi-annual service: Summer filter changes at all sites are 100% complete. HVAC filter changes are scheduled for summer and December;

- Carpentry Department completed conversions of room 117 & 125 classrooms at Palmer, new millwork and flooring was installed in the Steveston-London main office and BA office, converted room 137 at MacNeill from a storage room to a classroom, completed the replacement of all door handles and locksets at SBO, and completed the rekeying of Burnett;
- Paint Department supported projects in the other Trades departments, completed their own AFG projects, and completed parking lot line repaints and improvements at McMath, Errington, AEC, Blundell, McNair, Homma, Brighthouse, Kingswood, Grauer and full parking lot and driveway repaints at Westwind, Anderson, Cook, SBO and Lee;
- Grounds Department put significant effort into site clean-up and landscaping work at Odlin Crescent, and focused on supporting playground border replacements, summer maintenance including fall protection top-ups in playgrounds, grass cutting, and supporting the various maintenance projects; and
- Continuing work on preventative, scheduled and service call maintenance in the Architectural, Finishes, Mechanical, Electrical and Grounds Departments across all District Sites.
- Insurance Claim updates (SPP):
  - Quilchena Fire: Dumpster has been replaced, and roofing repairs are completed.
  - Odlin Crescent vandalized RTU's: Replacement unit options are being investigated.
  - Palmer room 124 water leak: All repair work has been completed, outside water taps will be re-piped by SD38 plumbers this Fall/Winter.
  - Cook sewer back-up: All repair and remediation work has been completed.

### **Operations Activities**

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

- *Operations & Rentals*
  - Completed a successful Summer Clean-Up at all sites while working around Continuing Educations Summer programs, Capital projects, maintenance projects, flooring replacements and City of Richmond programs;
  - Operations Day was held on July 9 at Cambie Secondary. Topics included: Inclusion training/ team building activities/ Recycling program overview/ Safe work procedures;
  - Custodial Manual is being updated with current standard operating procedures and updated safe work procedures; and
  - The custodial staff continues to provide a safe and healthy learning environment for the students and staff of the Richmond School District.
- *Transportation and Assets*
  - All buses are scheduled for their annual CVSE inspections and are ready for the school year;
  - Transportation supported several field trips for International students, Salmon Festival and Pride Parade events over the summer months;
  - Our two new electric buses have arrived and been tested, ready for use in the new school year;
  - New school year bus schedule is now in place. Bus drivers have their start up meeting on Friday



August 29<sup>th</sup> to review bus schedules, student binders and routes. All Transportation staff meeting on Tuesday September 2<sup>nd</sup> to welcome back Transportation team and review new routes for the upcoming school year.

- *Energy and Sustainability*
  - Vehicle and bus charging infrastructure project at FSC is complete, and energized;
  - Vehicle charging software migration project was completed at FSC and Rideau Park to support BC Hydro demand response events;
  - A new and updated District Sustainability and Climate Action Plan (DSCAP) for 2026-2031 is in early stages of development, with stakeholder engagement and input sessions planned for Fall 2025; and
  - Lighting audit and upgrade plan for the new Odlin Crescent site was completed, and the Energy & Sustainability team will work with the Richmond Project Team to coordinate completion of the upgrade during building renovation.

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

*Attachments:*

- 1. 2026-2027 MINOR CAPITAL PLAN – Proposed*
- 2. Summer 2025 Projects Presentation*

**2026-2027 MINOR CAPITAL PLAN**  
**Richmond School District #38**

**18 August 2025**

**Final**

<b>SCHOOL ENHANCEMENT PROGRAM (SEP) PROJECTS</b>				
<b>Priority</b>	<b>Facility Name</b>	<b>Project Description</b>	<b>Total (Capital Plan)</b>	<b>Program Total</b>
1	Palmer Secondary	Dust Extraction System Replacement	\$ 968,000	\$ 4,566,000
2	McNair Secondary	Boiler Replacement	\$ 648,000	
3	Burnett Secondary	Elevator Modernization	\$ 302,000	
4	Garden City Elementary	Window replacements	\$ 491,000	
5	2 Elementaries	HVAC System Upgrade (Garden City and Spul'u'kwuks)	\$ 2,157,000	

<b>CARBON NEUTRAL CAPITAL PROGRAM (CNCP) PROJECTS</b>				
<b>Priority</b>	<b>Facility Name</b>	<b>Project Description</b>	<b>Total (Capital Plan)</b>	<b>Program Total</b>
1	Gilmore Elementary	LED Lighting Upgrade	\$ 511,000	\$ 1,464,000
2	Kidd Elementary	LED Lighting Upgrade	\$ 284,000	
3	Errington Elementary	LED Lighting Upgrade	\$ 288,000	
4	Grauer Elementary	LED Lighting Upgrade	\$ 280,000	
5	Odlin Crescent	LED Lighting Upgrade	\$ 101,000	

