

## **Facilities and Building Committee**

### **Public Meeting Agenda**

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

<https://sd38.zoom.us/j/62139887564>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmi̓ñəm 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 February 4, 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. Minutes for Information**
  - (a) Child Care Development Advisory Committee Meeting**  
Minutes of Meetings held November 5 and December 3, 2025 attached.
- 7. Next Meeting Date – April 1, 2026 at 4:30 pm**
- 8. Adjournment**

**Facilities and Building Committee**  
**Public Meeting Minutes**

**Wednesday, February 4, 2026 - 4:30 pm**  
**Via Zoom**

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**Present:**

Chairperson

Vice Chairperson

Trustee Member

Trustee

Superintendent of Schools

Secretary Treasurer

Director, Facilities Services

President, Richmond District Parents Association

President, Richmond Association of School Administrators

Executive Assistant (Recording Secretary)

K. Hamaguchi

D. Tablotney

A. Wong

H. Larson

C. Usih

C. Wang

K. Wilkins

C. Huang

N. Widdess

T. Lee

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓q̓əmiñəḥ 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 January 7, 2026 meeting was approved as circulated.

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

The Secretary Treasurer noted the report was included in the agenda package. She then responded to a question from the President, Richmond District Parents Association regarding traffic and student safety concerns near the new city centre school site, advising that the District is working with the City of Richmond on potential measures to improve traffic flow and safety around the school.

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

The Director, Facilities Services, spoke to the report as included in the agenda package. He then responded to questions from trustees regarding the Diefenbaker seismic replacement project, including an anticipated delay and updates on construction impacts and timelines.

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

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

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

**7. Adjournment**

The meeting adjourned at 4:45 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

DRAFT

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

**Date:** March 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

#### 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. District staff are currently working closely with Central Registration to review and confirm student enrolment at the new school, as well as numbers of remainder students at Tomsett, Talmey, Brighthouse and Cook Elementary. Student registrations (new students, kindergarten enrolments etc.) will continue throughout the remainder of the year, and District staff will continue to support Central Registration in monitoring space in all five city-centre elementary schools.

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. The onboarding of the new City Centre school at Odlin Crescent necessitates a Secondary School Boundary Review process in 2026, pending board approval to proceed.

*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 Facilities and Building Committee (Public)

**Date:** March 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;
  - Food Infrastructure Program project 25/26 (FIP), 95% of all appliances have arrived and been installed at 10 sites with major renovations of kitchens completed at Gilmore and Lee, and the renovation in the Quilchena kitchen is planned for Spring Break;
  - FSC rooftop HVAC unit replacements (AFG), the three new units have arrived and will be installed over Spring Break;
  - Steveston-London dust collector replacement (SEP 25/26), 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; and
  - Boyd generator project (SEP), work is underway in the main electrical room to install the new electrical equipment, the concrete pad has been poured outside to support generator, and the new generator has arrived at FSC, with the project on schedule to be substantially completed by end of March 2026.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Carpentry Department completed work on a full renovation of the Lee kitchen (FIP funded), completed building a new secure storage room for iPad carts at MacNeill, locksmith is working on the full re-keying of Errington with completion in early March and will then move onto Palmer for a

full re-key, roofer is busy responding to minor roof leaks and has been coordinating access and site visits for summer re-roofing projects with contractors, millwork team is building new millwork for the upcoming kitchen renovation at Quilchena (FIP);

- Electrical Department continued annual fire alarm testing, supported the Odlin Crescent renovation with work on the fire alarm, security and keyscan systems, continued work on the security system upgrade at McNair (50% complete), and supported the kitchen renovation at Lee and the installation of new millwork equipment at Facilities Services;
- Grounds Department is continuing work on winter PM's at all sites (wood chip top-ups in playgrounds, adding sand to jump pits, cleaning gutters, clearing drainage catch basins), has been responding to drainage issues at multiple sites during the periods of heavy rain in February, assembled and installed four new raised garden beds at Thompson, and installed posts and logs for three outdoor volleyball courts at Errington;
- HVAC Department continues to be focused on service calls during the heating season, have scheduled several rooftop unit replacements in March at FSC, Bridge, and Odlin, and are supporting the completion of the few remaining deficiencies from the final inspection walkthrough on the Steveston-London DDC upgrade;
- Paint Department is continuing the Steveston-London and Lee full interior re-paint, painted door numbers on all the exterior doors at the modular additions (Talmey, Tomsett, Cook, Brighthouse), 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, and supported a plumbing upgrade for the kitchen renovation at Lee; 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):
  - Palmer bottle fill station leak: Flooring repairs scheduled for Spring Break.
  - Odlin Crescent vandalized RTU's: Replacement units (x4) have arrived at FSC and are scheduled for installation in late Spring once the planned roofing work has been completed.
  - Bridge vandalized HRV – Replacement unit has shipped and will be arriving in March and will be installed as soon as weather permits.

