

Facilities and Building Committee

Public Meeting Agenda

Wednesday, October 1, 2025 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/64850713135>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held September 3, 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. Next Meeting Date – November 5, 2025 at 4:30 pm**
- 7. Adjournment**

Facilities and Building Committee
Public Meeting Minutes

Wednesday, September 3, 2025 - 4:30 pm
Via Zoom

Present:

Chairperson
Trustee Member
Trustee Alternate
Trustee
Secretary Treasurer
Director, Richmond Project Team
Director, Facilities Services
President, Richmond Teachers' Association
2nd Vice President, Richmond Teachers' Association
President, Richmond District Parents Association
President, Richmond Association of School Administrators
Representative, Richmond Management and Professional Staff
Executive Assistant (Recording Secretary)

K. Hamaguchi
R. Belleza
D. Yang*
A. Wong
C. Wang
J. Ho
K. Wilkins
L. Baverstock
F. Marsic
C. Huang
N. Widdess
J. Canlas
T. Lee

Regrets:

Vice Chairperson

H. Larson

*Present for a portion of the meeting

The meeting was called to order at 4:30 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nq̓əmiñə́n 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 June 4, 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. He then responded to a trustee's question about future secondary school capacity in relation to City Centre growth, noting that the Planning Department will continue to monitor secondary school enrolment and capacity in the city centre area.

In response to a question from the President, Richmond Teachers' Association (RTA) regarding the Spul'u'kwuks child care facility, he confirmed that occupancy is pending Vancouver Coastal Health licensing.

4. Capital Projects Update (standing item)

Trustee Yang joined the meeting at 4:36 pm.

The Director, Richmond Project Team spoke to the report as included in the agenda package and noted a correction to the Alfred Dixon Elementary Seismic Upgrade, clarifying that Phase 5 administrative area construction will begin in January 2026 rather than January 2025.

He then responded to a trustee's question on child care needs, confirming that the Garden City and Spul'u'kwuks projects address community demand and that the district continues to monitor needs through its planning team and child care working group.

The Director, Richmond Project Team, then presented a slideshow of the Summer 2025 Project Update, highlighting seismic projects, modular additions, and modular child care facilities.

Discussion followed on updates to modular and child care projects, playground plans for the new City Centre elementary school, and gym use at Dixon. The Director, Richmond Project Team confirmed that the modulars meet seismic standards.

5. Facilities Services Update (standing item)

The Director, Facilities Services referred to the report as included in the agenda package and presented a slideshow of the Summer 2025 Projects.

He then responded to questions on building systems and district sustainability, confirming the new rooftop units at Kingswood provide heating and cooling, and outlining early plans for the 2026–2031 Sustainability and Climate Action Plan.

Appreciation was expressed to facilities staff for their summer work.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meeting held May 7, 2025 were attached for information.

7. Next Meeting Date – October 1, 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: October 1, 2025

From: Jonathan Ho, Director, Richmond Project Team
Umur Olcay, Manager, Facilities Planning

Subject: Facilities Planning Update

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. Odlin Crescent Boundary Review

With the boundary process approved by the Board, the Planning team in conjunction with Learning Services, Central Registration, and Communications developed a series of presentations for the public consultation. Individual school virtual open houses for Brighthouse, Cook, Tomsett, and Talmey were held the week of September 8, and both an in-person and virtual general open house held the week of September 15.

To date, the online survey has received 70 submissions. Planning staff will review the submissions starting in mid-October, and the results will be shared at a Trustee workshop on November 4, and with Partner Groups on November 5. As a result of the consultations, Planning staff will make a recommendation on the proposed boundary for Odlin Crescent, and any recommendations on how registration will be conducted for the new school. A report will be prepared for the Board to formally approve the Odlin Crescent boundary for a November 2025 Board meeting.

2. Five-Year Capital Plan

The school district submitted its 2026-2027 Five-Year Capital Plan to the Ministry of Infrastructure in June 2025. The submission included updated enrolment projections and project cost estimates, ensuring alignment with the district's Long Range Facilities Plan and facilities needs across major capital programs. As part of this plan, the seismic upgrade program was updated to incorporate the new city centre school at Odlin Crescent.

