



City of Richmond

Report to Committee

To: Community Safety Committee

Date: September 3, 2021

From: Jim Wishlove
Deputy Fire Chief

File: 09-5140-01/2021-Vol
01

Re: Hot Weather and Poor Air Quality Plan

Staff Recommendation

That the report titled, "Hot Weather and Poor Air Quality Plan", dated September 3, 2021, from the Deputy Fire Chief, be received for information.

Jim Wishlove
Deputy Fire Chief
(604-303-2715)
Att. 1

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Communications	<input checked="" type="checkbox"/>	
Community Social Development	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Public Works	<input checked="" type="checkbox"/>	
Recreation Services	<input checked="" type="checkbox"/>	
Emergency Programs	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

At the July 13, 2021, Community Safety Committee meeting, as a result of the extreme heat experience throughout Metro Vancouver, the following referral was made:

“That staff examine ways to incorporate heat wave planning into the City’s Emergency Management Plan, and report back.”

This report supports Council’s Strategic Plan 2018-2022 Strategy #1 A Safe and Resilient City:

Enhance and protect the safety and well-being of Richmond.

1.3 Ensure Richmond is prepared for emergencies, both human-made and natural disasters.

Analysis

As a result of the June 2021 heat event, the B.C Coroner service confirmed later in a media interview that across the Province 570 (70%) of the 815 sudden deaths recorded over that time period of the heat wave had been deemed "heat related". According to the Coroner, 79% of those who died were aged 65 or older. The overall number of sudden deaths represented a nearly 300% increase from the average number of deaths recorded over the same week every year since 2016.

While Richmond did not experience the same level of impacts, vulnerable populations are often impacted by extreme heat events; especially those who are socially isolated or residing in poor living conditions. People that are at higher risk include individuals experiencing homelessness; seniors (particularly those homebound); small children; people who work or exercise outdoors; and those with health problems (addiction problems, breathing difficulties, heart conditions, and/or mental illness).

The occurrence of high levels of humidity, reduced air quality levels, and/or extended durations of heat events are all potentially aggravating factors that can negatively affect health and put people at increased risk.

During the current pandemic, there is significant overlap among those most vulnerable to heat, COVID-19 and poor air quality. Vancouver Coastal Health medical health officers have stated that the risk of heat related morbidity and mortality may currently be higher than the risk of COVID-19 infection during periods of elevated heat.

As directed by Community Safety Committee, staff have created a Hot Weather and Poor Air Quality Plan (Plan) (Attachment 1) that provides actionable direction in the event of either an extreme heat event or a poor air quality advisory being issued for Richmond and/or the region. The Plan guides City staff in preparation and response for periods of increased heat or decreased air quality and will be activated by Richmond Fire-Rescue and Emergency Programs, as directed by Council and/or Senior Management, in consultation with Environment and Climate Change Canada (ECCC), Vancouver Coastal Health (VCH) or other jurisdictions as appropriate.

Hot Weather and Poor Air Quality Plan

This plan is to be used by City staff to guide preparatory and response actions during periods of increased heat or decreased air quality. Staff will continue to monitor and modify the plan using best practices and lessons learned from future activations.

The Plan defines roles and responsibilities of various City departments including Richmond Fire-Rescue, Emergency Programs, Corporate Communications & Marketing, Community Services, Community Social Development, Public Works, as well as community partners, such as the Richmond Library and the Richmond Olympic Oval during Plan activations. The public will also be given information about sun safety and what steps they can take to mitigate and reduce negative health impacts.

Level 1 and Level 2 Heat Activations

The scope of activation will be in accordance with the level/type of alert issued by ECCC as described below.

Under notice from ECCC a Level 1 Heat Warning will be issued for the region when two or more days and nights are forecast to have a temperature range of no lower than 16°C over two consecutive nights, and a high of at least 29°C for two consecutive days.

Under a Level 1 Heat Warning, public and stakeholder communication will be implemented to assist people in taking preventative measures to reduce the impact of increased heat and poor air quality on residents. This will include a communication plan to increase awareness of City-operated facilities and outdoor locations which provide respite from the heat and air environment while also emphasizing the importance of checking on friends, family, neighbours and others who may be vulnerable to the heat and need assistance in implementing recommended protective actions.

Under guidelines from ECCC a regional Level 2 Extreme Heat Alert will be issued when the average of the day's temperature and the following day's forecasted high is 31°C at Vancouver Airport (YVR) or 36°C at Abbotsford Airport (YXX).

Should a Level 2 Extreme Heat Alert be issued; in addition to all Level 1 measures City staff will open and operate City-operated locations as enhanced Cooling and Air Quality Centres. During this activation level, City-operated facilities operating hours may be extended and staff and community partners will coordinate the distribution of water to vulnerable populations. Additional City resources could be deployed to provide assistance, such as transport to a cooling centre and check on vulnerable individuals known to the police or community partners.

The City follows the air quality advisory system maintained by Metro Vancouver. When local air quality degrades, Metro Vancouver will issue Air Quality Advisories notifying the public.

Heat Wave – July 27, 2021 Activation

The Hot Weather and Poor Air Quality Plan outlines the details of implementation and deactivation as well as specific operational requirements for Cooling and Air Quality Centres, including the roles and responsibilities of all involved.

For example, when Environment Canada issued a “Heat Warning” on July 27, 2021, the City implemented the following actions using the Plan as a guide:

- Corporate Communications and Marketing staff issued social media and media notices providing public preparedness information to the community and responded to media queries;
- Public Works crews ensured all public drinking fountains were operational and accessible across the City. A map of these and other options was posted at: richmond.ca/heat for easy public access;
- Public Works crews installed misting stations, attached to City fire hydrants, at Garry Point Park, Thompson Community Centre, Steveston Village, London-Steveston Park and King George Park;
- Parks staff operated spray parks and installed shade shelters in designated parks;
- All of the City’s public pools, including Watermania, Minoru Centre for Active Living, Steveston and South Arm Outdoor were available to the public; and
- Cambie and South Arm Community Centres, four Richmond Public Libraries and the Brighthouse Cultural Centre served as cooling centres during their opening hours.
- Community Social Development provided information regarding the heat wave to the Richmond Community Services Advisory Committee for distribution to their networks.

Community Outreach and Communication

Both broad and targeted communication are essential for success. As such, the Plan contains clearly defined City and community resources such as traditional media (e.g. news release), web sites (<https://www.richmond.ca/safety/prepare/city/hazards/heat.htm>), social media channels and direct outreach to vulnerable members of the community, and those belonging to specific City facilities and partner organizations to maximize information dissemination. Additionally, as the program further develops, the Richmond BC Alert application will be used to communicate important shelter and heat-related information to the community.

September 3, 2021

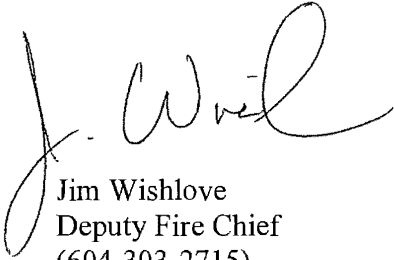
- 5 -

Financial Impact

None.

Conclusion

As directed, staff have developed a Hot Weather and Poor Air Quality Response Plan that can be activated as required. Staff will continue to monitor the Plan for effectiveness and make improvements as we gain more feedback and learnings during further activations.