### **Operations Activities**

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

- **Operations & Rentals**
  - The new Facilities Rental website and practical guide has been completed;
  - Custodial workload committee met in February, and had good discussions on a number of topics including terms of reference for the committee;
  - Spring Break schedule and staffing needs has been completed;
  - An assessment of all custodial rooms and associated recommendations has been completed and will be sent to Maintenance for consideration for future renovations and upgrades; 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 staff and manager successfully completed their basic first aid 3-year renewal and re-certification on a recent non-instructional day, and are in planning with Learning Services for their CPI non-violent intervention certificate renewals;
  - The department has completed the orientation of the new driver and they have been assigned to a run, our new EV buses have returned from warranty repairs and are back on the road; and
  - Preparations are underway to open online application for 2026/27 bus service.
- Energy and Sustainability
  - LED lighting projects are approximately 85% complete at Boyd, Quilchena and Garden City, with expected completion by the end of March 2026; and
  - An energy study has started at Odlin Crescent to quantify energy savings from the ongoing renovation. The study is expected to be completed by May 2026, and will also help identify additional savings opportunities and inform future improvements and upgrades for the site.

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

## Report to Facilities and Building Committee (Public)

**Date:** March 4, 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: 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.
  - Pre-construction structural surveys of neighbouring properties and 3D laser scans complete, and vibration and settlement monitoring installed prior to the start of soil densification.
  - Soil densification completed end of February.
  - Preload material will be placed March 2026 and remain in place 4-6 months.
  - Foundation and building construction will commence after the completion of preload, tentatively Fall 2026.
  - 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)
  - All phases complete. All staff and students are in building. All temporary trailers are removed from site; construction office trailer will be removed during Spring Break.
  - Both seismic upgrade and building envelope works completed.
  - Remaining exterior works such as landscaping, asphalt paving, site clearing and remediation works will be completed in March 2026.
  - Expected project completion in March 2026, on budget.

3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)
  - Library will be completed in April 2025.
  - Main Office construction demolition complete, expected completion June 2026.
  - Mechanical room upgrade in progress. Additional roof upgrades to complete in March. Boiler installation is complete and providing heating to the school.
  - Work on new school entrance canopy to start in March, completion in June.
  - Gym will be complete for occupancy after Spring Break. 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)
  - Final building permit issued on December 23, 2025.
  - All the remaining deficiencies will be complete during Spring Break.
  - The project is expected to fully complete on April 1.
  - Project is on budget.
5. Odlin Crescent Renovation (\$5.5 Million, local capital)
  - Building Permit issued November 27.
  - Draft Traffic Impact Assessment complete. District staff met with City of Richmond Transportation Department to review findings. City is reviewing report and will discuss follow-up actions ahead of the school opening September 2026.
  - Unitech has completed all demolition work. Blocks 1 and 2 new shear wall rough-ins complete, plumbing and low voltage wiring in progress.
  - 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*



**Child Care Development Advisory Committee**

November 5, 2025

7:00 PM

Virtual meeting

**Members in Attendance:** Chantelle Pereira (Chair), Maryam Bawa (Vice-Chair), Daniel Suen, Kathy Moncalieri, Mei Kang, Maho Kawasaki, Geovany Cheng, Tania Lam, Yanjie Zhao, Caitlin Lamb, Chris Duggan (Staff Liaison), Talia Aarons (Recording Secretary).

**Regrets:** Kevin Ching, Joyce Lin, Karen Jensen, Heather Larson (School Board Liaison), Carol Day (Council Liaison).

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for November 5, 2025.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of October 1, 2025.