3. City Centre Growth Planning

The District's Long Range Facilities Plan (LRFP) and Five-Year Capital Plan demonstrate the need for

two new City Centre Elementary Schools, in combination with expansions to existing schools to accommodate enrolment growth. With the Odlin Crescent site now acquired, the district is looking at one new City Centre Elementary School.

It should be noted that the Odlin Crescent site is located on 2.53 hectare of land, with sufficient room to accommodate an expansion should educational needs require additional capacity sooner than the district is able to receive support for a second new city centre school.

4. City of Richmond Official Community Plan (OCP) Update

City of Richmond is required to update their OCP by December 2025 to align with housing legislation introduced in Fall 2023 amending the Local Government Act in efforts to increase housing supply province-wide.

During the public engagement phase, district staff provided the following inputs to City staff:

- Identified the location of new schools planned for the City Centre Area;
- Strengthened the ongoing collaboration between the City of Richmond and Richmond School District to support appropriate level of facility expansion and enhancement;
- Improved interrelationships between community amenities, parks and existing and future school facilities to meet the needs of a growing population; and
- Provided strategic directions associated with the long-term impact of housing legislation on school needs.

District staff will continue monitoring the OCP process and engage with City staff as deemed appropriate.

*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: October 1, 2025
From: Jonathan Ho, Director, Richmond Project Team
Subject: **Capital Projects (Richmond Project Team) Update**

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

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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.
 - Alternative proposal by original soil densification contractor did not meet the geotechnical performance specifications.
 - Contract with a replacement contractor is being finalized.
 - Stone column installation to occur October-November 2025
 - Preload material will be placed December 2025 and remains in place 4-6 months
 - Ongoing communication with homeowners in the neighbourhood.
 - Expected project completion in August 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 completed end of August 2025.
 - Phase 4b (Resources Room and Computer Room) and washrooms 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) was completed on September 22 2025.
 - Gym, portions of Phase 4 are in progress, expected to complete in December 2025.
 - Phase 3, resource area construction began on September 22, expected to complete in December 2025.
 - Phase 5, administrative area will be in construction from January 2026, 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 conditional occupancy permit.
 - Conditional building occupancy permit by the City of Richmond was granted on September 19, and is valid for 90 days. The addition was occupied by the school September 23.
 - To remove the conditions, individual classroom aluminum stairs and permanent main stairs and ramps must be installed, and additional safety measures will have to be applied to the office area no later than December 19. It is expected all conditions will be met early December 2025.
5. Talmey Elementary Building Addition (\$9.0 Million)
- Occupancy from City of Richmond was approved end of August 2025.
 - Furniture delivered August 2025
 - Play equipment installation and playground protection completed in September.
 - Project completed, on budget.
6. Odlin Crescent Renovation (\$5.5 Million, local capital)
- Building Permit application submitted to the City of Richmond August 14. Resolving questions from the City regarding architectural, Grounds, and lighting.
 - Project Advisory Committee met in late August where the renovation plans were reviewed with partner groups RTA, RASA, and CUPE. An on-site tour of Odlin Crescent will occur in October 2025.
 - Unitech Construction, upon receipt of building permit, will proceed to issue tenders for the approved scope of work.

- 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)

- Substantial project completion achieved August 2025.
- Full occupancy permit was issued by City of Richmond September 12, following the Statutory Right of Way registered on title.
- Project complete, on budget.
- Child care operation awarded to Connections Community Services Society, License process is complete.

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

- Substantial completion in mid August 2025
- Occupancy from City of Richmond was approved in end August.
- Project complete, 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

Report to the Facilities and Building Committee (Public)