<b>BUS REPLACEMENT PROGRAM (BUS)</b>				
<b>Priority</b>	<b>Asset No.</b>	<b>Bus Description</b>	<b>Total (Capital Plan)</b>	<b>Program Total</b>
1	A3181 (#153)	C 76 (Replace with Electric Bus)	TBD	TBD
2	A9383 (#147)	C 76 (Replace with Electric Bus)	TBD	

<b>PLAYGROUND EQUIPMENT PROGRAM (PEP) PROJECTS</b>				
<b>Priority</b>	<b>Facility Name</b>	<b>Project Description</b>	<b>Total (Capital Plan)</b>	<b>Program Total</b>
1	Ferris Elementary	Complete Replacement of Playground Equipment	\$200,000	\$ 600,000
2	Odlin Crescent	New Playground Equipment for new school	\$200,000	
3	Garden City Elementary	Complete Replacement of Playground Equipment	\$200,000	

<b>BUILDING ENVELOPE PROGRAM (BEP) PROJECTS</b>				
<b>Priority</b>	<b>Facility Name</b>	<b>Project Description</b>	<b>Total (Capital Plan)</b>	<b>Program Total</b>
1	Steveston-London Secondary	Building Envelope Upgrade (1975 Block)	\$6,663,000	\$ 9,346,000
2	Wowk Elementary	Building Envelope Upgrade	\$2,683,000	

**2026-2027 MINOR CAPITAL PLAN**  
**Richmond School District #38**

**18 August 2025**  
**Final**

FOOD INFRASTRUCTURE PROGRAM (FIP) PROJECTS				
Priority	Facility Name	Project Description	Total (Capital Plan)	Program Total
1	Odlin Crescent	New food prep and cooking area, new appliances, food distribution fridge	\$ 15,100	\$ 27,100
2	3 sites	Additional food distribution fridges at 3 sites (Palmer Secondary, Boyd Secondary, Tomsett Elementary)	\$ 12,000	



# Summer 2025 Projects

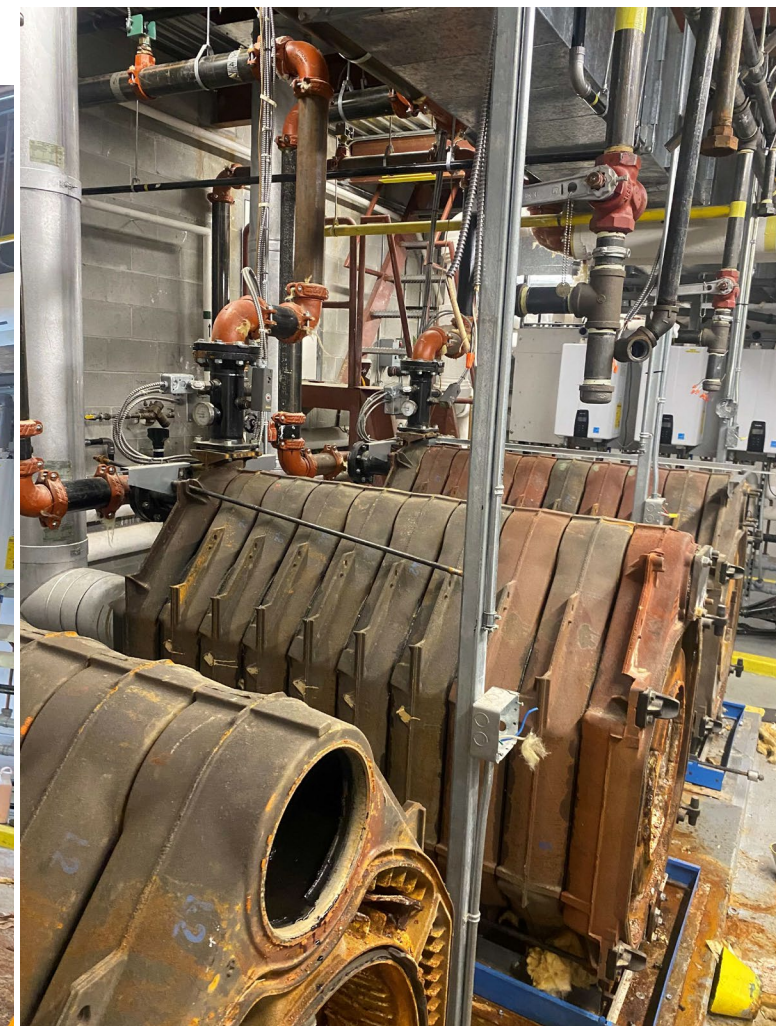
Facilities and Building Committee - September 3, 2025