A handwritten signature in black ink, appearing to read "J. Wishlove". The signature is fluid and cursive, with the first letter "J" being particularly large and stylized.

Jim Wishlove
Deputy Fire Chief
(604-303-2715)

JW:jw

Att. 1: City of Richmond Hot Weather and Poor Air Quality Plan



City of Richmond

**Hot Weather and Poor Air Quality
Operations Guide**

Alerting Process, Multiple Cooling Centres / Clean Air Shelter

Locations & Operations

OPERATIONAL GUIDE DOCUMENTATION	REDMS # 6712589	<u>CITY OF RICHMOND</u> <ul style="list-style-type: none"> • Community Services • Community Social Development • Public Works • Richmond Public Library • Richmond Fire-Rescue, Emergency Programs Branch • Corporate Communications & Marketing • Parks Services
	Document Status: FINAL	
	Last Updated: 27 September 2021	

REVISION HISTORY

Revision Number	Description of Revision	Effective Date
1.0	Original Draft	18 July, 2021
2.0	Final Draft	3 September, 2021

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APPENDICES:

- 1) List of City-Operated Facilities Available For Heat / Air Quality Respite
- 2) Southwest BC Region Heat Alert System
- 3) Emergency Cooling Centre / Air Quality Shelter Operations Guide & Considerations
- 4) Cooling Centre / Air Quality Shelter Stakeholders
- 5) Cooling Centre / Air Quality Shelter Equipment List
- 6) Map Of Water Fountains And Places To Stay Cool In Richmond

SUMMARY

This plan provides actionable direction for City staff in the event of either an extreme heat event or an air quality advisory being issued for Richmond and/or the region. It guides City staff in preparation and response for periods of increased heat or decreased air quality and will be activated by Richmond Fire-Rescue Emergency Programs Branch, as directed by Council and/or Senior Management, in consultation with Environment and Climate Change Canada (ECCC), Vancouver Coastal Health (VCH) or other jurisdictions as appropriate. The scope of activation will be in accordance with the level/type of alert issued:

Level 1 Heat Warning

The scope of activation will be in accordance with the level/type of alert issued by ECCC as described below.

Under notice from ECCC a Level 1 Heat Warning will be issued for the region when two or more days and nights are forecast to have a temperature range of no lower than 16°C over two consecutive nights, and a high of at least 29°C for two consecutive days.

Under a Level 1 Heat Warning, public and stakeholder communication will be implemented to assist people in taking preventative measures to reduce the impact of heat and poor air quality on residents. This will include a communication plan to increase awareness of City-operated facilities and outdoor locations with shade available to provide respite from the heat and air environment while also emphasizing the importance of checking on friends, family, neighbours and others who may be vulnerable to the heat and need assistance in implementing recommended protective actions.

Level 2 Extreme Heat Alert

This Alert will be issued when the average of the day's afternoon temperature and the following day's forecasted high is 31°C at YVR or 36°C at Abbotsford. Should that occur, the City – in consultation with VCH and/or other jurisdictions – will implement Level 1 strategies and, in addition, identify designated City-operated locations as enhanced Cooling/Air Quality Centres.

The Level 2 Extreme Heat Alert will also trigger potential expanded opening hours of existing City-operated facilities, as well as distribution of water to vulnerable populations in conjunction with community partners.

The following pages outline the details of implementation and deactivation as well as specific operational requirements for Cooling/Air Quality Centres and the roles and responsibilities of all involved.

1.0 INTRODUCTION & OVERVIEW

1.1 Purpose

The purpose of this plan is to provide actionable direction for City staff in the event of either an extreme heat event or air quality advisory being issued for the region.

1.2 Audience

This plan is to be used by City staff to guide preparatory and response actions during periods of increased heat or decreased air quality.

1.3 Scope

This plan advises on actions related to heat and air quality alerts as documented in the Plan Activation section. General “warm weather”, “dirty air”, or “summertime” operations are out of scope. Further, this plan does not replace or circumvent other City department procedures, rather it augments already existing plans and procedures.

1.4 Risk & Vulnerability Assessment

During the June 2021 heat event, the B.C Coroner service later confirmed in an interview that 570/815 (70%) sudden deaths recorded over that time period have been deemed heat related. According to the Coroner, 79% of those who died were ≥ 65 years of age. Sudden deaths represented a 300% increase from the average number of deaths recorded during the same week every year, since 2016.

While Richmond did not experience the same levels of impact, vulnerable populations, especially those in social isolation or residing in poor living conditions, are often impacted by extreme heat. Those at higher risk include: persons experiencing homelessness, seniors (particularly homebound), infants/children, those who work/exercise outdoors, and persons with health problems (addiction, respiratory issues, heart conditions, and/or mental illness).

High levels of humidity, reduced air quality levels, and/or extended durations of extreme heat are all potentially aggravating factors that can negatively affect health and increase risk.

There is significant overlap in risk among extreme heat, COVID-19, and poor air quality. In the summer of 2021, Vancouver Coastal Health medical health officers stated that the risk of heat related morbidity and mortality during the extreme summer 2021 temperatures and COVID-19 pandemic may be higher than the risk of COVID infection.

2.0 ASSUMPTIONS

This plan was created under the following assumptions. If any become no longer applicable, the plan will be adjusted accordingly and implementation will be modified as needed.

- City departments identified in this plan will have procedures in place to implement their identified functions.
- Facilities identified in this plan may be available for use for their designated function(s).
- Staff identified in this plan will be oriented and trained on the plan regularly.
- Organizations engaging vulnerable populations such as those providing assisted living services for the elderly and those looking after children (e.g. child care providers, schools, summer youth camps) will take appropriate actions to ensure the safety of the people in their care.
- Employers will take appropriate actions to mitigate extreme heat adverse impacts on their workforce.
- Costs incurred as a result of activation of this plan that are not recovered through EMBC will be borne by the individual departments enacting respective functions.

3.0 ESSENTIAL COMPONENTS

The essential components of such initiatives include regular review of this plan and actions, proactive forecasting for hot weather and poor air quality occurrences, public education and preparedness, public warnings and awareness and response actions.

Plan Review:

This plan and actions should be reviewed by the identified departments in Q2 of each year in preparation for hot weather and poor air quality occurrences, and to review and confirm any necessary changes.

Public Communications:

A hot weather and/or air quality advisory event warrants a variety of messaging from several departments and external jurisdictions. Corporate Communications and Richmond Fire-Rescue (RFR) will organize, prioritize and deliver the messaging in the ensuing days prior to an event and throughout the event. Existing communications channels will be used including the City's and RFR's website, social media channels, and news releases as deemed appropriate.

Public Warnings:

Upon awareness and with notification from some or all of the following agencies, the identified City departments will action the steps included in this plan:

- Vancouver Coastal Health (VCC)
- Environment and Climate Change Canada (ECCC)
- Metro-Vancouver
- Emergency Management B.C. (EMBC)

Response:

1. Implement mechanisms for issuing warnings when a weather situation is forecasted which could adversely affect health
2. Promote public health initiatives and activities to prevent heat-related illness and death
3. Increase community outreach
4. Increase surveillance of weather advisories
5. Dissemination of education material
6. Identify potentially dangerous situations
7. Opening of cooling/air quality centres when appropriate
8. Provision of transportation to and between Cooling Centres when appropriate

Objectives:

1. To ensure all agencies and City departments working with vulnerable groups are provided with information about precautions to take when temperatures reach extreme levels, or when air quality is poor.