**CARRIED**

**4. Guest Speaker/Presentation**

Julie-Anne Toda-Sinclair presented on the Richmond Economic Development Strategy, which is currently being developed by the City. CCDAC members responded to discussion questions to inform the new Economic Development Strategy as it relates to the child care sector.

**5. Correspondence**

None.

**6. Business Arising**

**a. CCDAC 2025 Annual Report**

CCDAC members were reminded to provide their input to the 2025 Annual Report via a questionnaire, which has been circulated by email. A presentation summarizing the work completed by the CCDAC in 2025 will be brought to the CCDAC for review and approval at the December meeting. The 2025 Annual Report will then be presented to Council for consideration.

**b. CCDAC 2026 Work Program**

CCDAC members were reminded to provide their input to the 2026 Work Program via a questionnaire, which has been circulated by email. A Work

Program outlining the proposed plan for CCDAC in 2026 will be created and will incorporate feedback from the community collected during the 2025 Child Care Symposium and 2025 Child Care Month dinner. A draft will be presented to the CCDAC for review and approval at the December meeting. The 2026 Work Program will then be presented to Council for consideration.

## **7. New Business**

### **a. Bill 19 - 2025 Amendment to the School Act**

In October, the Province tabled Bill 19 - 2025, which outlines proposed amendments to the School Act. If passed, this will enable school districts to provide licensed child care to children of all ages, as both the operator and licensee of licensed child care programs. This ability is currently restricted under the existing School Act.

## **8. Reports**

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

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

This sub-committee is in the process of scheduling another meeting.

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

The CCDAC will begin planning for Child Care Month during the January meeting.

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

Applications for the 2026 Child Care Grant program closed on October 15, 2025. The Child Care Grant Sub-committee will meet on November 19, 2025, to discuss the allocation of grant funds. Recommendations for grant funding will be brought to the CCDAC for review and endorsement in December prior to being presented to Council for their consideration.

### **b. City Reports**

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

Councillor Day sent regrets for the meeting and circulated City updates by email directly to the CCDAC members.

#### **ii. Staff Liaison**

- a.** Chris attended the Child Care Forum in Delta. The topics introduced at the forum included “Investment in Early Years is a Public Health and Economic Strategy,” and “From Patchwork to Infrastructure: Planning for Universal Child Care.” The second topic included the results of an evaluation of 60 Child Care Action Plans across the Province and recommendations for consideration by Andi Binet, a researcher from UBC. Andi Binet has been invited to present to the CCDAC in 2026 to share their research.

- b. Staff have been developing the Child Care Strategy Key Findings Brochure, a document summarizing the information from the Child Care Strategy. This brochure will be available to share with the CCDAC in early 2026.

**c. School District Reports**

**i. School Board Liaison**

Trustee Larson sent regrets for the meeting.

**9. Community Updates**

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

The Richmond Children First Committee met and has confirmed that the committee provides value to the member organizations and the community and therefore will continue to meet. Updated Terms of Reference will be developed and meetings will occur four times a year.

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

- i. Following the flooding incident earlier this year, carpets will be installed in the Library shortly, enabling the Early Years Library restoration to continue.
- ii. A Body Autonomy, Safety and Consent workshop will be held at Hugh Boyd Secondary on November 22 with speaker, Landa Fox.
- iii. Registration for the Richmond Christmas Fund is upcoming. This program provides eligible individuals and families with grocery vouchers, toys and gift cards. This year, an appointment-based registration system will be used for the first three registration days. The final day will be open to walk-ins.

**10. Next Meeting**

The next meeting will take place on December 3, 2025, at 7:00 p.m., in person, location to be confirmed.

**11. Adjournment**

The Committee Chair adjourned the meeting at 8:17p.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 November 5, 2025.

  
Chantelle Pereira, Chair

February 26, 2026  
Date

  
Talia Aarons, Recording Secretary

February 26, 2026  
Date



**Child Care Development Advisory Committee**

December 3, 2025

7:00 PM

In-person meeting

**Members in Attendance:** Chantelle Pereira (Chair), Maryam Bawa (Vice-Chair), Daniel Suen, Kathy Moncalieri, Mei Kang, Tania Lam, Caitlin Lamb, Kevin Ching, Joyce Lin, Karen Jensen, Geovany Cheng, Chris Duggan (Staff Liaison), Talia Aarons (Recording Secretary).

