



**Public Works and Transportation Committee
Electronic Meeting**

**Council Chambers, City Hall
6911 No. 3 Road**

**Wednesday, November 22, 2023
4:00 p.m.**

Pg. # ITEM

MINUTES

PWT-5 *Motion to adopt the **minutes** of the meeting of the Public Works and Transportation Committee held on October 18, 2023.*



NEXT COMMITTEE MEETING DATE

December 20, 2023, (tentative date) at 4:00 p.m. in the Council Chambers.

AGENDA ADDITIONS AND DELETIONS

PLANNING AND DEVELOPMENT DIVISION

- 1. APPLICATION TO 2023/24 BC ACTIVE TRANSPORTATION INFRASTRUCTURE GRANT PROGRAM**
(File Ref. No. 10-6500-00) (REDMS No. 7348760)

PWT-12

See Page PWT-12 for full report

Designated Speaker: Sonali Hingorani

STAFF RECOMMENDATION

- (1) *That the submission for cost-sharing to the 2023/24 BC Active Transportation Infrastructure Grant Program as described in the staff report titled “Application to 2023/24 BC Active Transportation Infrastructure Grant Program” dated October 23, 2023, from the Director, Transportation be endorsed;*
- (2) *That the Chief Administrative Officer and the General Manager, Planning and Development, be authorized on behalf of the City to execute the funding agreement should the above application be successful; and*
- (3) *That should the grant application be successful, the grant amount will be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.*



ENGINEERING AND PUBLIC WORKS DIVISION

2. **AWARD OF CONTRACT – DIRECT DIGITAL CONTROLS MAINTENANCE SERVICES**

(File Ref. No. 06-2000-01) (REDMS No. 7368494)

PWT-16

See Page PWT-16 for full report

Designated Speaker: Jeff Lee

STAFF RECOMMENDATION

- (1) *That Direct Digital Controls Maintenance Services be awarded to Ainsworth Inc., in the amount of \$2,609,707.00 for a five-year term as described in the report titled "Award of Contract – Direct Digital Controls Maintenance Services," dated October 18, 2023, from the Director, Facilities and Project Development;*

- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial five-year term, up to the maximum total term of seven years, for the maximum total amount of \$3,807,027.00 as described in the report titled "Award of Contract – Direct Digital Controls Maintenance Services," dated October 18, 2023, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with Ainsworth Inc.*



3. **AWARD OF CONTRACT 8200Q – ON-CALL FIRE SYSTEM SERVICES**

(File Ref. No. 10-6000-01) (REDMS No. 7377194)

PWT-21

See Page PWT-21 for full report

Designated Speaker: Jeff Lee

STAFF RECOMMENDATION

- (1) *That Contract 8200Q – On-Call Fire System Services as detailed in the staff report titled “Award of Contract 8200Q – On-Call Fire System Services,” dated October 18, 2023, from the Director, Facilities and Project Development be awarded for a three-year term to Elite Fire Protection Ltd. for an estimated average amount of \$227,150.00 annually, with an approximate total value of \$681,450.00 over a three-year period;*
- (2) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum total term of five years, for the maximum total amount of \$1,157,450.00 as described in the report titled "Award of Contract 8200Q – On-Call Fire System Services," dated October 18, 2023, from the Director, Facilities and Project Development; and*
- (3) *That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract amendment and all related documentation with Elite Fire Protection Ltd. over the five-year term.*



Public Works & Transportation Committee Agenda – Wednesday, November 22, 2023

Pg. # ITEM

4. **UPDATE ON 2023/2024 SNOW AND ICE RESPONSE
PREPARATIONS**

(File Ref. No. 10-6000-01) (REDMS No. 7420249)

PWT-25

See Page PWT-25 for full report

Designated Speaker: Larry Ford

STAFF RECOMMENDATION

- (1) *That the staff report titled “Update on 2023/2024 Snow and Ice Response Preparations”, dated November 6, 2023, from the Director, Public Works Operations, be received for information; and*
- (2) *That Policy 7013, updated to reflect servicing of bus stops, wheelchair letdowns and services at civic facilities, be adopted.*

☐

5. **MANAGER’S REPORT**

ADJOURNMENT

☐



Public Works and Transportation Committee

Date: Wednesday, October 18, 2023

Place: Council Chambers
Richmond City Hall

Present: Councillor Carol Day, Chair
Councillor Chak Au (entered the meeting at 4:04 p.m.)
Councillor Kash Heed
Councillor Alexa Loo
Councillor Michael Wolfe

Also Present: Councillor Bill McNulty (entered the meeting at 4:04 p.m. by teleconference)

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 Public Works and Transportation Committee held on September 13, 2023, be adopted as circulated.