2. To coordinate a community response when temperatures and/or air quality reach extreme levels.
3. To ensure that high-risk populations are cared for when temperatures and/or poor air quality reach extreme levels.
4. To provide Cooling Centres for community respite, when appropriate.
5. To activate the City's Emergency Response Plan, when appropriate.

Roles and Responsibilities:**✚ Richmond Fire-Rescue, Emergency Programs Branch (RFR EP)**

- Will monitor all weather related advisories and coordinate with identified City business units when notifications and alerts are triggered.
- Will support the public awareness, and the communications through research, ongoing monitoring of the notice advisories and update as necessary.
- Will coordinate resources as appropriate to support ongoing Cooling Centre operations if necessary.
- Will liaise between the City and EMBC to apply for reimbursement when appropriate.
- Will coordinate and disseminate all applicable information to all internal City departments who will have actions and responsibilities stemming from this plan.

✚ Corporate Communications & Marketing

- Will coordinate and disseminate appropriate information to the public on behalf of the City, and in coordination with Environment Canada, Metro-Vancouver and VCH notices.
- Will communicate the location, hours and availability of City of Richmond facilities to be used as Cooling Centres as available when appropriate.

✚ Community Services and Richmond Public Library

- Will identify which facilities will be available and accessible for heat and/or poor air quality respite.
- Will identify locations of shelter in public parks.
- Will manage the operation of the identified civic facilities during the available times when accepting the public for respite.
- Will communicate all locations, operating hours and other important public-facing information (and updates to this information) to RFR EP and Corporate Communications, so information can be publically shared via existing communications channels.

 **Public Works**

- Will identify locations of public water fountains. Functionality of fountains ensured through regular maintenance.
- Will identify locations for misting devices and deploy them.
- Will communicate all locations and other important public-facing information (and updates to this information) to RFR EP and Corporate Communications, so information can be publically shared via existing communications channels.

4.0 ACTIVATION GENERAL REQUIREMENTS

**Issuance Of Any Of The Alerts Or Notifications Mentioned Below
Will Trigger The Activation Of This Plan.**

4.1 Extreme Heat Triggers

The City follows the 2019 Heat Alert and Response System (HARS) developed by Environment and Climate Change Canada (ECCC) and the BC Centre for Disease Control (BCCDC).

4.1.1 Level 1 Heat Warning

A Level 1 Heat Warning will be issued for the Southwest BC region when 2 or more days are forecasted to have a temperature range of 16°C (low) and 29°C (high), or higher.

Heat Warnings will be issued electronically via ECCC's EC Alert Me system (ecalertme.weather.gc.ca).

When alert criteria is no longer met ECCC will end the warning with notification through the EC Alert Me system.

4.1.2 Level 2 Extreme Heat Alert

A Level 2 Extreme Heat Alert will be issued for the Southwest BC region when daily temperature forecasts indicate the *average* of that day's temperature measured at 2:05pm and the next day's forecasted high is 31°C at YVR, or 36°C at Abbotsford.

Note: forecasted lows are not included in the calculation.

VCH will issue an alert to the public and via Health Emergency Management BC (HEMBC) to emergency management teams.

When the criteria level is no longer met, VCH will issue a notification to the public and via HEMBC to emergency management teams ending the alert.

4.2 Air Quality Advisory Triggers

The City follows the air quality advisory system maintained by Metro Vancouver. When local air quality degrades, Metro Vancouver will issue Air Quality Advisories notifying the public.

4.2.1 Air Quality Advisories

Metro Vancouver will issue an air quality advisory if either:

- a. Air quality *at two or more stations* exceeds or is expected to exceed any of the air quality objectives listed below, or
- b. Air quality has deteriorated or is expected to deteriorate into “high health risk” category (7 or greater) of the Air Quality Health Index for at least two consecutive hours.

Metro Vancouver air quality objectives are as follows:

- **Fine particulate matter (PM_{2.5}):** a 24-hour rolling average > 25 ug/m³
- **Ground-level ozone (O₃):** a 1-hour rolling average > 161 ug/m³
- **Nitrogen dioxide (NO₂)*:** a 1-hour rolling average > 113 ug/m³
- **Sulphur dioxide (SO₂)*:** a 1-hour rolling average > 183 ug/m³

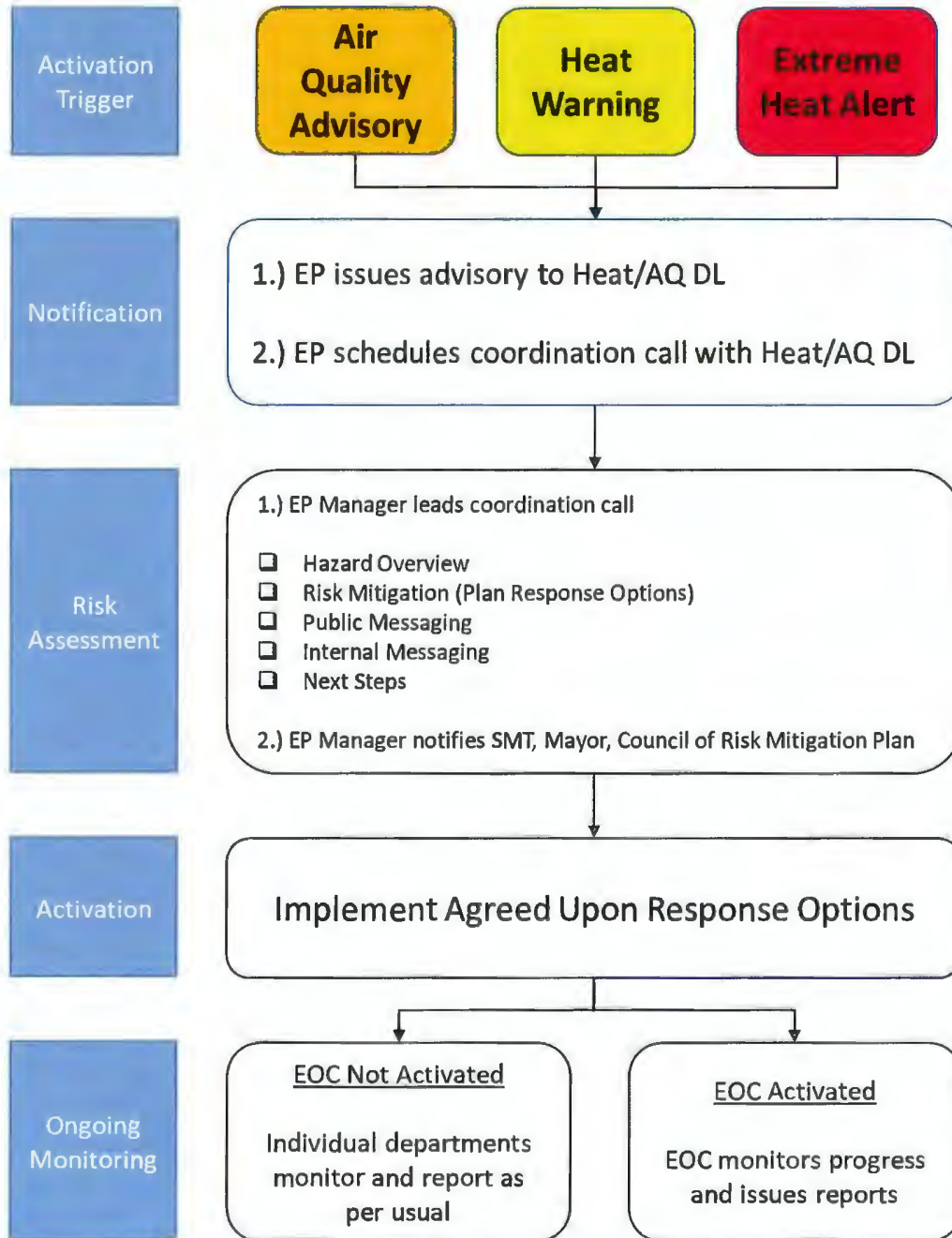
**Advisories are rare for these contaminants as exceedances of objectives tends to be very transient, lasting only a single hour or two for an entire year.*

