



General Purposes Committee

Date: Monday, September 15, 2025

Place: Anderson Room
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair
Councillor Chak Au (via teleconference)
Councillor Carol Day
Councillor Laura Gillanders
Councillor Kash Heed
Councillor Andy Hobbs
Councillor Alexa Loo
Councillor Bill McNulty
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the General Purposes Committee held on September 2, 2025, be adopted as circulated.

CARRIED

DELEGATION

1. Representatives of the Richmond Hospital Construction team, with the aid of a PowerPoint presentation (Copy on File, City Clerk's Office) provided an update on the Richmond Hospital construction and requested a location for a temporary construction site office. As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

- (1) *That the request in relation to the temporary construction site office for the Richmond Hospital project be endorsed; and*

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- (2) *That the Chief Administrative Officer be authorized to finalize the terms for the occupation until construction of the new hospital tower is complete.*

CARRIED

FINANCE AND CORPORATE SERVICES DIVISION

2. **AWARD OF CONTRACT 8409P - DOCUMENT AND RECORDS MANAGEMENT SYSTEM MODERNIZATION**

(File Ref. No. 03-1000-20-8409P) (REDMS No. 8141729)

In reply to queries from Committee, staff noted that (i) the repository for documents will be housed within the City's Microsoft 365 SharePoint site, (ii) documents will be secured through the same process applied to all City records and will remain within the City's domain, (iii) the process was carried out in two phases: Phase 1, proponents submitted their solutions and remediation approaches, which staff reviewed against requirements and financial information to confirm compliance and vendors that qualified moved to Phase 2, where they were evaluated in more detail through discussions, financial review, reference checks, and system demonstrations, (iv) the project is a major undertaking, with an anticipated two-year transition period, and (v) the initial five-year term includes this transition and given the significant investment, the project will be planned with a long-term perspective; however, Council will have the option to discontinue after the initial five years.

It was moved and seconded

- (1) *That Contract 8409P – Document and Records Management System Modernization Project, be awarded to Cadence Solutions Inc. for an initial five-year term for an estimated value of \$3,350,000 excluding taxes, as described in the report titled “Award of Contract 8409P - Document and Records Management System Modernization Project”, dated August 18, 2025 from the Director, Information Technology;*
- (2) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to execute the contract and all related documentation with Cadence Solutions Inc.; and*
- (3) *That the Chief Administrative Officer and the General Manager, Finance and Corporate Services be authorized to extend the contract at the end of the initial contract term for an additional five years at an amount of up to \$1,667,500, up to the maximum total term of ten years, for a maximum contract value of \$5,017,500 excluding taxes.*

CARRIED

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ENGINEERING AND PUBLIC WORKS DIVISION

**3. LOCAL GOVERNMENT CLIMATE ACTION PROGRAM (LGCAP)
YEAR 4 SURVEY REPORT AND 2024 CORPORATE EMISSION
INVENTORY**

(File Ref. No. 10-6125-01) (REDMS No. 8130697)

In reply to queries from Committee, staff advised that (i) the baseline is set using 2007 data, and all reduction targets are measured against it, therefore, changing the baseline would automatically change the targets, (ii) the work is being carried out within the parameters of the provincial survey, which requires that projects be substantially started or completed in 2024, and (iii) the money received can be used for a variety of initiatives, including private incentives offered to homeowners to upgrade their homes, such as the incentive for heat pumps, while other initiatives focus on improving building envelopes and overall energy efficiency.

It was moved and seconded

That the LGCAP Year 4 Survey Report and Attestation Form as described in the report titled “Local Government Climate Action Program (LGCAP) Year 4 Survey Report and 2024 Corporate Emission Inventory”, from the Director, Climate and Environment, dated August 19, 2025, be endorsed and posted on the City’s website for public information, in accordance with Provincial requirements.

CARRIED

4. PROPOSED COMMERCIAL TRUCK PARKING STRATEGIES

(File Ref. No. 10-6360-16-01) (REDMS No. 8142854)

In reply to queries from Committee, staff noted that (i) the pilot program will be monitored, with potential for future expansion, (ii) the referral addresses a long-standing regional issue, (iii) the pilot is estimated to accommodate approximately 55 trucks, (iv) Richmond had 6,500 registered commercial vehicles in 2023, (v) City-owned properties were considered; however, some had existing interests or were already under lease, (vi) the majority of data collected is through proactive enforcement, (vii) a fee was implemented to ensure that private parking lots renting space would not be negatively impacted by the new pilot program and to help offset administrative costs, (viii) during the pilot program, larger industrial properties can be contacted to determine if they can accommodate larger trucks, (ix) monthly parking was recommended to facilitate scheduling and administration, and (x) fees can be adjusted as the pilot program progresses.

In response to further questions from Committee, staff advised that additional information could be provided on Triangle Road properties.

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It was moved and seconded

- (1) *That the proposed On-Street Commercial Truck Parking Pilot Program and Recommended Actions as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, be approved;*
- (2) *That Staff report back to Council with the associated bylaw amendments required to implement Option A: Paid Monthly Permit Fee for the proposed On-Street Commercial Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation; and*
- (3) *That Staff include the estimated costs for the proposed On-Street Truck Parking Pilot Program, as described in the staff report titled "Proposed Commercial Truck Parking Strategies" dated August 25, 2025, from the Director, Transportation, as part of the 2026 budget process for Council consideration.*
- (4) *That staff be directed to consider the viability of other industrial areas to add to the pilot program.*

CARRIED

CAO'S OFFICE

5. EXAMINATION OF ETHICAL IMPLICATIONS REGARDING COUNCIL MEMBERS VOTING ON ISSUES WITH PERSONAL FINANCIAL INTERESTS

(File Ref. No.) (REDMS No. 8134452)

Peter Johnson, Barrister and Solicitor, reviewed his report on Conflict of Interest of Elected Officials - Personal Financial Interest.

In reply to a query from Committee, staff noted that the City's Council Procedure Bylaw is consistent with the Community Charter.

It was moved and seconded

That the report titled "Examination of Ethical Implications Regarding Council Members Voting on Issues with Personal Financial Interests" dated September 2, 2025 from the Chief Administrative Officer be received for information.

CARRIED

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ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:13 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the General
Purposes Committee of the Council of the
City of Richmond held on Monday,
September 15, 2025.

Mayor Malcolm D. Brodie
Chair

Sarah Goddard
Legislative Services Associate