

## **Facilities and Building Committee**

### **Public Meeting Agenda**

**Wednesday, April 1, 2026 – 4:30 pm**  
**via Zoom**

<https://sd38.zoom.us/j/65389570569>

Passcode: 6000

The Richmond Board of Education acknowledges and thanks the First Peoples of the hən̓q̓əmiñəm 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 March 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 Meeting held January 7, 2026 attached.
- 7. Next Meeting Date – May 6, 2026 at 4:30 pm**
- 8. Adjournment**

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

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

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**Present:**

Chairperson  
Vice Chairperson  
Trustee Member  
Trustee  
Secretary Treasurer  
Director, Richmond Project Team  
Director, Facilities Services  
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. Wang  
J. Ho  
K. Wilkins  
C. Huang  
A. Gong  
N. Widdess  
J. Canlas  
T. Lee

\*Present for a portion of the meeting

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

The Richmond Board of Education acknowledged and thanked the First Peoples of the hən̓qəmiñəh̓ 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 February 4, 2026 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. He then responded to a question from the President, Richmond District Parents Association regarding the Secondary School Boundary Review process and timeline.

*Trustee Tablotney joined the meeting at 4:36 pm.*

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

The Director, Richmond Project Team, spoke to the report as included in the agenda package.

The Chairperson commented on the recent opening of modular classrooms at Tomsett Elementary School and acknowledged the work of staff on the completed project.

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

*Trustee Larson joined the meeting at 4:39 pm.*

The Director, Facilities Services noted the report was included in the agenda package. He then responded to a trustee's question regarding electrical capacity in older elementary schools and noted that electrical upgrades are addressed through major capital projects where feasible.

**6. Minutes for Information**

**(a) Child Care Development Advisory Committee Meeting**

Minutes of Meetings held November 5 and December 3, 2025 were attached for information.

**7. Next Meeting Date – April 1, 2026 at 4:30 pm**

**8. Adjournment**

The meeting adjourned at 4:44 pm.

*Respectfully Submitted,*

*Ken Hamaguchi  
Chairperson, Facilities and Building Committee*

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

**Date:** April 1, 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, transfer requests 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. Planning and preparation work, including enrolment projections, is underway.

*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:** April 1, 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.
  - 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 placement began 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 completed in March 2026.
  - Project completion in March 2026, on budget.

3. Alfred Dixon Elementary Seismic Upgrade (\$31.2 Million)
  - Library will be completed in April 2025.
  - Front entrance and Main Office renovation expected completion June 2026.
  - Mechanical room upgrade in progress. Additional roof upgrades completed in March. Boiler installation is complete and providing heating to the school.
  - Gym will be available for occupancy after Spring Break. New Gym floor to be installed by district staff in June 2026.
  - Expected substantial project completion in July 2026, on budget.
4. Tomsett Building Addition (\$13.5 Million)
  - Project complete.
  - Project is on budget.
5. Odlin Crescent Renovation (\$5.5 Million, local capital)
  - Building Permit issued November 27, 2025.
  - 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.
  - Blocks 1 and 2: new shear wall rough-ins, plumbing runs, low- and high-voltage wiring complete. Insulation and drywall work in progress.
  - Block 3: foundation work and plumbing rough-ins in progress, new shear wall framing 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*

## Report to Facilities and Building Committee (Public)

**Date:** April 1, 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 completed, primarily funded by the Annual Facilities Grant (AFG), School Enhancement Program (SEP) and Carbon Neutral Capital Program (CNCP) (total ~\$8 Million).
  - Food Infrastructure Program (FIP) projects 25/26, all appliances have been installed and kitchen renovations are completed, with Quilchena substantially completed 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 substantially completed.
- The 2026/27 Facilities Renewal Program (FRP) is in final stages of development, and at the time of the writing of this report, we are awaiting final funding confirmation of AFG and the Ministry Response letter to our Capital Plan Submission. The May report will include a summary of planned AFG projects and other minor capital funded projects.

#### Maintenance Activities

Highlights in the Maintenance Departments:

- Carpentry Department worked on the renovation of the kitchen at Quilchena, completed numerous repairs arising from recent Fire Department inspections, installed new science prep room countertops at Steveston-London, replaced a sink and countertop in the washroom in the Aspen area at MacNeill, millwork team is training on the new shop equipment and began work on the new millwork for the learning commons area at Odlin Crescent, new flooring was installed in the Palmer main entry area and staff room and at Errington in room 10135;

- Electrical Department continued annual fire alarm testing, completed the security system upgrade at McNair, completed work to support the millwork shop equipment replacement at FSC, completed the main electrical service upgrade at AEC, and continued to provide support to the Dixon seismic upgrade and Odlin Crescent renovation;
- Grounds Department is continuing work on winter PM's at all sites (wood chip fall protection 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, completed several days of storm catch basin cleanouts at multiple sites around the District, and completed paving projects at Rideau Park, Quilchena, and Boyd;
- HVAC Department continues to be focused on service calls during the heating season, supported the completion of the remaining deficiencies on the Steveston-London DDC upgrade, completed a repair on a leaking heating valve at Richmond Secondary, and have been planning for several large projects in Summer 2026;
- Paint Department is continuing the Steveston-London and Lee full interior re-paint projects, 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, completed a hot water system upgrade in the Palmer change rooms, and are preparing for the sprinkler system semiannual testing in April; 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):
  - Errington water main leak: Over Spring Break a substantial water leak was found in the gym area and was localized to the water main below ground. Repairs were being made to enable the school to re-open after Spring Break.
  - Palmer bottle fill station leak: Flooring repairs completed over 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 arrived 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**
  - Operations staff completed Spring Break cleaning duties and tasks;
  - Reviewing applications for casual building service workers (BSW);
  - Reviewing and organizing vacation requests for the upcoming summer break, and starting the custodial schedule and facility use schedule for Summer 2026; 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 was off for Spring Break;
  - Online application for 2026/27 bus service is now live; and
  - Working with International Education to coordinate summer field trips.
- Energy and Sustainability
  - LED lighting projects are complete at Boyd, Quilchena and Garden City;
  - The BC Hydro 2025/26 Demand Response Program has been completed and our energy team is currently working on finalizing the results and our incentive calculations; and
  - The energy study for Odlin Crescent is approximately 90% complete, which will quantify energy savings from the ongoing renovation project and will help identify additional energy saving opportunities and inform future upgrades for the site.