**Regrets:** Maho Kawasaki, Yanjie Zhao, Heather Larson (School Board Liaison), Carol Day (Council Liaison).

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for December 3, 2025.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of November 5, 2025.

**CARRIED**

**4. Guest Speaker/Presentation**

**a. Child Care Grant Sub-Committee Report on 2026**

Prior to the discussions of this agenda item, three committee members; Daniel Suen, Karen Jensen and Caitlin Lamb, declared a conflict of interest and excused themselves from the meeting.

A summary of the 2026 Child Care Grant Program applications was presented to the CCDAC by the Grant Review Sub-committee. The Grant Review Sub-committee outlined their recommendations for endorsement and a discussion took place.

Motion: That CCDAC endorse the funding recommendations for the 2026 Child Care Grant Program as presented.

**CARRIED**

Following the vote Daniel Suen, Karen Jensen and Caitlin Lamb rejoined the meeting.

**5. Correspondence**

None.

**6. Business Arising**

**a. CCDAC 2025 Annual Report**

The CCDAC reviewed and discussed the draft CCDAC 2025 Annual Report which summarizes the successes, achievements and activities of the committee in 2025.

Motion: Approval of the 2025 Annual Report.

**CARRIED**

**b. CCDAC 2026 Work Program**

The CCDAC reviewed and discussed the draft CCDAC 2026 Work Program which outlines the proposed plan for the committee in 2026.

Motion: Approval of the 2026 Work Program.

**CARRIED**

**7. New Business**

**a. Election for 2026 CCDAC Chair**

The Chair called for nominations for the position of Chair of the Child Care Development Advisory Committee for 2026. Maryam Bawa was nominated and accepted the nomination. There were no other nominations and Maryam Bawa was appointed Chair of the Committee by acclamation.

**b. Election for 2026 CCDAC Vice-Chair**

The Chair called for nominations for the position of Vice-Chair of the Child Care Development Advisory Committee for 2026. Kathy Moncalieri was nominated, accepted the nomination and was appointed Vice-Chair of the Committee by acclamation. There were no other nomination for the position of Vice-Chair.

**8. Reports**

**a. Sub-committee Reports**

**i. Advocacy Sub-committee**

This sub-committee is in the process of scheduling another meeting.

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

The CCDAC will begin planning for Child Care Month in January. Feedback from the Child Care Symposium has been reviewed and will be brought to the committee to inform the planning.

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

The Child Care Grant Sub-committee met on November 26, 2025. Recommendations for the allocation of 2026 Child Care Grant funding will be presented to Council for their consideration in February.

**b. City Reports**

**i. Council Liaison**

Councillor Day sent regrets for the meeting and circulated City updates by email directly to the CCDAC members.

**ii. Staff Liaison**

**a.** Karen Jensen and Maryam Bawa have been reappointed to the CCDAC for a new term. In addition three new members were appointed and their terms will commence in January 2026.

**c. School District Reports**

**i. School Board Liaison**

**b.** Trustee Larson sent regrets for the meeting. Trustee Larson will no longer be the School District Liaison for the CCDAC in 2026. Currently the School District has not provided the name of the new School District Liaison.

**9. Community Updates**

**a. Richmond Children First**

The Richmond Children First Committee will meet in February 2026.

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

**i.** An online workshop, “The Conscious Caregiver: Creating Calm in a Busy World” will be held on December 4, 2025.

**ii.** The Richmond Christmas Fund is now open. This program provides eligible individuals and families with grocery vouchers, toys and gift cards. This year, a combination of appointment-based and walk-in registration will be available.

**10. Next Meeting**

The next meeting will take place on January 7, 2026 at 7:00 p.m., virtually.

**11. Adjournment**

The Committee Chair adjourned the meeting at 8:00 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 December 3, 2025.

*Chantelle Pereira*  
Chantelle Pereira, Chair

February 26, 2026  
Date

*Talia Aarons*  
Talía Aarons, Recording Secretary

February 26, 2026  
Date