CARRIED

PLANNING AND DEVELOPMENT DIVISION

1. STEVESTON TRANSIT EXCHANGE UPDATE: ALTERNATE LAYOUT

(File Ref. No. 10-6500-01) (REDMS No. 7257420)

Staff provided a brief overview of the report, and discussion ensued with respect to options to include amenities in the proposed project, such as charging stations (e-bikes/e-scooters), wayfinding maps, lighting, and public washrooms. Staff noted as part of the consultation process, TransLink will be working with stakeholders and engage with the community to receive feedback for any design enhancements.

*Councillor Au entered the meeting (4:04 p.m.), and
Councillor McNulty entered the meeting (4:04 p.m.) by teleconference.*

Public Works & Transportation Committee

Wednesday, October 18, 2023

In response to queries from the Committee, staff noted (i) the short to medium term transit exchange solution is envisioned to entail a time frame of 5 to 10 years, with the ultimate objective of an off-street transit exchange for Steveston Village, (ii) there will be no change to the current street parking time restrictions in Steveston Village, and (iv) should the project move forward, many of the transit related amenities would be developed through the detailed design phase, including bus shelters and benches for the passenger loading and unloading activities.

It was moved and seconded

That the proposal to relocate transit circulation and layover areas further west on Chatham Street between Fourth and Seventh Avenues as described in the report titled "Steveston Transit Exchange Update: Alternate Layout" dated October 3, 2023 from the Director, Transportation, be received for information.

CARRIED

ENGINEERING AND PUBLIC WORKS DIVISION

2. COMMERCIAL RECYCLING SERVICES REVIEW

(File Ref. No. 10-6370-01) (REDMS No. 7358334)

In response to queries from the Committee, staff noted (i) 54 commercial customers subscribe to on-site collection services, (ii) calculations outlined in the report were based on approximately 14,000 businesses, (iii) business are permitted to drop-off up to one cubic yard of acceptable material for free per day, and (iv) the cost for disposal at the landfill is regulated by Metro Vancouver.

Discussion ensued with respect to strategy options to increase the recycling performance of commercial businesses. Staff noted the option to include a communication insert within the Business License renewal reminder letters outlining future plans with respect to recycling.

It was moved and seconded

- (1) That Option 2, as outlined in the staff report titled "Commercial Recycling Services Review", dated September 12, 2023 be endorsed; and*
- (2) That staff prepare amendments to the Solid Waste and Recycling Regulation Bylaw No. 6803 to remove commercial service options.*

CARRIED

Public Works & Transportation Committee
Wednesday, October 18, 2023

3. **PESTICIDE REDUCTION AND INVASIVE SPECIES MANAGEMENT – 2023 UPDATE**

(File Ref. No. 10-6160-07-01) (REDMS No. 7349072)

In response to queries from the Committee, staff noted (i) all the bait boxes on City owned property will remain as the black boxes that contain non-chemical traps, with the contractor instructed to place stickers noting “this box contains non chemical traps” on each box, (ii) staff continue to maintain efforts with private property and commercial buildings on the use of chemicals to limit rodent activity, and (iii) to determine the location for bait boxes, the City relies on the pest control company to identify likely routes of the rodents.

Discussion ensued with respect to measures taken following best management practices and the challenges faced in the removal of invasive species throughout the City.

It was moved and seconded

That outcomes related to the City’s Enhanced Pesticide Management Program and Invasive Species Action Plan, as outlined in the staff report titled “Pesticide Reduction and Invasive Species Management – 2023 Update”, dated September 19, 2023, from the Director, Sustainability and District Energy be received for information.

CARRIED

The following **referral motion** was introduced:

It was moved and seconded

- (1) *That staff review options to accelerate the eradication of blackberry; and*
- (2) *That options for hiring new staff, that does not rely on volunteers or Parks staff, be presented at the next budget process.*

The question on the referral motion was not called as discussion ensued.

In response to queries from Committee, staff noted (i) although blackberry is not considered a noxious weed under provincial legislation, it is a species of concern regionally because of how effectively it grows and how extremely difficult it is to manage, (ii) there are options to strategize and prioritize areas of blackberry to address, but jurisdiction remains a key challenge for the management of vegetation in general within most municipalities, and (iii) for blackberry located on private property, it would be up to homeowner to understand what it is and, with City support, could learn how to look at different ways to maintaining the property so it doesn’t spread.

The question on the referral motion was then called and it was **CARRIED**.