Date: October 1, 2025

From: Kristopher Wilkins, Director, Facilities Services

Subject: **Facilities Services Update**

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 2025/26

- 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 Million).
 - FSC roofing and window replacement project phase 3 (AFG) will start the first week of October;
 - Palmer science wing crawlspace ventilation and access improvement project (AFG) is partially completed, with the ventilation systems online, commissioned and balanced. The new floor hatch will be delivered and installed in October;
 - Steveston-London dust collector replacement (SEP) design is completed, and the unit itself has been purchased and is being manufactured. A tender package for the installation work will be issued in the beginning of October;
 - Boyd generator project (SEP) tender is closed with a successful contractor chosen, construction is planned for this Fall/Winter and to be substantially completed by March 2026;
 - Fire alarm and security system upgrades at 10 sites (AFG) is 55% complete;
 - Richmond Secondary boiler upgrade (AFG) is completed, with the 3 old large inefficient boilers replaced with 8 new IBC high efficiency boilers. The system has been tested and is ready for the heating season;
 - Three LED lighting upgrade projects (CNCP and AFG) at Boyd, Garden City and Quilchena designs are complete, with project completion by end of March 2026; and
 - DDC heating controls upgrade project (AFG): School Board Office, Kingswood, Errington, Thompson, McNeely, Talmey, Palmer, Sea Island are complete. Steveston-London is substantially complete with work beginning on deficiencies.

Maintenance Activities

Highlights in the Maintenance Departments:

- Minor Capital Plan for 2026/27 has been submitted to the Ministry of Infrastructure;
- Electrical Department has pivoted from a focus on projects to regular maintenance and response to service requests, wrapped up the fire alarm and security systems installation at the Tomsett modular, and continues to support the Dixon and DeBeck seismic projects as required;
- HVAC Department is transitioning from summer projects to service calls and checking heating systems for function and leaks;
- Plumbing Department successfully completed their summer projects and is working to address service requests from sites on a priority basis, and will continue to work on several outstanding re-piping projects as staff are available;
- Carpentry Department supported Learning Services with building numerous new millwork and furniture pieces to support students with diverse needs, relocated and modified cabinetry within the Aspen program at MacNeill, built and installed new workstations in the McMath photo lab, installed the AED cabinets at all sites, and installed exterior identifier numbers on all portable classrooms;
- Grounds Department continued prioritizing playground fall protection top ups and border repairs/replacements, installed a new outdoor learning area at Lee, installed fall protection at the new Talmey playground, and installed the new sand pit and outdoor learning area at Westwind;
- Paint Department started the exterior repaint at the Odlin Crescent site, painted 12 new playground stencils at Talmey, painted and installed the new pride mural at McMath, completed full parking lot line repaints at Burnett, Kidd and MacNeill, and completed the 'Welcome' project at the Steveston-London entrance; 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):
 - Odlin Crescent vandalized RTU's: Replacement units have been ordered.

Operations Activities

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

- Operations & Rentals
 - The Operations Department has transitioned into their regular routine of servicing and cleaning our buildings after school;
 - Six new sub custodians have been hired and will go through our training program in early October;
 - Operations staff have assisted with bringing new modular expansions and daycares online at Talmey, Tomsett, Garden City and Spul'u'kwuks;
 - 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
 - The Transportation Department has settled into the new school year and their routes;
 - Field trip bookings have started; and
 - The Department held a school year start up meeting with a focus on the routes for each bus and student binders, an overview and orientation of the new electric buses and their features including the bus charger monitoring system, and a training session on inclusion and anti-oppression.
- Energy and Sustainability
 - 2025/26 Energy Wise Network campaign is in early development, with deployment planned for January to February 2026;
 - 2025 summer peak season BC Hydro demand response events are complete and we are confirming energy and cost savings with BC Hydro. The first winter response event is scheduled for November 4 at Rideau Park and FSC;
 - Tender documents for three LED lighting upgrade projects at Boyd, Garden City, and Quilchena are ready for posting on BC Bid, selection of the successful contractor is anticipated to be completed by end of October 2025; and
 - Our District's energy usage baseline in our energy monitoring platform is now set to the 2023/24 year, to better reflect post COVID operations and to track performance and savings more accurately.