Air quality advisories will be issued electronically via Metro Vancouver’s [Advisory and Bulletin System](#).

An air quality advisory cancellation will be issued via the advisory and bulletin system when air quality objectives are no longer exceeded or when the AQHI is in the moderate health risk category or better.

Should an air quality advisory be issued independently of a heat event, City Staff will follow actions outlined as above to provide shelter and respite for those who need it as per the Level I and Level II Heat Triggers.

4.3 Activation Procedure Diagram



4.4 Activation Procedure Breakdown

Following confirmation by the directing agency (VCH, Environment Canada or Metro-Vancouver), and the advisory status is declared, the activation procedures set forth in this plan will be followed.

4.4.1 Level 1 – Heat Warning:

1. RFR Emergency Programs notifies Corporate Communications & Marketing, Community Services, Community Social Development and the Richmond Public Library of the declaration.
2. Each City department notifies staff and partner agencies through their communications network.
3. Corporate Communications & Marketing disseminate public facing information through existing communication channels including the City’s website, social media and potentially news releases. Information will include:
 - Heat warning issued
 - The criteria upon which the warning is based
 - General information on heat-related effects
 - Recommended protective information for the public
 - Recommended preventative measures for the public where applicable
 - Means by which to obtain further information
 - Emphasis on the need for residents to check-in on friends, family and neighbors who may be vulnerable to the heat, and may need assistance in implementing recommended protective actions
4. Corporate Communications and Emergency Programs respond to health-related media requests and post news release on City and RFR websites.
5. Richmond Public Library monitors facilities for potential increase in customer traffic and for potential Cooling Centre declaration (and updates RFR EP and Corporate Communications), including:
 - Facilities maintenance and issues review and troubleshooting,
Draft identification of which site(s) could be identified as official cooling center(s)
6. Community Services monitors facilities for potential increase in customer traffic and for potential Cooling Centre declaration (and updates RFR EP and Corporate Communications), including:
 - Facilities maintenance and issues review and troubleshooting,
 - Draft identification of which site(s) could be identified as official cooling center(s).

7. Community Social Development monitors specific risks for vulnerable populations, including seniors and people experiencing homelessness, and communicates information regarding cooling centres to key non-profit organizations and service providers in Richmond.

4.4.2 Extended or Continued Heat Warning:

1. All actions in Level 1 will continue.
2. Meeting of City and community stakeholders to occur to discuss implementation of any or all of the following actions;
 - a. Distribution of bottled water to vulnerable populations in conjunction with community partners,
 - b. Expanding location(s) and hours of operation of public facilities where appropriate,
 - c. Request that local utility providers halt all service cancellations until after heat warning has passed,
 - d. Opening Cooling Centres at various City civic and Library facilities.
SEE APPENDIX 1
 - e. Deployment of devices by Waterworks

4.4.3 Level 2 – Extreme Heat Alert:

1. All actions in Levels 1 and 2 will continue.
2. News release regarding Extreme Heat Alert released by Corporate Communications & Marketing.
3. RFR EP may implement any or all of the following additional actions if appropriate:
 - a. Activation of Emergency Response Plan
 - b. Consideration of extending hours of operations for current Cooling Centres
 - c. Coordination of transportation services between Cooling Centres, or to/from Cooling Centres
 - d. Increase broader public outreach using additional resources such as:
 - Richmond RCMP
 - City Operations Staff
 - City Community Social Development Dept.
Community Organizations

4.5 City Staff Awareness and Protection

Once heat and air quality alerts are known, information will be shared with all City of Richmond staff who may be impacted by the heat or air quality environment. Designated Emergency Cooling/Air Quality Centres, shade shelters and spray-misters will also be available to City staff for their protection and respite

Additionally, prevention and education information will be issued and shared with City staff through advisories from Occupational Health and Safety; these advisories will be made available on the City Intranet and at places of work coordination, for example:



4.6 Implementation of Cooling/Air Quality Centres

Emergency Cooling/Air Quality Centres are places of refuge during extreme weather events or periods of poor air quality. The primary focus is to ensure the public and high risk populations are cared for to mitigate and reduce negative consequences and health impacts.

When implementing the plan, the following criteria must be met:

- Identified facilities have the necessary infrastructure, equipment and personnel to support an Emergency Cooling/Air Quality Centre

- Business Continuity impacts resulting from the mobilization of a centre will be managed by the City, Richmond Public Library and/or other community organizations as appropriate.
- Response, readiness and procurement needs along with roles, responsibilities and operational budget will be clearly defined by Senior Management.
- Each selected location will have the following:
 - a. **Accessible Reception and Screening Area:** As the first place of contact with the public, this is where patrons are greeted, and asked to sign-in to the facility (if required). Patrons will also be given an orientation to the site and reminders to ensure everyone's safety and wellbeing as appropriate.
 - b. **Primary Cooling Area:** This is where patrons will be seated once signed in and screened. There will be a refreshments station stocked with water and educational reading material available. In accordance with British Columbia Centre for Disease Control guidelines (BC CDC) and public health expectations, cleaning will be performed as appropriate.
 - c. **Isolation Area:** Any patrons who become symptomatic or begins to feel ill will be moved to the designated isolation area. 9-1-1 will be called for anyone needing medical attention or assessment.
 - d. **Staff Area:** For staff and volunteers to eat, rest and take breaks as required.