Public Works & Transportation Committee
Wednesday, October 18, 2023

4. PROPOSED 2024 PAVING PROGRAM

(File Ref. No. 10-6000-01) (REDMS No. 7370815)

In response to queries from Committee, staff noted (i) as a pilot program, recycled asphalt has been used with select locations based on loading and other factors to test the effectiveness and the performance continues to be monitored, (ii) the recycled asphalt pilot program will continue in 2024 with further locations to be determined, and (iii) site locations are based on the pavement management system and the data collected in addition to field verification of that data, they are not specifically tied to any ground conditions.

It was moved and seconded

That the staff report titled, "Proposed 2024 Paving Program", dated September 14, 2023, from the Director, Engineering be received for information.

CARRIED

5. SAFETY MEASURES FOR HEAVY TRUCKS

(File Ref. No. 10-6000-01) (REDMS No. 7323952)

In response to queries from the Committee, staff noted (i) the City works closely with the Commercial Vehicle Safety Enforcement Branch and the Richmond RCMP as part of the internal training program for the City's commercial drivers, and (ii) the regulations related to turn restrictions is under the jurisdiction of the City on City roads.

It was moved and seconded

(1) That staff report titled "Safety Measures for Heavy Trucks", dated September 20, 2023, from the Director, Public Works Operations and Director, Transportation be received for information;

(2) That staff continue to review options to improve truck safety; and

(3) That the report be forwarded to the Council/School Board Liaison Committee.

CARRIED

6. IONA ISLAND WASTEWATER TREATMENT PLANT – UPDATE SEPTEMBER 2023

(File Ref. No. 10-6060-01) (REDMS No. 7388562)

The supplemental information memorandum from the Manager Engineering Planning, dated October 12, 2023, which sets out the three potential sites for the temporary barge berth (copy on-file, City Clerk's Office), was reviewed. Staff noted that Metro Vancouver will be conducting an assessment of the findings from the open house information session held on October 5, 2023, to determine the optimal location, which staff will share with Council when advised.

4.

Public Works & Transportation Committee
Wednesday, October 18, 2023

In response to queries from the Committee, staff noted (i) the construction hours will follow the City of Richmond's noise bylaw, (ii) as the project is preliminary, a cost breakdown is yet to be determined, (iii) the proposed barge facility is temporary during construction of the project, and (iv) it is estimated that the terminal could replace up to 500 dump trucks per day, which could increase over time as they do more detailed analysis.

It was moved and seconded

That the proposed comments for the use of barges as the primary mode of transportation for construction materials and equipment for the Iona Island Wastewater Treatment Plant Upgrade project, as outlined in the staff report titled "Iona Island Wastewater Treatment Plant – Update September 2023", dated September 22, 2023, from the Director, Engineering, be endorsed for submission to Metro Vancouver.

CARRIED

**7. UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND:
2023/24 DISASTER RISK REDUCTION – CLIMATE ADAPTATION
GRANT APPLICATION**

(File Ref. No. 10-6060-01) (REDMS No. 7349699)

It was moved and seconded

- (1) That the application to the Community Emergency Preparedness Fund, Disaster Risk Reduction – Climate Adaptation funding stream as outlined in the staff report titled "UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application" dated September 13, 2023 from the Director, Engineering be endorsed;*
- (2) That should the grant application be successful, the Chief Administrative Officer and the General Manager, Engineering and Public Works, be authorized on behalf of the City to negotiate and execute funding agreements with UBCM for the above mentioned projects; and*
- (3) That should the grant application be successful, capital projects of \$150,000 for the Nature-Based Flood Protection Solutions Assessment, \$150,000 for Emergency Flood Protection Equipment, and \$2,500,000 for Dike Rehabilitation be approved with funding from the external grant, as outlined in the staff report titled "UBCM Community Emergency Preparedness Fund: 2023/24 Disaster Risk Reduction – Climate Adaptation Grant Application" dated September 13, 2023 from the Director, Engineering, and be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.*

CARRIED

Public Works & Transportation Committee
Wednesday, October 18, 2023

8. **MANAGER'S REPORT**

(i) ***Highway 99 Tunnel Project Update***

The Province advised there has been an update on the procurement process following their request for pre-qualifications. Three bid teams have been selected and invited to participate in the next phase of the procurement for the project, which will ultimately lead to a preferred proponent being selected for the design build team for the project, anticipated to occur in 2024, with project construction anticipated to start in 2026 for completion in 2030.

(ii) ***Highway 99 Corridor and Steveston Interchange***

With respect to construction activity at Highway 99 and the Steveston interchange, pile driving work will be happening beginning November 2023 for approximately two months. This will necessitate the existing Steveston Highway eastbound to northbound Highway 99 loop to be closed during the construction activity, and motorists travelling eastbound on Steveston Highway wanting to access Highway 99 to Vancouver will be required to turn left onto the existing on-ramp from westbound Steveston Highway. There will be intersection configuration to accommodate that movement, which will include a signal light to facilitate the turning.

