

## **Facilities and Building Committee**

### **Public Meeting Agenda**

**Wednesday, February 4, 2026 – 4:30 pm**  
**via Zoom**

<https://sd38.zoom.us/j/65295371049>

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.

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

## **Facilities and Building Committee**

### **Public Meeting Minutes**

**Wednesday, January 7, 2026 - 4:30 pm**  
**Via Zoom**

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**Present:**

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

K. Hamaguchi  
D. Tablotney  
A. Wong  
H. Larson  
C. Usih  
J. Ho  
K. Wilkins  
L. Baverstock  
F. Marsic  
C. Huang  
A. Gong  
N. Widdess  
J. Canlas  
T. Lee

The meeting was called to order at 4:29 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəṇ 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 December 3, 2025 meeting was approved as circulated.

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

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

Following a question from the 2nd Vice President, Richmond Teachers' Association (RTA), the Director, Richmond Project Team clarified the secondary school boundary review process in the new city centre school area.

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

The Director, Richmond Project Team spoke to the report as included in the agenda package and noted the completion of the Tomsett Building Addition project.

In response to a trustee's question, the Director, Richmond Project Team advised that unforeseen soil conditions caused a delay at the Diefenbaker Elementary seismic replacement project, which has now resumed.

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

The Director, Facilities Services noted the report was included in the agenda package. He then responded to various questions from the Committee, including the timeline for the custodial workload analysis, the LED lighting upgrade program, insurance claims and issues over the winter break, and fire alarm and security system upgrades.

**6. Next Meeting Date – February 4, 2026 at 4:30 pm**

**7. Adjournment**

The meeting adjourned at 4:42 pm.

*Respectfully Submitted,*

*Ken Hamaguchi*

*Chairperson, Facilities and Building Committee*

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

**Date:** February 4, 2026

**From:** Jonathan Ho, Director, Richmond Project Team  
Ruth Dollinger, 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: Organizational Effectiveness*

✓ *Objective 4: Provide safe, inclusive, well-maintained and sustainable learning environments*

### DISCUSSION

#### 1. School Boundary Review – New City Centre School

The new city centre school catchment boundary was approved by the Board at the Wednesday, January 21, 2026 public meeting. Baragar Systems updated the School Locator with the new catchment boundaries for Odlin Crescent, Tomsett, Talmey, Brighthouse and Cook Elementary schools the following morning (Thursday, January 22) and the School District catchment maps on the SD38 website were updated as well.

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. The onboarding of the new elementary school at Odlin Crescent necessitates a secondary school boundary review process in 2026, pending board approval to proceed.

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

The City of Richmond 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 asked for the school district's feedback to the OCP update, which was prepared and presented to the City. The board letter generally supported the City's OCP Update, but included a number of comments for the City to consider.

*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:** February 4, 2026  
**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: Organizational Effectiveness*

✓ *Objective 4: Provide safe, inclusive, well-maintained and sustainable learning environments*

### 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
  - A value engineering on construction materials and maintenance was performed out before finalizing the drawings for tender.
  - 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.
    - 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 end of January 2026. School Office is scheduled to move to the newly renovated office on February 6. The temporary trailer outside of School's Main Entrance will be removed during the Professional Development Day on February 13.

- Completion of the seismic upgrade and building envelope expected by end of 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, began 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. Design phase was kicked off on January 28, 2026.

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

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

**Date:** February 4, 2026  
**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: Organization Effectiveness*

✓ *Objective 4: Provide safe, inclusive, well-maintained and sustainable learning environments.*

### 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).
  - Initial planning and project intake is underway to develop the project list for AFG for 2026/27;
  - Refinished both gym floors at MacNeill over the Winter Break (AFG);
  - 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, work is scheduled to begin on site Summer 2026;
  - Boyd generator project (SEP), work is underway in the main electrical room and outside to install the new electrical equipment and to build the concrete pad, the new generator is expected to arrive in February, with the project on schedule to be substantially completed by end of March 2026; and
  - LED lighting upgrade projects at Boyd, Quilchena and Garden City (CNCP and AFG), are underway.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Carpentry Department is continuing work on a full renovation of the Lee kitchen (FIP funded), is building a new secure storage room for iPad carts at MacNeill, the locksmith is coordinating the upcoming full rekey of Errington and Palmer, roofer is busy responding to minor roof leaks and wrapping up a few deficiencies from the summer re-roof projects, and old carpet was replaced with new sheet vinyl flooring at Westwind in room 1, 2, 6, 12, 18 and 20;



- Electrical Department continued annual fire alarm testing, supported the Odlin Crescent renovation with work on the fire alarm, security and keyscan systems, completed work at Errington to replace outdated lighting fixtures with new LED fixtures, completed the security upgrade at Woodward, and continues to support the Dixon and DeBeck seismic projects;
- Grounds Department is continuing work on winter PM's at all sites (cleaning gutters, pickup of fallen leaves, and clearing drainage catch basins), built and installed the new gaga ball pit at Whiteside, and topped up the entire playground area at Homma with new fall protection woodchips;
- HVAC Department continues to be focused on service calls during the heating season, filter changes in all ventilation units were completed at all sites, and are supporting the completion of the remainder of the deficiencies on the Steveston-London DDC upgrade;
- Paint Department is continuing the Steveston-London full interior re-paint, completed the interior re-paint at McNeely, has started work on the interior re-paint at Lee, supported the Westwind floor replacement by repainting those rooms, started painting the change rooms at McNair, and is continuing to support other departments projects and service requests;
- Plumbing Department has been focused on responding to service requests across all district sites;
- 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):
  - Palmer bottle fill station leak: Restoration work is completed, with the flooring repairs scheduled for Spring Break.

### **Operations Activities**

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

- Operations & Rentals
  - Completed a review and comparison of rental rates for SD38 versus other Lower Mainland Districts;
  - Created the outline for the new Operations Foreperson manual, to ensure better support for new Forepersons to the role and the relief Forepersons;
  - Reviewing custodial equipment that is nearing end of life and planning for its replacement; 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 Department has hired a new permanent driver, is working through some deficiencies with the new EV buses and utilizing the spare bus to cover, and is working with Learning Services to support several new applications for ridership within our limited resources.
- Energy and Sustainability
  - LED lighting projects are underway at Boyd, Quilchena and Garden City, with expected completion by the end of March 2026;
  - The next round of continuous optimization projects is underway at 10 sites, with on-site visits to

- be completed by the end of January, with investigation reports completed by June 2026;
- An Integrated Energy Audit (IEA) Study is underway at Steveston-London, Richmond Secondary, Cambie, and FSC to identify deeper energy-saving opportunities. The study is expected to be completed by June 2026 and will help to identify potential savings and future projects to decrease energy usage; and
  - The 2025–26 Strategic Energy Management Plan (SEMP) update has been completed and submitted to BC Hydro.

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