Kristopher Wilkins, B.Eng

Richmond  
Secondary  
Boiler Upgrade  
(old)



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**RICHMOND**  
SCHOOL DISTRICT NO.38



Richmond  
Secondary  
Boiler Upgrade  
(New)





# McNair New Domestic Hot Water Boiler



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RICHMOND  
SCHOOL DISTRICT NO.38

RICHMOND  
SCHOOL DISTRICT NO.38



# Kilgour Boiler Replacement



**RICHMOND**  
SCHOOL DISTRICT NO.38



FSC  
Fleet  
Electrification  
Infrastructure



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**RICHMOND**  
SCHOOL DISTRICT NO. 38



# Transportation 2 New Electric Buses





Operations  
Summer Clean  
at all sites





# Operations Day – July 9



**RICHMOND**  
SCHOOL DISTRICT NO.38



# Byng/Tait Gym Floor Re-Finish





# Thompson/Kidd Gym Acoustic Panels

**OLD**



**NEW**



**OLD**



**NEW**



**RICHMOND**  
SCHOOL DISTRICT NO.38



Steveston-London  
New Office  
Millwork &  
Flooring





McKinney  
Playground  
Refresh & Paint



**OLD**



**NEW**



**OLD**

PAGE 44

**NEW**

**RICHMOND**  
SCHOOL DISTRICT NO.38



# Errington New Main Electrical Distribution



**RICHMOND**  
SCHOOL DISTRICT NO.38



Kingswood  
11 New RTU's





**OLD**



**OLD**



**NEW**



**NEW**



# Woodward Exterior Re-Paint



# Woodward Exterior Re-Paint

**OLD**



**OLD**



**NEW**



**NEW**



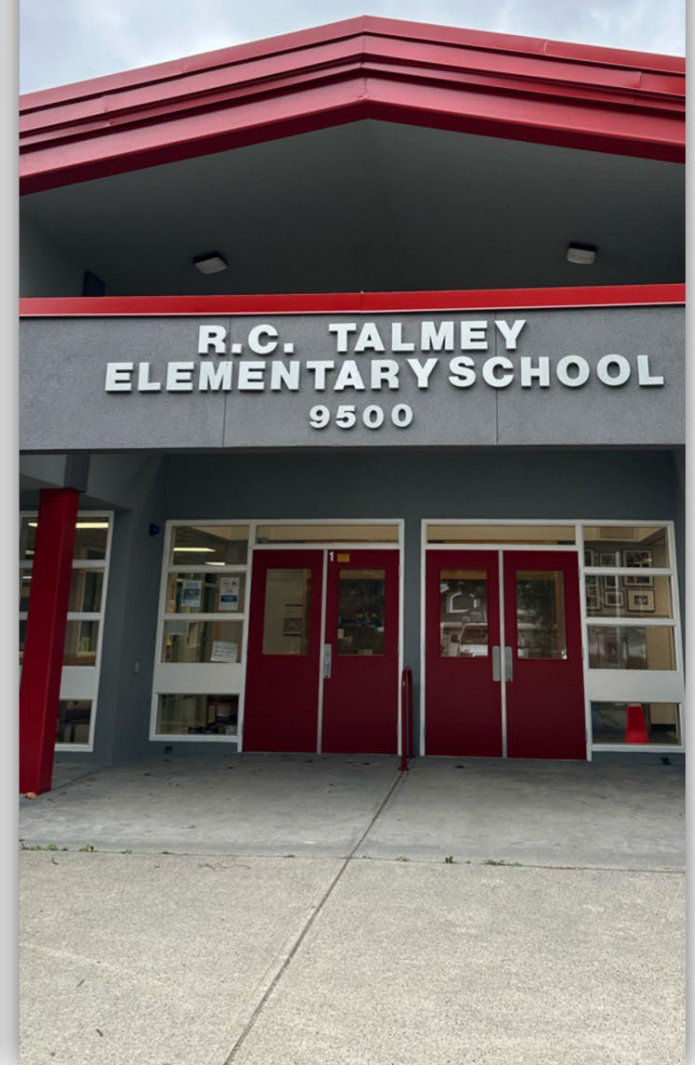
# Talmey Exterior Re-Paint

OLD



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NEW





# Talmey Exterior Re-Paint



# RICHMOND

SCHOOL DISTRICT NO.38







**Child Care Development Advisory Committee**

May 7, 2025

6:30 PM

In person: YMCA Kids Club, James McKinney Elementary School

**Members in Attendance:** Chantelle Pereira (Chair), Kevin Ching, Karen Jensen, Caitlin Lamb, Geovany Cheng, Tania Lam, Kathy Moncalieri, Mei Kang, Joyce Lin, Chris Duggan (Staff Liaison), Carol Day (Council Liaison), Tiffany Mallen (Recording Secretary).