(iii) ***Go by Bike Week***

The fall version of Go by Bike Week began on October 16th, and for the first time will be over two weeks, ending on October 29th, with a goal of increasing participation, gaining interest and encourage cycling in the region. To support this event there are two celebration stations in Richmond that are happening: October 19th at Richmond Hospital and October 20th at the Canada Line Bikeway.

A brief discussion ensued with respect to the constant traffic congestion experienced with left hand turning at Cambie Road from River Parkway and Cambie Road to No. 3 Road. Staff noted the traffic intersections are known issues, and that it is anticipated the congestion at River Parkway will ease and turning movement will not be as busy once River Parkway is extended in the future. Staff further noted that a fair amount of work in adjusting the signal timing has been made in an effort to alleviate the back-ups in various directions, however it is at the point now where it is as balanced as it can be without creating greater congestion down No. 3 Road. Further solutions to mitigate the ongoing congestion at these intersections are being sought.

Public Works & Transportation Committee
Wednesday, October 18, 2023

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (5:21 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Public Works and Transportation Committee of the Council of the City of Richmond held on Wednesday, October 18, 2023.

Councillor Carol Day
Chair

Lorraine Anderson
Legislative Services Associate



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Lloyd Bie, P.Eng.
Director, Transportation
Date: October 23, 2023
File: 10-6500-00/Vol 01
Re: Application to 2023/24 BC Active Transportation Infrastructure Grant Program

Staff Recommendation

1. That the submission for cost-sharing to the 2023/24 BC Active Transportation Infrastructure Grant Program as described in the staff report titled "Application to 2023/24 BC Active Transportation Infrastructure Grant Program" dated October 23, 2023, from the Director, Transportation be endorsed;
2. That the Chief Administrative Officer and the General Manager, Planning and Development, be authorized on behalf of the City to execute the funding agreement should the above application be successful; and
3. That should the grant application be successful, the grant amount will be included in the Consolidated 5 Year Financial Plan (2024-2028) accordingly.

Lloyd Bie, P.Eng.
Director, Transportation
(604-276-4131)

REPORT CONCURRENCE		
ROUTED TO: Finance Department Engineering	CONCURRENCE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The Province of BC's Active Transportation Infrastructure Grant Program (the Program) is a cost-share program between the Province and local governments to support the construction of new facilities to make it easier and safer for people to walk, ride or roll using active transportation modes. This report presents the proposed submission from the City for consideration of cost-share funding under the Program for the 2023/24 funding cycle. Council endorsement is a requirement of the submission.

This report supports Council's Strategic Plan 2022-2026 Strategy #4 Responsible Financial Management and Governance:

Responsible financial management and efficient use of public resources to meet the needs of the community.

4.1 Ensure effective financial planning to support a sustainable future for the City.

This report supports Council's Strategic Plan 2022-2026 Strategy #2 Strategic and Well-Planned Growth:

Strategic and sustainable growth that supports long-term community needs and a well-planned and prosperous City.

2.4 Enhance Richmond's robust transportation network by balancing commercial, public, private and active transportation needs.

Analysis

BC Active Transportation Infrastructure Grant Program

The call for applications related to the above-noted program commenced on September 1, 2023 with a deadline of October 27, 2023. Staff prepared the application and submitted it to the Province by the deadline.

The City is eligible for 50 per cent cost-share funding up to a maximum of \$500,000. The application that staff are proposing for the Province's annual 2023/24 funding cycle meets the Province's eligibility requirements of:

- City portion of funding secured.
- Design completed or in progress.
- Can be constructed within the required timeline of March 2026.

The proposed project for cost-sharing consideration is described below.

No. 2 Road Multi-Use Pathway, Steveston Highway to Williams Road

This project comprises the construction of a two-way, off-street shared pathway for pedestrians and cyclists on the east side of No. 2 Road between Steveston Highway and Williams Road. Council endorsed this project in the 2021 Capital Plan. The project is currently in the detailed design stage and construction is anticipated to commence in Q1 2024.

The approved total budget for this project is \$2.4 million. The City has secured up to approximately \$1,500,000 in grant funding from TransLink for this project with the remaining \$900,000 to be funded by the City. For cost-share projects with TransLink, a minimum City contribution of 25 per cent is required. Should the City's Program application be successful at achieving the maximum provincial contribution amount of \$500,000, the City's share of funding will be reduced from \$900,000 to \$600,000 for project. TransLink's share of the project will also be reduced to approximately \$1,300,000.