5.0 STAFFING REQUIREMENTS

Generally there are three main roles to support an Emergency Cooling/Air Quality Centre which have been summarized below:

Position	Key Responsibilities
<p>Site Lead</p>	<ul style="list-style-type: none"> • Oversee overall operations and staff within the Cooling Centre and ensure that all required functions are carried out. Troubleshoot any challenges. • Manage the daily schedule. Ensure staff are given breaks throughout the day and that least one person is covering each function at all times. • Monitor Cooling Centre capacity and space allocations within the Cooling Centre. • Debrief with Cooling Centre team at the end of the day, prior to closing. Share any concerns related to safety, operations, resourcing and identify any modifications or changes to be made for next day/future activations. • This position will be staffed by the respective City department
<p>Greeter/ Support Staff</p>	<ul style="list-style-type: none"> • As patrons enter the facility to use the washrooms or access the drop-in space, have a welcoming conversation with them and have them sign in if required. • Let the patrons know they are welcome to bottled water and snacks are available in the cooling room. Request that they follow guidance on hygiene, distancing and traffic flow in the facility. • This position will be staffed by the respective City department
<p>Security (If necessary)</p>	<ul style="list-style-type: none"> • Coordinate with Cooling Centre staff to maintain access control by facilitating safe and effective pedestrian flow, ensuring site security and assisting with capacity management. • Assist with the cycling of patrons in/out of the facility at established time intervals if capacity levels are reached. • Help to maintain a safe and respectful environment by providing information to patrons, communicating with or reporting issues to Site Lead. • This position will be staffed by the respective City department

6.0 DEACTIVATION PROCEDURES AND BREAKDOWNS

There is no deactivation required for a Level 1 Heat Warning.

Deactivation of a Level 1 Extended Heat Warning/Heat Alert, and a Level 2 Extreme Heat Alert response and plan occurs only following confirmation by the City through VCH that the warning/alert has ended.

The end of a Level 1 Extended Heat Warning/Heat Alert, and a Level 2 Extreme Heat Alert may be communicated to:

- The public by Corporate Communications via existing communications channels.
- City Council, staff, community partners and stakeholders via the respective operational departments

While VCH and/or other jurisdictions may declare an extreme hot weather event has ended, the City retains the option to continue implementation of its plan as appropriate to ensure ongoing community safety.

7.0 HOT WEATHER RESPONSE PLAN EVALUATION

City staff will review the Hot Weather Response Plan biannually and/or following any activation of the plan to update or improve effectiveness.

Should there be no activation and subsequent review of the Plan in a two-year period, RFR EP will organize a table-top exercise to practice the appropriate actions and response processes within the Plan.

8.0 PARTNER TOOLS

The following online resources may be utilized as sources of information regarding heat and air quality alerts and monitoring.

Partner	Tool	Purpose
Environment & Climate Change Canada	National Weather Alert System	Information on heat warning alerts and criteria
Metro Vancouver	Air Quality Alert System	Air Quality Alerting tool for Metro Vancouver region
Metro Vancouver	Air Quality Map	Live Air Quality Map
Metro Vancouver	Air Quality Map Explainer	Air Quality Map details
BCCDC	BC Heat Impacts Prediction Map	Map of predicted impact to public health from heat in the province
Homelessness Services Association of BC	Extreme Weather Homeless Shelter Notifications	HAS-BC.CA Email alerts for all of lower mainland. Emails are sent to all agencies dealing with homelessness and provides information on what each community is doing to address the heat response.

APPENDIX 1**LIST OF CITY-OPERATED FACILITIES AVAILABLE FOR HEAT/AIR QUALITY RESPITE**

- ❖ **Richmond Olympic Oval**
6111 River Road
Richmond, BC V7C 0A2
- ❖ **Richmond (Brighouse) Cultural Centre**
100-7700 Minoru Gate
Richmond, BC V6Y 1R9
- ❖ **Richmond (Ironwood) Public Library**
8200-11688 Steveston Hwy
Richmond, BC V7A 1N6
- ❖ **Richmond (Cambie) Public Library**
150-11590 Cambie Road
Richmond, BC V6X 3Z5
- ❖ **Cambie Community Centre**
12800 Cambie Rd.,
Richmond, BC V6V 0A9
- ❖ **Watermania**
14300 Entertainment Blvd,
Richmond, BC V6W 1K3
- ❖ **Minoru Centre for Active Living**
7191 Granville Ave
Richmond, BC V6Y1N9
- ❖ **Richmond (Brighouse) Public Library**
100-7700 Minoru Gate
Richmond, BC V6Y 1R9
- ❖ **Richmond (Steveston) Public Library**
4111 Moncton Street
Richmond, BC V7E 3A8
- ❖ **Hamilton Community Centre**
5140 Smith Dr,
Richmond, BC V6V 2W5
- ❖ **South Arm Community Centre**
8880 Williams Rd,
Richmond, BC V7A 1G6
- ❖ **Steveston Community Centre**
4111 Moncton Street,
Richmond, BC V7E 3A8

APPENDIX 2

SOUTHWEST BC REGION HEAT ALERT SYSTEM

2019 Heat Alert Response System – Southwest BC Region	
Monitoring Year Round	<p style="text-align: right; font-size: small;">JUNE 2019</p> <p>To support daily surveillance and forecasting of the effects of hot weather across the province, BC Centre for Disease Control (BCCDC) has developed the <i>British Columbia Health Impacts Prediction System (BCHIPS)</i> tool. The <i>BCHIPS</i> framework uses a model of historic daily temperatures and historic daily counts of relevant ambulance dispatches to predict the impacts of the temperature forecasts for the upcoming days. <i>BCHIPS</i> generates two daily reports designed for easy interpretation that you can access here: general public maps (maps.bccdc.ca/bchips) and public health authorities maps (internalmaps.bccdc.ca/bchips).</p>
Level 1: Environment Canada Heat Warning	<p>Environment Canada (EC) develops the weather forecast for the Southwest BC Region and will issue a Heat Warning when the criteria for Coastal or Inland weather stations is met:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Heat Warning Criteria for Southwest BC Region*</p> <p style="text-align: center;">2 or more days with a forecasted temperature (T) range of:</p> <p style="text-align: center;">Coastal Tmax $\geq 29^{\circ}\text{C}$ and Tmin $\geq 16^{\circ}\text{C}$</p> <p style="text-align: center;">Inland Tmax $\geq 33^{\circ}\text{C}$ and Tmin $\geq 17^{\circ}\text{C}$</p> <p style="text-align: center; font-size: x-small;">*Warnings will be issued for both Coastal and Inland sections if either criteria is met</p> </div> <p style="color: red; font-weight: bold; font-size: small;">According to BCCDC historical data, the Heat Warning criteria level is linked to at least a 5% increase in mortality, or 2-4 excess deaths in the region per day</p> <ul style="list-style-type: none"> Heat Warnings will be issued electronically to emergency management representatives registered on Environment Canada's <i>EC Alert Me</i> system (ecalrtme.weather.gc.ca), and publicly on the <i>WeatherCAN</i> app and their public weather alerts webpage (weather.gc.ca/warnings) When the criteria level is no longer met, EC will end the warning with notification through the <i>EC Alert Me</i> system, <i>WeatherCAN</i> app and the public weather alerts webpage
Level 2: Extreme Heat Alert	<p>BCCDC monitors daily temperature forecasts and will advise Vancouver Coastal Health and Fraser Health when temperatures are expected to reach the Extreme Heat Alert level:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Extreme Heat Alert Criteria for Southwest BC Region</p> <p style="text-align: center;">Daily temperature forecasts indicate the average of today's 14:05h temperature and tomorrow's Tmax is:</p> <p style="text-align: center;">$\geq 29^{\circ}\text{C}$ at YVR or $\geq 34^{\circ}\text{C}$ at Abbotsford</p> <p style="text-align: center;">(these averages are used to predict Tmax of $\geq 31^{\circ}\text{C}$ at YVR and $\geq 36^{\circ}\text{C}$ at Abbotsford)</p> </div> <p style="color: red; font-weight: bold; font-size: small;">According to BCCDC historical data, the Extreme Heat Alert criteria level is linked to at least a 20% increase in mortality, or 15-25 excess deaths in the region per day</p> <ul style="list-style-type: none"> Once the criteria level has been reached, Vancouver Coastal Health and Fraser Health will issue an Extreme Heat Alert to the public Health Emergency Management BC (HEMBC) will forward the Extreme Heat Alert to Emergency Management BC and Local Government Emergency Planners When the criteria level is no longer met, the above will issue notification to all previously contacted parties ending the alert

