

Facilities and Building Committee

Public Meeting Agenda

Wednesday, January 7, 2026 – 4:30 pm
via Zoom

<https://sd38.zoom.us/j/64071018859>

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 December 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 – February 4, 2026 at 4:30 pm**
- 7. Adjournment**

Facilities and Building Committee

Public Meeting Minutes

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

Present:

Chairperson
Vice Chairperson
Secretary Treasurer
Director, Facilities Services
Manager, Facilities Planning
Manager, Facilities Planning
President, Richmond Teachers' Association
President, Richmond District Parents Association
Vice President, Richmond District Parents Association
Vice President, Richmond Association of School Administrators
Representative, Richmond Management and Professional Staff
Executive Assistant (Recording Secretary)

K. Hamaguchi
H. Larson
C. Wang
K. Wilkins
R. Dollinger
U. Olcay
L. Baverstock
C. Huang
A. Gong
A. Goulas
J. Canlas
T. Lee

Regrets:

Trustee Member

R. Belleza

The meeting was called to order at 4:31 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hə́nqə́mihən language group on whose traditional and unceded territories we teach, learn and live.

The Chairperson noted that this was Mr. Olcay, Manager, Facilities Planning's last Committee meeting prior to his retirement and expressed appreciation for his service. The Chairperson then introduced and welcomed Ms. Ruth Dollinger as the new Manager of Facilities Planning.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the November 5, 2025 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

Mr. Olcay spoke to the report as included in the agenda package. He then responded to the President, Richmond Teachers' Association's (RTA) question regarding enrollment projections, the impact of federal visa processing delays on international student, and potential secondary school

catchment adjustments for the new City Centre school. He also responded to a trustee's question on the City of Richmond's Official Community Plan and the requested letter of support.

4. Capital Projects Update (standing item)

The Director, Facilities Services spoke to the report included in the agenda package from the Director, Richmond Project Team.

In response to a question from the RTA President regarding heating arrangements in classrooms during cooler weather, he noted that temporary heating plans are in place alongside ongoing mechanical work, with additional measures ready if needed to ensure occupant comfort.

The President, Richmond District Parents Association then asked for an update on the secondary school video surveillance project. The Director, Facilities Services indicated the project is managed by the Technology Services department and noted that a more detailed update could be provided by the Director of Technology Services.

5. Facilities Services Update (standing item)

The Director, Facilities Services noted the report was included in the agenda package. He then responded to a question from the RTA President regarding a replacement ventilation unit including the expected timeline for installation.

6. Next Meeting Date – January 7, 2026 at 4:30 pm

Prior to adjournment, the Chairperson invited Mr. Olcay to say a few words, and he expressed confidence in Ruth Dollinger as his successor. The Committee extended appreciation for his contributions and wished him well in his retirement.

7. Adjournment

The meeting adjourned at 4:50 pm.

Respectfully Submitted,

*Ken Hamaguchi
Chairperson, Facilities and Building Committee*

Report to the Facilities and Building Committee (Public)

Date: January 7, 2026

From: Jonathan Ho, Director, Richmond Project Team
Ruth Dollinger, 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. School Boundary Review – New City Centre School

The date of the formal approval for the new city centre school catchment boundaries is upcoming on January 21, 2026. Upon board approval for the 2026 elementary school boundary moves, staff are working closely with Baragar Systems to update the online 'School Locator' tool to include address range and postal code inclusions resulting from the boundary moves to go live on January 22, 2026 for September 2026 school placements.

New secondary students residing within the boundary moves from Brighthouse Elementary to the new Odlin Crescent school catchment and Cook Elementary will continue to attend the Richmond Secondary School in 2026 and 2027. A boundary review process is recommended to avoid split secondary school feeder catchments for the new Odlin Crescent Elementary and Cook Elementary schools.

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

The City of Richmond formally provided the draft OCP update to the School District on December 11, 2025, which was attached to a staff report for the Special Purposes Committee meeting dated December 8, 2025. The City has asked for SD38's feedback to the update prior to OCP going forward to public hearing on January 19, 2026, by means of a referral letter, which District staff have been drafting.

Staff have identified several areas of consideration for the City including:

- Change land use designation for Odlin Crescent school site from 'Mixed Employment' to

‘School’; consider adding ‘School’ use for Lansdowne master plan area (currently no ‘school use’ designation for City Centre Downtown areas where two schools will be required in the future).

- Clarify whether school/educational uses are embedded in blanket definitions for ‘Complete Village Spaces’, ‘Community Uses’, and ‘Special Amenities’, and expand Definitions/ Glossary for more clarity on these terms.
- Add language supportive of school uses within the 5 neighbourhood typologies (i.e. City Centre Downtown area).

