

Facilities and Building Committee

Public Meeting Agenda

Wednesday, December 3, 2025 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/63802540586>

Passcode: 6000

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

- 1. Adopt Agenda**
- 2. Approve Minutes**
Public minutes from meeting held November 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. Next Meeting Date – January 7, 2026 at 4:30 pm**
- 7. Adjournment**

Facilities and Building Committee
Public Meeting Minutes

Wednesday, November 5, 2025 - 4:30 pm
Via Zoom

Present:

Chairperson
Trustee Member
Trustee Alternate
Trustee
Secretary Treasurer
Director, Richmond Project Team
Director, Facilities Services
Manager, Facilities Planning
Manager, Facilities Planning
President, Richmond Teachers' Association
President, Richmond District Parents Association
Vice 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
R. Dollinger
U. Olcay
L. Baverstock
C. Huang
A. Goulas
J. Canlas
T. Lee

Regrets:

Vice Chairperson

H. Larson

The meeting was called to order at 4:32 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmin̓əŋ 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 October 1, 2025 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

The Director, Richmond Project Team announced that Manager of Facilities Planning, Umur Olcay, will retire on December 31, 2025. He also introduced Ruth Dollinger as the incoming Manager of Facilities Planning. The Committee extended congratulations to Mr. Olcay on his retirement and welcomed Ms. Dollinger to the district.

Staff then responded to various questions regarding the City of Richmond's Official Community Plan and enrollment projections and trends.

The Director, Richmond Project Team also provided an update on the boundary review, with approval now anticipated for January to align with staffing timelines.

4. Capital Projects Update (standing item)

The Director, Richmond Project Team spoke to the report as included in the agenda package and provided an update on the Diefenbaker Elementary project, noting ongoing neighbour engagement and monitoring, with pre-load installation now delayed to January due to additional geotechnical testing.

Discussion then ensued regarding Dixon Elementary seismic upgrades and childcare facilities.

Following a question from the President, Richmond District Parents Association regarding the secondary school camera program, staff noted the program is managed by Technology Services and that an update would be requested from that team.

5. Facilities Services Update (standing item)

The Director, Facilities Services noted the report was included in the agenda package.

Trustees thanked staff for their efforts over Halloween, noting well-managed school grounds and a positive community experience.

Following a question from the President, RTA, the Director, Facilities Services reported that school pest control is operating normally, supported by two full-time technicians, with preventative reminders issued to administrators.

The Director, Facilities Services then responded to a trustee's question regarding facility rentals.

6. Minutes for Information

(a) Child Care Development Advisory Committee Meeting

Minutes of Meetings held June 4 and September 10, 2025 were attached for information.

7. Next Meeting Date – December 3, 2025 at 4:30 pm

8. Adjournment

The meeting adjourned at 5:02 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Facilities and Building Committee (Public)

Date: December 3, 2025

From: Jonathan Ho, Director, Richmond Project Team
Umur Olcay, Manager Facilities Planning
Ruth Dollinger, 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. School Boundary Review – New City Centre School

The date of the formal approval for the new city centre school catchment boundaries has been changed from November 19, 2025, to January 21, 2026. This date was revised to ensure the board's decision is fully informed by a comprehensive review of all data and community input elicited from the comprehensive stakeholder engagement process from this September to October 2025. Staff are undertaking further assessment of enrolment projections, additional support needed, childcare, and central registration processes.

Following board approval of boundary moves, the online school locator, which is a search tool for determining catchment school by address of resident, will go live with updated school catchment information on January 22, 2026.

2. Secondary School Boundary Considerations:

In order to avoid a split secondary school feeder catchment at Brighthouse Elementary, the elementary boundary move components from Brighthouse to Cook and from Brighthouse to the New School will trigger a phased in secondary school boundary move proposal from Richmond Secondary to MacNeill Secondary, requiring review in 2026 for implementation in September 2027.

3. 2025/26 Enrolment Data and Long-Term Projections

Preliminary enrolment data and long-range projections have been completed for District Programs, Elementary and Secondary schools for the 2026/27 school year (and into the future), which will be used for the upcoming school year planning and long range planning. New housing unit projections

for 2025 by catchment area have also been inputted into the Baragar software system to understand the projected growth for each planning area.

In general, in 2025 there was a decrease in residential development applications received by the City of Richmond as compared to previous years, which may impact future enrolment growth. However, new housing growth trends may change in the future due to implementation of the Provincial housing legislation through the adoption and implementation of an updated OCP by the City of Richmond.

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

The updated OCP and associated bylaws were sent to City's General Purposes Committee on November 19, 2025, for review. A second Special General Purposes Committee meeting will be held on December 3, 2025, to give first reading to the updated OCP and associated bylaws. The City intends to go out for public consultation in January 2026.

As part of the OCP adoption, City staff have requested a letter of support from the Board of Education. District staff is reviewing the updated OCP and will provide further information at the next Facilities and Building Committee meeting.

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

*Umur Olcay, RPP, ALEP
Manager, Facilities Planning*

*Ruth Dollinger, M.Sc, M.Architecture
Facilities Planning*

Report to the Facilities and Building Committee (Public)

Date: December 3, 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.
 - Quantity Surveyor has completed Ministry of Infrastructure required Class A cost estimate of pre-tender drawing package with an expected budget of \$40.7M.
 - 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.
 - Contract with a replacement contractor finalized and works resumed in October 2025.
 - Testing in another two areas of construction zone completed. Compacted soil test completed, and Geotechnical Engineer approved stone column production to start.
 - Stone column installation to occur in December 2025-February 2026.
 - Preload material will be placed March 2026 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)
 - Phase 1, Phase 2 (Gym), Phase 2a (Multi-Purpose Room), Phase 3 (3 classrooms), Phase 3a (1 classroom), Phase 4 (3 classrooms, Resources Room, Computer Room), Phase 5 (Library) and washrooms complete and occupied.
 - Phase 6 (School Office) commenced in September and will complete by mid-January 2026. School Office will be temporarily relocated to a trailer outside of School's Main Entrance.