APPENDIX 3

EMERGENCY COOLING CENTRE & AIR QUALITY SHELTER SET-UP

Facility Pre-Planning
<input type="checkbox"/> Facility staff identify spaces to use, occupancy limits, furniture locations and emergency procedures. <input type="checkbox"/> Identify Hours of Operation <input type="checkbox"/> Identify Site Lead and Personnel Assignments <input type="checkbox"/> In Coordination with other departments determine Chain of Command (Site/Site-Support Control)
Staff, Health, Safety and Risk Management
<input type="checkbox"/> OH&S Safety Officer to assess the space for set up, apply signage and determine appropriate PPE needs and protocols for use. (if necessary) <input type="checkbox"/> Provide Cooling Centre Operational Guide and Safety Plan to Emergency Cooling Centre staff <input type="checkbox"/> Conduct in-service and staff orientation for Cooling Centre staff
Setting up the Facility
A. Main Cooling Area
<input type="checkbox"/> Identify private Main Cooling Area and areas that need to be closed off <input type="checkbox"/> Pre-arrange furniture <input type="checkbox"/> Acquire supplies, i.e. water and food <input type="checkbox"/> Set up Refreshment Station
B. Isolation Area
<input type="checkbox"/> Identify isolation area within the Cooling Centre for those who become ill or symptomatic
C. Staff Area
<input type="checkbox"/> Identify Staff Area (if available)
D. Signage
<input type="checkbox"/> Hang Multi-lingual signage about screening, sign in and Cooling Centre rules <input type="checkbox"/> Print educational materials for guests (Tips to Beat the Heat; COVID-19 information)
Communications
<input type="checkbox"/> Inform Corporate Communications to assist with the dissemination of information via social media channels and Corporate Webpages <input type="checkbox"/> Corporate Communications to provide Frequently Asked Questioned (FAQ's), key messages and speaking points for Emergency Cooling Centre staff and Reception.

DAILY OPERATING GUIDELINES

Morning Briefing
<ul style="list-style-type: none"> <input type="checkbox"/> Introduce all staff and identify all staff roles/responsibilities <input type="checkbox"/> Review operational hours, breaks, staff rotations, cleaning, lunch etc. <input type="checkbox"/> Identify Cooling Centre floorplan, traffic flow, cooling rooms, staff area, isolation rooms and washrooms. <input type="checkbox"/> Describe emergency procedures (fire, earthquake, workplace violence) including location of the pull station, extinguisher, Muster Area and where emergency protocols. <input type="checkbox"/> Confirm closing time; ensure all staff participate in end-of-day debrief before leaving the site.
Welcoming Guests
Ask guests to sign in using sign-in sheet.
Monitoring Guests
<ul style="list-style-type: none"> <input type="checkbox"/> Provide directions on the locations of Cooling Centre amenities, such as bathrooms and water <input type="checkbox"/> Monitor the number of guests in the Cooling Centre and inform the Greeters at the entrance <input type="checkbox"/> Escalate any issues with guests to the Site Lead, whether sudden onset of symptoms or other disruption that poses a risk to staff or other guests
<ul style="list-style-type: none"> • If the Cooling Centre reaches or exceeds capacity, staff are to inform the Site Lead who will liaise with Emergency Programs. • Should sites become overwhelmed with clients, 45 minute rotations could be established to ensure opportunities for all. • Additionally, RFR EP can manage transportation between Cooling Centres as required through Coast Mountain Bus services. • Patrons will be asked to start leaving one hour before closing time (no new patrons admitted) to allow time for final cleaning and shut-down of the Cooling Centre.
Closing Procedures
<input type="checkbox"/> <u>60 minutes prior to closing:</u> remind guests that the facility will be closing
<input type="checkbox"/> <u>At closing:</u> <ul style="list-style-type: none"> • Do a walk-through of the facility and ensure no guests remain inside • Lock doors to the facility • Ensure facility is set up according to set floorplans
<input type="checkbox"/> Replenish equipment : Sign-in sheets, Clipboards , Pens, Hand sanitizer and Water bottles
<input type="checkbox"/> Ensure signage on screening, public health and facility capacity is still clearly visible
<input type="checkbox"/> Arrange for cleaning of all Cooling Centre areas
Communications
<input type="checkbox"/> Promptly update RFR EP and Corporate Communications of any changing or emerging information deemed important for the public.

DEMOBILIZATION OF EMERGENCY COOLING CENTRE & AIR QUALITY SHELTER

Demobilization Activities
<input type="checkbox"/> Receive notification from Emergency Programs to initiate demobilization.
<input type="checkbox"/> Brief staff on closure time and required demobilization tasks
<input type="checkbox"/> Inform patrons that the Cooling Centre will be closed effective (time and date)
<input type="checkbox"/> Inform Corporate Communications to assist with the dissemination of information via social media channels and Corporate Webpages
<input type="checkbox"/> Remove and store signage. <i>Signage may be used again for future Cooling Centre activations.</i>
<input type="checkbox"/> Pack and Restock the following: <ul style="list-style-type: none"> • Masks • Gloves • Hand sanitizer • Pens/pencils • Bottled water
<input type="checkbox"/> Coordinate site cleaning as required
<input type="checkbox"/> At time of closing, do a walk-through of the facility <ul style="list-style-type: none"> • Ensure no guests remain inside Lock doors to the facility
<input type="checkbox"/> Return facility back to its previous arrangement (before it was set up as a Cooling Centre)
After all Cooling Centre staff leave, secure the facility: <ul style="list-style-type: none"> • Turn off key functions (e.g. lights, A/C) • Make notes of equipment that needs to be replenished, fixed, or requires attention • Ensure no guests or staff remain inside Set alarm system & lock doors from the outside
<input type="checkbox"/> Inform Corporate Communications to assist with the dissemination of information via social media channels and Corporate Webpages <ul style="list-style-type: none"> <input type="checkbox"/> Corporate Communications to provide Frequently Asked Questioned (FAQ's), key messages and speaking points for Emergency Cooling Centre staff and Reception.