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

Ruth Dollinger, M.Sc Urban Planning, M.Architecture
Manager, Facilities Planning

Report to the Facilities and Building Committee (Public)

Date: January 7, 2026
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

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-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 work resumed December 2025.
 - Stone column installation will complete in February 2026.
 - Preload material will be placed March 2026 and remain in place 4-6 months.
 - Ongoing communication with homeowners in the neighbourhood.
 - Due to unforeseen soil conditions, we are anticipating a 3 month delay to the project.
 - Expected project completion in November 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 is 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 and Phase 4 resource area construction completed December 2025. Administration staff will move to the resource area January 9 to facilitate Main Office construction.
 - Phase 5, Main Office construction, will begin January 9, expected completion May 2026.
 - Temporary mobile washroom unit installed during Winter Break, with plumbing connections to sanitary lines, for Administration staff use during Main Office construction.
 - Library completed December 2025.
 - Mechanical room upgrade in progress, affecting HVAC for the school. Expected completion in February 2026. Temporary heating is provided until the HVAC and boiler installation is complete.
 - New Gym floor to be installed by district staff in June 2026.
 - 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.
 - North and south stairs and ramps will be replaced during Winter Break, as a final condition for the final building inspection January 15, when full occupancy permit is granted.
 - Project is on budget.
 5. 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.
 - Furniture tender closed. Top 2 bidders will be invited to provide final quotes January 31.
 - Expected project completion August 2026, on budget.

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

- Thompson Elementary Building Envelope Project approved by BC Housing for potential funding and construction 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: January 7, 2026
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), is complete;
 - Palmer science wing crawlspace ventilation and access improvement project (AFG), is complete;
 - 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), work will begin over the winter break in the main electrical room to install the new electrical equipment, project is on schedule to be substantially completed by March 2026;
 - LED lighting upgrade projects at Boyd, Quilchena and Garden City (CNCP and AFG), are underway;
 - Fire alarm and security system upgrades at 10 sites (AFG) is now 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 by the end of December.

Maintenance Activities

Highlights in the Maintenance Departments:

- Electrical Department continued annual fire alarm testing, supported the Odlin Crescent renovation

with work on the fire alarm, security and keyscan systems, began work at Errington to replace outdated lighting fixtures, 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, HVAC duct cleaning was completed over the winter break at McMath, AEC and FSC, filter changes in all HVAC units began in early December with work expected to be completed by January 5th, and are 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, Garden City water service upgrade to add a bypass loop is completed, annual sprinkler system PM's are all completed, and fire extinguisher maintenance is expected to be completed in December;
- Carpentry Department completed the installation of new kitchen cabinetry to support the FIP upgrade at Gilmore, millwork build is underway and the demolition is in progress for the new kitchen cabinetry at Lee to support the FIP upgrade, roofer has been busy tracing and repairing minor roof leaks across district sites, locksmith has completed a complete building re-key at Garden City and is starting the planning for a re-key at Palmer;
- Grounds Department is continuing work on fall PM's at all sites (cleaning gutters, pickup of fallen leaves, and clearing drainage catch basins), completed the installation of the new playground border and fall protection at Tomsett, were very busy delivering and setting up tables, chairs, stages, and band equipment for school events throughout December, and tested and prepped all major equipment for snow removal and salting;
- Paint Department is continuing the Steveston-London and McNeely full interior re-paints, completed a full re-paint of the weight room and touch up of gym walls at McNair, 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):
 - No updates at this time.

Operations Activities

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

- Operations & Rentals
 - Prepared and implemented the Winter Break schedule for Operations staff, which includes additional cleaning tasks at each site and ensures coverage at sites that are open;
 - A new group of sub custodians was successfully onboarded and completed the training program and are now available for shifts;
 - Continuing the analysis of custodial workload for each site and for each custodian to assess fairness in the allocation of duties and square footage; 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 had a very busy month of field trips, all drivers were utilized;
 - Bus #253 is back from warranty repairs;
 - One new relief bus driver has been hired and has completed orientation; and
 - New programming for the bus and vehicle chargers to support the BC Hydro on-demand response program has worked well.
- Energy and Sustainability
 - LED lighting projects are underway at Boyd (December), Quilchena and Garden City (January), with expected completion by the end of March 2026;
 - The next round of continuous optimization projects has started at 10 sites, with on-site visits to be completed by the end of January;
 - Multiple schools, together with SBO, FSC and Rideau Park, are preparing for the Energy Wise Network campaigns which include BuRrday and plug load pirates. These campaigns will wrap up by the end of February 2026; and
 - The Energy and Sustainability team has begun preparing the upcoming Carbon Neutral Government Report (CGRT) and Climate Change Accountability Report (CCAR), which are required to be submitted to the Climate Action Secretariat by April 2026.

Kristopher Wilkins, BEng
Director, Facilities Services