Kristopher Wilkins, BEng
Director, Facilities Services

Attachment:
Summer 2025 Projects Presentation Part 2

Summer 2025 Projects Part 2

Facilities and Building Committee – October 1, 2025

Kristopher Wilkins, B.Eng

Quilchena Playground Refresh & Paint



OLD



OLD



NEW

PAGE 13



NEW

RICHMOND
SCHOOL DISTRICT NO. 38

Steveston-London Welcome @ Entry

RICHMOND
SCHOOL DISTRICT NO.38



RICHMOND
SCHOOL DISTRICT NO.38

McMath Pride Mural



RICHMOND
SCHOOL DISTRICT NO.38

RICHMOND
SCHOOL DISTRICT NO.38

Cambie Phase 1 Skylight Replacement



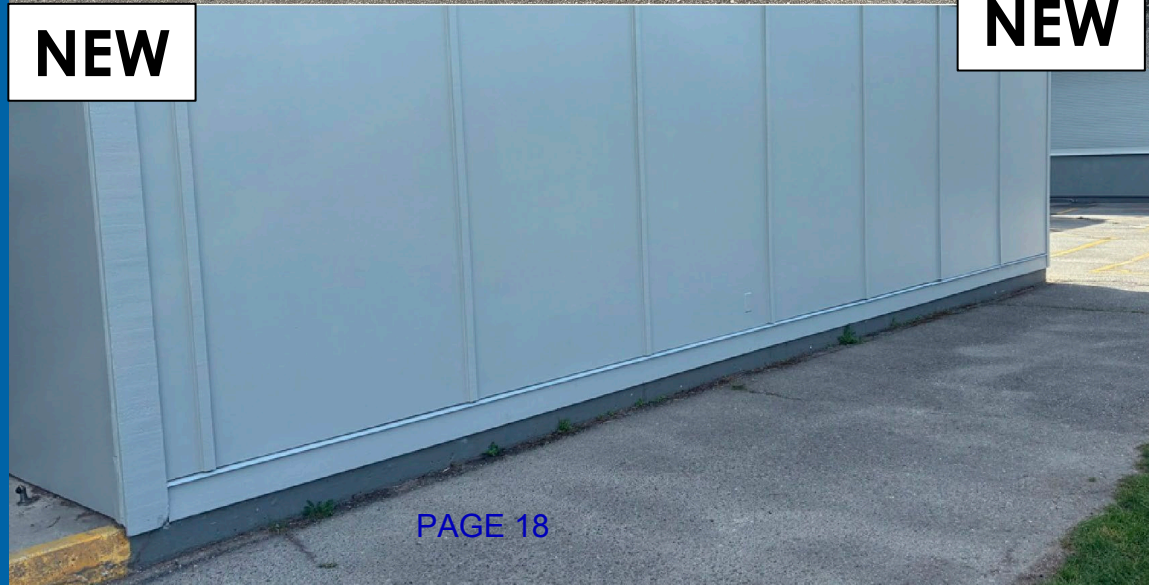
RICHMOND
SCHOOL DISTRICT NO.38

RICHMOND
SCHOOL DISTRICT NO.38

Cambie
Phase 1 Skylight
Replacement



McKay
Exterior wall
repairs



McMath
New Photo Lab
Millwork



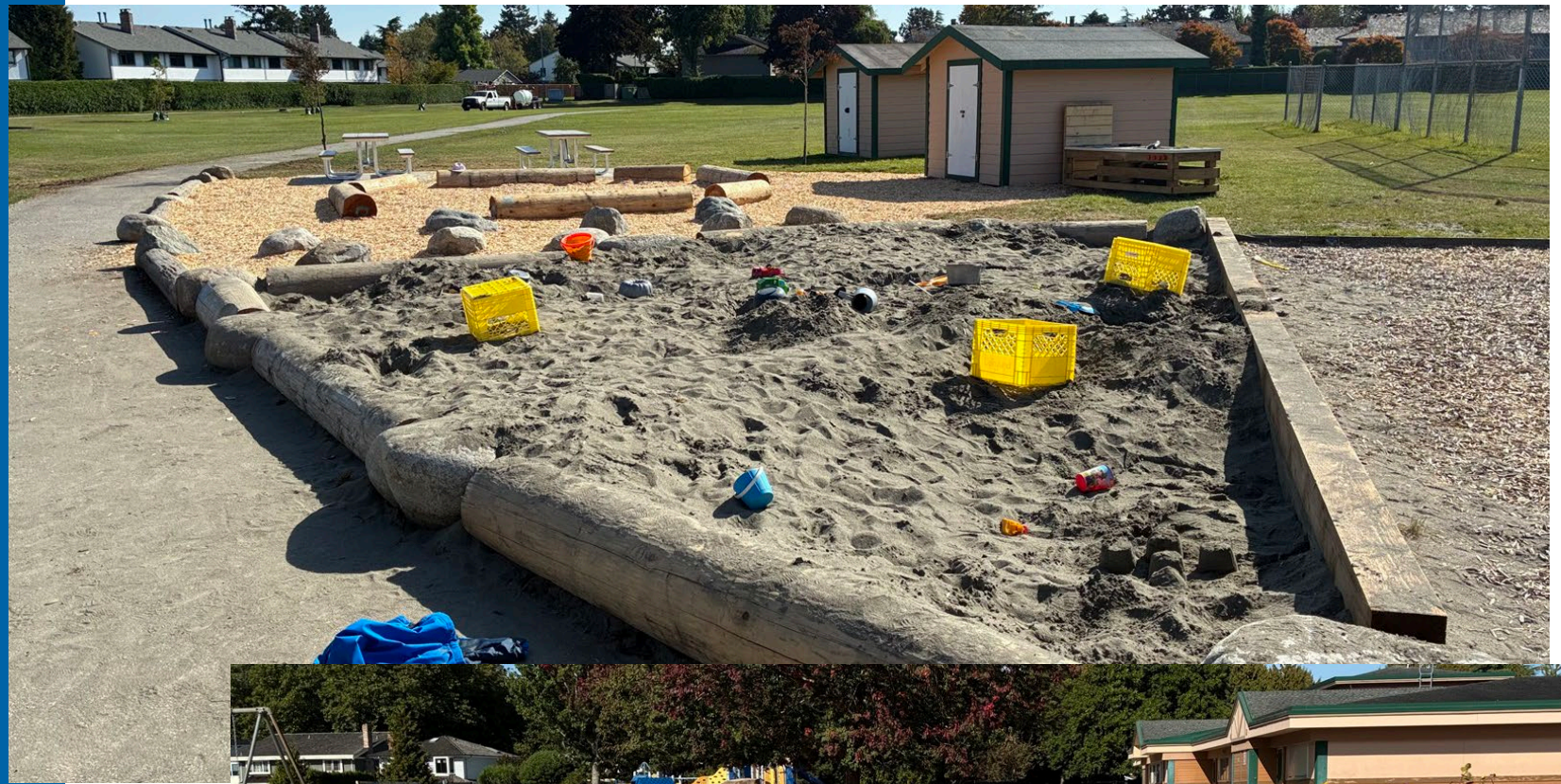
Lee
New Outdoor
Learning Area



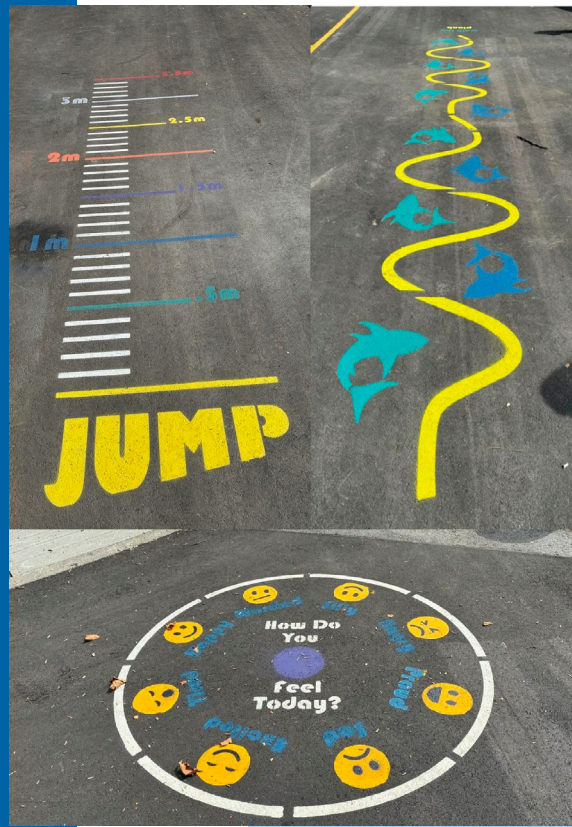
ND
NO.38



Westwind
New Outdoor
Learning Area



Talmey New Playground & Play Area Stencils



RICHMOND

SCHOOL DISTRICT NO.38