APPENDIX 4

COOLING CENTRE / AIR QUALITY SHELTER STAKEHOLDERS LIST			
Organization	Contact Name	Contact Info	Client groups
Chimo Community Services	Tabitha Geraghty, Executive Director	TGeraghty@chimoservices.com	Low-income individuals and families
Salvation Army	Kathie Chiu, Executive Director for the Salvation Army Richmond	Kathie.chiu@salvationarmy.ca	Individuals experiencing homelessness
Kiwanis Senior Citizens Housing Society	Pius Chan, Immediate Past President/Director	Piuschan@hotmail.com	Seniors
Minoru Seniors Centre	Kathleen Holmes, President	Khkathleenholmes@gmail.com	Seniors
City of Richmond	Aliez Kay-Kuzik, Seniors Wellness Coordinator	AKay@richmond.ca	Seniors
Pathways Clubhouse Society of Richmond	Dave MacDonald, Executive Director	Dave.macdonald@pathwaysclubhouse.com	Individuals with mental health challenges
RainCity Housing	Adina Edwards, Alderbridge Modular Housing Manager	Aedwards@raincityhousing.org	Individuals experiencing homelessness
Richmond Centre for Disability	Ella Huang, Executive Director	Ella@rcdrichmond.org	Individuals with disabilities
Richmond Public Library	Susan Walters, Chief Librarian	Susan.Walters@yourlibrary.ca	General public, seniors, newcomers, individuals experiencing homelessness
Richmond Olympic Oval	Andrew Clark, Manager, Oval Experiences	Aclark@richmondoval.ca	General public, seniors, newcomers, individuals experiencing homelessness
Richmond Society for Community Living	Melissa Irving, Director of Supported Living	Mirving@rscl.org	Individuals with disabilities
City of Richmond	Suzanne Bycraft, Interim Director Public Works	SBycraft@richmond.ca	Public Water Fountains / Misting Devices Stakeholders
City of Richmond	Bryan Shepherd, Manager Waterworks	BShepherd@richmond.ca	Public Water Fountains / Misting Devices
City of Richmond	Todd Gross, Director Parks Services	TGross@richmond.ca	Parks/Spray Parks Outdoor Shelters
SUCCESS	Queenie Choo, CEO	Queenie.choo@success.bc.ca	Newcomers, seniors
Turning Point Recovery Society	Brenda Plant, Executive Director	Bplant@turningpointrecovery.com	Individuals experiencing homelessness + addictions
Vancouver Coastal Health	Jared Killick, Operations Manager	Jerod.killick@vch.ca	Individuals experiencing addictions + mental health challenges
City of Richmond	Scott Schroeder, Coordinator - Leisure Services	SSchroeder@richmond.ca	Internal staff
City of Richmond	Sue Varley, Coordinator - Leisure Services	SVarley@richmond.ca	Internal staff
City of Richmond	Steve Mahon, Coordinator - Leisure Services	SMahon@richmond.ca	Internal staff

COOLING CENTRE / AIR QUALITY SHELTER STAKEHOLDERS LIST			
Organization	Contact Name	Contact Info	Client groups
City of Richmond	Steve Baker, Coordinator - Leisure Services	SBaker@richmond.ca	Internal staff
City of Richmond	Cindy Eward, Coordinator - Leisure Services	CEward@richmond.ca	Internal staff
City of Richmond	Kirsten Close, Manager Community Recreation Services	KClose@richmond.ca	Internal staff
City of Richmond	Liesl Jauk, Manager Arts Services (Cultural Centre)	Ljauk@richmond.ca	Internal staff
City of Richmond	Stefanie Myler, Community Facilities Coordinator	SMyler@richmond.ca	Internal staff
City of Richmond	John Woolgar, Manager, Aquatic and Arena Services	JWoolgar@richmond.ca	Internal staff
City of Richmond	Dee Bowley-Cowan, Manager, Minoru Centre	DBowley@richmond.ca	Internal staff
City of Richmond	Clay Adams, Director, Corp Communication & Marketing	cadams@richmond.ca	Internal staff
City of Richmond	Elizabeth Ayers, Director, Recreation & Sport Services	eayers@richmond.ca	Internal staff
City of Richmond	Cody Spencer, Program Manager, Affordable Housing	cspencer@richmond.ca	Internal staff
City of Richmond	Valerie Watson, Program Lead, Homelessness	vwatson@richmond.ca	Internal staff
Homeless Services Assn. of BC	Chloe Good – Coordinator Homelessness Services Association of BC	Chloe.good@hsa-bc.ca	Metro Vancouver Homeless Director
City of Richmond	Marie Fenwick, Director of Arts, Culture & Heritage Services	MFenwick@richmond.ca	General public, seniors, newcomers, individuals experiencing homelessness

APPENDIX 5

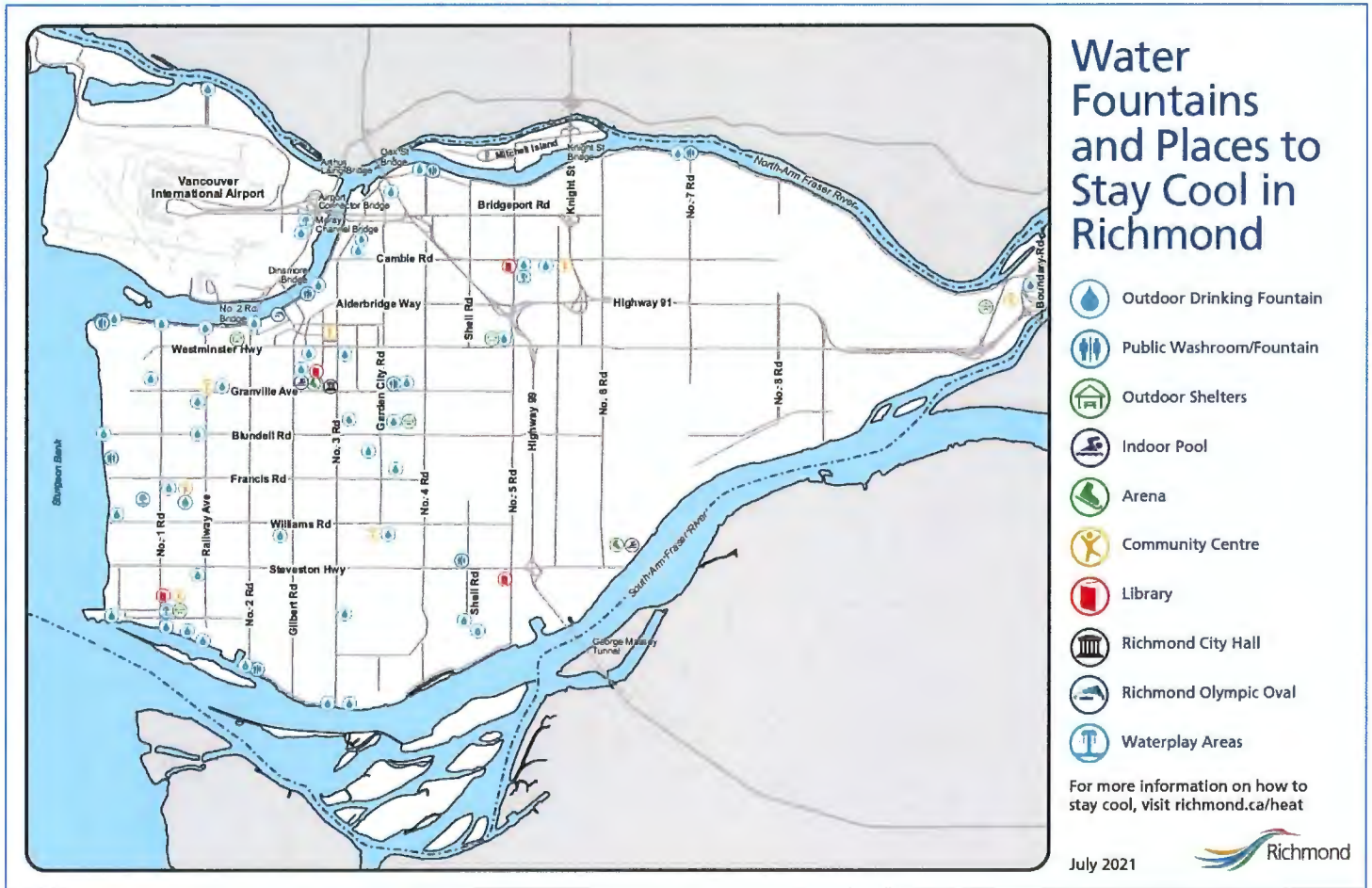
COOLING CENTRE / AIR QUALITY SHELTER EQUIPMENT LIST

List of minimum required equipment and furniture for an Emergency Cooling Centre.