Completion of the seismic upgrade and building envelope expected by February 2026.

- Remaining exterior works such as landscaping, asphalt paving, site clearing and remediation works that could be affected by weather will be completed in March 2026.
- Formal project completion in March 2026, on budget.

3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)

- Phase 3 resource area construction in progress, expected to complete in December 2025.
- Mechanical room upgrade in progress, will be completed in December 2025.
- The gym was occupied on November 27.
- Phase 5, administrative area in construction from December 2025 and expected completion by May 2026. School administration will be temporarily relocated to the resource area.
- Expected substantial project completion in June 2026, on budget.

4. Tomsett Building Addition (\$13.5 Million)

- Following Building Permit Revision, interior changes completed on December 1.
- Expected final building inspection and full occupancy by December 15.
- Project is on budget.

5. Talmey Elementary Building Addition (\$9.0 Million)

- Project completed, on budget.

6. Odlin Crescent Renovation (\$5.5 Million, local capital)

- Building Permit issued November 27.
- Traffic Impact Assessment required by the City for completion prior to issuance of occupancy permit. Expect draft assessment in January 2026 for City review.
- Unitech Construction proceeding to issue tenders for the approved scope of work and to provide formal project schedule.
- Playground tender closed and bids evaluated. Preferred proponent identified. Delivery of equipment in June 2026.
- Furniture tender issued November 14, with closing date of December 18. Potential bidder mandatory site meeting held November 25.
- Expected project completion August 2026, on budget.

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

- Project complete, on budget.

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

- Project complete, on budget.
- Daycare will open on January 2, 2026.

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: December 3, 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

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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), is in progress and expected to complete mid-December;
 - Palmer science wing crawlspace ventilation and access improvement project (AFG), is substantially complete, with the new floor hatch installed on November 28;
 - Steveston-London dust collector replacement (SEP), the unit itself has been purchased and is being manufactured, and a contractor has been chosen for installation work of the new dust collector units;
 - Boyd generator project (SEP), contractor will be on site starting some of the preliminary work in December, building permit has been obtained, project is on schedule to be substantially completed by March 2026;
 - LED lighting upgrade projects at Boyd, Quilchena and Garden City (CNCP and AFG), materials have been ordered and work on site is planned to begin in December with completion by end of March 2026;
 - Fire alarm and security system upgrades at 10 sites (AFG) is ~80% complete; 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 on deficiencies expected to be completed in December.

Maintenance Activities

Highlights in the Maintenance Departments:

- Electrical Department continued annual fire alarm testing, has ordered materials for a minor lighting upgrade at Errington to replace outdated lighting fixtures with work to start over winter break, and continues to support the Dixon and DeBeck seismic projects and Odlin Crescent renovation;
- HVAC Department continues to be focused on service calls during the heating season, and supporting the completion of the remainder of the deficiencies on the Steveston-London DDC upgrade;
- Plumbing Department has been focused on responding to service requests across all district sites, and annual sprinkler system and fire extinguisher maintenance is expected to be completed in December;
- Carpentry Department completed the conversion of room #149 into a classroom at Richmond Secondary, relocated a wall in the tech education area to increase the size of the finishing room at Richmond Secondary, is coordinating with Garden City in preparation for re-keying and security upgrade, the roofer was kept busy chasing and repairing minor roof leaks across the District with the change in weather, and the millwork team is designing and building new kitchen cabinetry for Gilmore and Lee to support the FIP kitchen upgrades;
- Grounds Department is continuing work on fall PM's at all sites (cleaning gutters, pickup of fallen leaves, and clearing drainage catch basins), installed mulch and logs in the outdoor garden area at Errington, and replaced rotting wood garden beds at Anderson with new raised metal beds;
- Paint Department is continuing the Steveston-London and McNeely full interior re-paints, and is continuing to support other departments projects and service requests; 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):
 - Bridge vandalized HRV – 3 classrooms cleaned and ceiling tiles replaced, ductwork cleaned and sealed, damaged unit has been removed, replacement unit to be ordered.

Operations Activities

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

- Operations & Rentals
 - Halloween patrols and preparations helped to ensure an uneventful evening, with excellent support from Richmond RCMP when needed;
 - Continuing the analysis of custodial workload for each site and for each custodian to assess fairness in the allocation of duties and square footage;
 - Preparing winter break schedule for the Operations Department;
 - A new chemical dispensing station is being trialed at a few select schools; 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
 - Transportation has scheduled several training sessions for staff including First Aid Level 1 in February and CPI training with Learning Services in May;
 - Field trip bookings for December are nearly full; and
 - Interviews are scheduled for a relief driver position.
- Energy and Sustainability
 - The Energy and Sustainability team has been actively managing several projects including implementing recommendations from the last set of Continuous Optimization reports, the three LED lighting projects, BC Hydro demand response dates, and completing several energy studies for future potential projects; and
 - The team has been reviewing our building portfolio's energy performance and drafting the annual Strategic Energy Management Plan (SEMP) report for submission to BC Hydro.

Kristopher Wilkins, BEng
Director, Facilities Services