**Regrets:** Daniel Suen, Yanjie Zhao, Maho Kawasaki, Maryam Bawa (Vice-Chair), Heather Larson (School Board Liaison).

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for May 7, 2025.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of April 2, 2025.

**CARRIED**

**4. Guest Speaker/Presentation**

YMCA BC provided the committee with a tour of the YMCA Kids Club. Their new facility, which opened October 2024, is situated on the school grounds of James McKinney School. The facility currently provides school age child care for up to 30 children.

**5. Correspondence**

The Society of Richmond Children's Centres (SRCC) is a not-for-profit organization that operates six City-owned child care facilities, all of which offer \$10 a Day child care. The SRCC is celebrating 30 years of child care operations in Richmond and is hosting a staff celebration on May 16. Staff will express their congratulations to SRCC.

**6. Business Arising**

None.

**7. New Business**

Staff provided an overview of the Child Care Strategy implementation activity which was undertaken at the Child Care Symposium on May 3. Boards showing the Strategy's strategic directions and actions were set up at the Symposium, and participants were

asked to vote for their five highest priority actions. Staff will use the feedback from this activity to inform the Strategy implementation plan.

The actions which received the most votes and were considered the highest priority by participants were: Action 2.6 (Grant program), Action 3.7 (Mental health advocacy) and Action 5.6 (Public education on importance of child care).

## **8. Reports**

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

#### **i. Advocacy Sub-committee**

Staff will be in touch with members who have volunteered to be on the Advocacy Sub-committee and a meeting will be arranged before the start of summer break.

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

A summary was provided of the Child Care Symposium event which was a success. Participants were asked to complete a short evaluation survey after the event. This feedback will be used to inform and plan next years Symposium event. A summary of this feedback will be presented to CCDAC at the next meeting.

The Children's art exhibition will be open at the Brighthouse library until the end of May. Members are encouraged to take their children or programs to the event.

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

A review of all City of Richmond grant programs is currently underway. The review will be complete and the results and recommendations presented to City Council for consideration before the next grant application period. The City is also exploring an alternate grant system. Additional information on the application process and criteria for the 2026 Child Care Grant Program will be shared during the Grant Information Session held this fall.

A child care grants sub-committee will be convened around mid-October.

### **b. City Reports**

#### **i. Council Liaison**

Councillor Day shared City updates in the meeting, including:

- a. The Richmond Art Gallery Spring Schedule has been released and includes youth & children's programs;
- b. 'Walk with Grandmothers' event happening Thursday June 12, 2025 in Garry Point Park;
- c. Richmond Youth can celebrate Youth Week by participating in 15 free or low cost activities offered locally between May 1 to May 7;
- d. Richmond's Public Works Open House is on May 10 11:00-3:00pm at City's Operation Yard. This is a family friendly event



with Kidstruction zone, fire trucks, live music and entertainment;  
and

- e. Information on the Neighbourhood Block Party Program 2025 Grants. Applications will be accepted on a rolling basis from April until the end of September.

**ii. Staff Liaison**

- a. The City is currently updating the Official Community Plan, with a focus on social equity. Policy Planning staff will host an advisory committee-focused open house session. CCDAC members will be informed when the date is confirmed.

**a. School District Reports**

**School Board Liaison**

Trustee Heather Larson sent regrets for this meeting.

**8. Community Updates**

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

Richmond Children First committee meeting is scheduled to take place at the end of May.

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

- CCRR staff are volunteering at McHappy day in Richmond and CCRR are beneficiaries for six locations.
- CCRR are currently hiring for positions and summer students are starting next week.
- May 27, 2025 is the Child Care dinner at Seedlings Early Childhood Development Hub. The event is titled 'Celebrated & Inspired 2025: Richmond's Child Care Community' and Ana Valle Rivera will be presenting the topic 'Creating a positive outlook within ECE Teams'. Providers will be able to receive ECE hours for this, encouraging providers and their staff to attend. Registration is required.
- American Sign Language Basics workshop is being held on May 22 and is open to providers and parents.

**9. Next Meeting**

The next meeting will take place on September 10, 2025 at 7:00 p.m., virtually.

**10. Adjournment**

The Committee Chair adjourned the meeting at 8:05 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 May 7, 2025.

Chantelle Pereira  
Chantelle Pereira, Chair

June 4, 2025  
Date

T Mallen  
Tiffany Mallen, Recording Secretary

June 4, 2025  
Date