Equipment	
Item	Notes
1 Cooling Centre sign	
8 Laminated arrows & 4 signs	
1 roll Electrical tape	<i>Durable and visible for floor markings</i>
1 roll Tape	<i>For mounting signage</i>
5 Binder clips	
1 set Position Descriptions	
1 Dry erase marker	
2 Pen cups	<i>One labeled "used" for used pens</i>
1 set Educational Materials (Multiple Languages)	<i>More languages available in Operational Guide</i>
1 set Signage (Multiple languages)	<i>More languages available in Operational Guide</i>
12 Sign-in sheets	<i>To print more copies, see Operational Guide</i>
1 laminated privacy sheet	<i>For use with sign-in sheet</i>
4 File folders	<i>For storing completed sign-in sheets</i>
1 clicker	<i>For counting number of guests</i>
1 clear tote and lid	
312 bottles Water	<i>Initial supply</i>
20 pairs of Eye Protection	<i>Initial supply</i>
200 Nitrile Gloves	<i>Initial supply</i>
200 Masks	<i>Initial supply</i>
10 Hand sanitizer bottles	<i>Initial supply</i>
300 Pens	
Furniture (to be provided by the site)	
<ul style="list-style-type: none"> • 2 tables and chairs for entrance(s)/screening • Chairs for patrons to rest (hard furniture vs. upholstered recommended) • Chairs and tables for the staff area • Table for hand sanitizer, bottled water, snacks and educational materials in main cooling room • Dedicated cabinet space or box in a secure room for storing sign-in sheets 	

APPENDIX 6

DRINKING FOUNTAIN & SPRAY PARK MAP



DRINKING FOUNTAIN & SPRAY PARK MAP ADDRESSES



Freestanding Fountains

- Gary Point (Just past parking lot) (12011 7th Ave.)
- 3rd Ave. & Moncton St.
- Bayview St. & 2nd Ave.
- Bayview St. & No 1 Rd Boardwalk
- Bayview St. & English Ave.
- Phoenix Pond at Imperial Landing
- Britannia Shipyards (5180 Westwater Dr.)
- Williams Rd—West Dyke (3128 Williams Rd.)
- Terra Nova South Park (6800 Barnard Dr.)
- River Rd. & No 1 Rd.
- Thompson Community Centre (skatepark) (6911 Lynas Lane)
- Railway Granville Bike Park (7011 McCallan Rd.)
- Railway Greenway (4840 Blundell Rd.)
- Railway Greenway—Branscombe House (4900 Steveston Hwy.)
- Hugh Boyd Park (artificial turf fields) (9200 No. 1 Rd.)
- Public Works Yard (5599 Lynas Lane)
- Burkeville Park (1060 Catalina Cres.)
- Minoru Bowling Green
- Minoru Park Waterfall
- Minoru Grandstands (7700 Minoru Gate)
- Latrace Field (centre of Minoru Park)
- No. 3 Rd. Pier (13871 No. 3 Rd.)
- Dyke Trail Dog Park (Dyke Rd. & No. 3 Rd.)
- South Arm Dog Park (9206 South Arm Place)
- General Currie School Park (8191 Jones Rd.)
- Garden City Dog Park (9371 Granville Ave.)
- Lang Park (8211 Saba Rd.)
- Bridgeport Trail (9100 Van Horne Way)
- Shell Rd. Trail (south end) (12151 Shell Rd)
- King George Park gazebo (12180 Cambie Rd.)
- McNeely School basketball court (12440 McNeely Dr.)
- Hamilton Off Leash Dog Park (4500 Thompson Rd.)
- Aberdeen Park—North end in Dog Park (8331 Cambie Rd.)
- Aberdeen Park—Middle of park (8331 Cambie Rd.)



Washroom Fountains

- Capstan Park (north and south) (3311 Carscallen Rd.)
- No. 2 Rd. North Pump Station (6451 River Rd.)
- Olympic Oval—Beach volleyball area (6911 River Rd.)
- Terra Nova North (2351 River Rd.)
- Blundell—West Dyke (West Dyke Trail)
- UBC Boathouse (7411 River Rd.)
- London Landing (6140 Dyke Rd.)
- Thomas Kidd School field (10951 Shell Rd.)
- No. 7 Rd. Pier (15911 River Rd.)
- Nature Park West (11851 Westminster Hwy.)
- No. 4 Rd. & River Rd—North Dyke
- King George Park (12180 Cambie Rd.)
- Garden City Park (9280 Alberta Rd.)
- Minoru Centre for Active Living (building exterior)



Waterplay Areas

- Burkeville Park (1060 Catalina Cres.)
- Dixon Park (9331 Diamond Road)
- King George Community Park (12180 Cambie Rd.)
- Steveston Community Park (4111 Moncton St.)



Outdoor Shelters

- Steveston Park (4111 Moncton St.) temporary / pop-up
- Dover Park (5580 Lynas Lane) temporary / pop-up
- Paulik Park (7620 Heather St.) temporary / pop-up
- McLean Park (22500 McLean Ave.) temporary / pop-up
- Richmond Nature Park (11851 Westminster Hwy.)



Indoor Pools

- Please note: due to the COVID-19 pandemic, access to indoor amenities are not available without an appointment.
- Minoru Centre for Active Living (7560 Minoru Gate)
 - Watermania (14300 Entertainment Blvd.)



Arenas

- Please note: due to the COVID-19 pandemic, access to indoor amenities are not available without an appointment.
- Minoru Arenas (7551 Minoru Gate)
 - Richmond Ice Centre (14140 Triangle Rd.)



Community Centres

- Please note: due to the COVID-19 pandemic, access to indoor amenities are not available without an appointment.
- Cambie (12800 Cambie Rd.)
 - City Centre (5900 Minoru Blvd.)
 - Hamilton (5140 Smith Dr.)
 - South Arm (8880 Williams Rd.)
 - Steveston (4111 Moncton St.)
 - Thompson (5151 Granville Ave.)
 - West Richmond (9180 No. 1 Rd.)



Libraries

- Brighthouse (7700 Minoru Gate)
- Cambie (11590 Cambie Rd.)
- Ironwood (11688 Steveston Hwy.)
- Steveston (4111 Moncton St.)



Richmond City Hall

- Please note: due to the COVID-19 pandemic, access to indoor amenities are not available.
- 6911 No. 3 Rd.



Richmond Olympic Oval

- Please note: due to the COVID-19 pandemic, access to indoor amenities are not available without an appointment.
- 6111 River Rd.