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



**Child Care Development Advisory Committee**

January 7, 2026

7:00 PM

Virtual meeting via Teams

**Members in Attendance:** Maryam Bawa (Chair), Kathy Moncalieri (Vice-Chair), Daniel Suen, Mei Kang, Caitlin Lamb, Kevin Ching, Joyce Lin, Karen Jensen, Jiaxin Li, Harnoor Khurana, Elana van Veen, Carol Day (Council Liaison), Chris Duggan (Staff Liaison), Annie Lam (Guest), Talia Aarons (Recording Secretary).

**Regrets:** Tania Lam, Joyce Lin, Yanjie Zhao.

**1. Welcome, Introduction and Regrets**

**2. Approval of the Agenda**

Motion: Approval of the Agenda for January 7, 2026.

**CARRIED**

**3. Approval of the Minutes**

Motion: Approval of the Minutes of December 3, 2025.

**CARRIED**

**4. Guest Speaker/Presentation**

**a. City of Richmond School Age Child Care Business Plan Framework (Chris Duggan, Manager, Community Social Development)**

The City of Richmond School Age Child Care Business Plan Framework was created to support the expansion of quality, affordable, licensed school-age child care spaces in Richmond. There was a specific focus on planning areas with a low ratio of child care spaces to children. These included Thompson, Blundell and City Centre. This project was funded by a BC Healthy Communities Child and Youth Mental Well-being grant. Once finalized, these materials will be shared with the CCDAC.

**5. Correspondence**

None.

**6. Business Arising**

**a. Child Care Symposium date conflict**

The 2026 Child Care Symposium will take place on Saturday, May 2, 2026 at Richmond City Hall. Further details are discussed in section 8.a.ii.

## 7. New Business

### a. Lions Manor/Fentiman Place – Child Care Facility

A public hearing was recently held in relation to the new Vancouver Coastal Health assisted living facility on Fentiman Place, the former site of Lions Manor. This facility will follow an innovative campus of care model including services not previously available in the former Lions Manor such as respite and hospice programs and a 37 space licensed child care. The staff from the City's child care section have been engaged with this project since 2021 and are scheduled to meet with Vancouver Coastal Health in February to further discuss aspects of the child care facility design.

## 8. Reports

### a. Sub-committee Reports

#### i. Advocacy Sub-committee

The next meeting for the advocacy sub-committee will be held virtually, on January 14, 2026.

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

Feedback from the 2025 Child Care Symposium was reviewed and shared with the CCDAC. Members were asked to bring theme ideas for the 2026 Child Care Symposium to February's meeting for discussion and recommendations. CCDAC members were also invited to participate in organizing the 2026 Symposium and to confirm their interest with the recording secretary.

The Community Art Wall at the Brighthouse branch of the Richmond Public Library has been booked for the Children's Art Exhibition starting on March 1, 2026. Additional details will be discussed during February's CCDAC meeting.

#### iii. Child Care Grants Sub-committee – Program Guidelines update

The City's Grant Program is undergoing a review and a new online grant system is being procured in 2026. The Child Care Grant Program Guidelines, Information Session materials and Grant System User Guide will be updated accordingly and revised documents will be shared with the CCDAC at a later date.

### b. City Reports

#### i. Council Liaison

Councillor Day shared City updates, including:

- a. Applications for the 5<sup>th</sup> annual Faces of Richmond Exhibition are now open until January 10, 2026. Interested seniors can email [info@richmondartscouncil.ca](mailto:info@richmondartscouncil.ca) for more information; and
- b. The 2026 City Council Meeting Schedule was shared and can be found at [www.citycouncil.richmond.ca/meetings](http://www.citycouncil.richmond.ca/meetings).

- ii. **Staff Liaison**  
None.

**c. School District Reports**

- i. **School Board Liaison**

- a. There was no School District Liaison present at the meeting. This vacancy is in the process of being appointed.

**9. Community Updates**

- a. **Richmond Children First**

The Richmond Children First Committee will meet on February 26, 2026.

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

- i. The repairs at Richmond Caring Place have been completed after a flooding event in August. CCRR will be moving back into the Caring Place by the end of January with the goal of reopening the Early Years Lending Library as soon as possible. CCRR will hold an open house to celebrate the re-opening of the library. Once confirmed, event details will be shared with the CCDAC.
  - ii. Upcoming CCRR workshops and training include: Time, Space and Trust in Child Care on January 21 and Growing Emotional Roots: No Feeling is a Bad Feeling on January 28.
  - iii. The 2025 Richmond Christmas Fund supported 1,360 individuals, who received grocery gift cards and toys for their children for the holidays. Next year, all Richmond Christmas Fund registration days will be by appointment.

**10. Next Meeting**


The next meeting will take place on February 4, 2026, at 7:00 p.m., virtually.

**11. Adjournment**

The Committee Chair adjourned the meeting at 8:15 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 January 7, 2025.

  
Maryam Bawa, Chair

March 5, 2026  
Date

  
Talia Aarons, Recording Secretary

March 5, 2026  
Date