Project Funding

Table 1 summarizes the estimated cost-share breakdown of the No. 2 Road Multi-Use Pathway project should the City's grant application to the Province be successful.

Table 1: Funding for Application to
2023/24 Potential BC Active Transportation Infrastructure Grant Program

Project	City Portion	Secured TransLink Funding	Potential BC Active Transportation Funding Grant	Est. Total Project Cost
No. 2 Road (Steveston Highway to Williams Road): Multi-Use Pathway	\$600,000	\$1,300,000	\$500,000	\$2,400,000

Should the Program application be successful, the City's portion of the \$2.4 million approved project budget will be reduced from \$900,000 to \$600,000.

Financial Impact

Should the Program applications be successful, the City's cost for the No. 2 Road Multi-Use Pathway (Steveston Highway to Williams Road) will be reduced from \$900,000 to \$600,000 and be included in the Consolidated 5 Year Financial Plan (2024-2028). Any excess funding would be returned to the original funding sources and be available for use in future capital projects.

Conclusion

The pedestrian and bicycle facility improvement project proposed for submission to the 2023/24 BC Active Transportation Infrastructure Grant Program supports numerous goals of the City to improve community mobility, reduce greenhouse gas emissions and increase physical activity.

October 23, 2023

- 4 -

The potential receipt of external funding will enable the City to reduce its share of the project from \$900,000 to \$600,000.

Sonali Hingorani

Sonali Hingorani, P.Eng.
Manager, Transportation Planning and New Mobility
(604-276-4049)

SH:ck



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
Date: October 18, 2023
File: 06-2000-01/2023-Vol 01
Re: **Award of Contract – Direct Digital Controls Maintenance Services**

Staff Recommendations

1. That Direct Digital Controls Maintenance Services be awarded to Ainsworth Inc., in the amount of \$2,609,707.00 for a five-year term as described in the report titled "Award of Contract – Direct Digital Controls Maintenance Services," dated October 18, 2023, from the Director, Facilities and Project Development;
2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial five-year term, up to the maximum total term of seven years, for the maximum total amount of \$3,807,027.00 as described in the report titled "Award of Contract – Direct Digital Controls Maintenance Services," dated October 18, 2023, from the Director, Facilities and Project Development; and
3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract and all related documentation with Ainsworth Inc.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

REPORT CONCURRENCE		
ROUTED TO: Finance Department	CONCURRENCE <input checked="" type="checkbox"/>	CONCURRENCE OF GENERAL MANAGER
SENIOR STAFF REPORT REVIEW	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

The City requires a Direct Digital Controls maintenance services contractor to complete preventative maintenance, demand maintenance and system monitoring to all City buildings that operate using this technology. The City has 46 facilities that operate through the use of Direct Digital Controls systems. These systems are essential to the safe and efficient operation of the City's facilities and to contribute to the City's energy reduction and sustainability goals.

The City currently engages Ainsworth Inc. on a month-to-month basis to complete Direct Digital Controls maintenance services. It is necessary to secure a dedicated contractor for the long term to ensure the continuity of this service.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

This report supports Council's Strategic Plan 2022-2026 Focus Area #5 A Leader in Environmental Sustainability:

Leadership in environmental sustainability through innovative, sustainable and proactive solutions that mitigate climate change and other environmental impacts.

5.1 Continue to demonstrate leadership in proactive climate action and environmental sustainability.

Analysis

Direct Digital Controls

Direct Digital Controls infrastructure has been installed in 46 of the City's buildings as approved through prior capital projects to optimize the buildings heating, ventilation, air conditioning and lighting systems and to minimize disruptions. The controls infrastructure is made up of electrical and mechanical components that are programmed to suit the individual buildings specific needs and to optimize energy usage. The system can be operated remotely, in real time, through staff devices such as phones, laptops, iPads, etc., and staff receive notifications when there are building system components that require attention.

City Hall is an example of one of the City facilities that is operated through the use of Direct Digital Controls. Heating, ventilation, air conditioning and lighting are automated to suit weather and temperature conditions during open and non-open hours and are easily adjustable to accommodate events and other specific needs. These automated processes result in energy-use reductions and support the City's overarching sustainability goals.

It is a long-term goal to implement Direct Digital Control in all City facilities.

Scope of Work

Specifics of the scope of work to complete Direct Digital Controls maintenance services includes the following:

- mechanical equipment and control device condition inspections;
- calibration of mechanical equipment and control devices;
- emergency repair of mechanical equipment and control devices;
- review, interpretation and fine-tuning of system notifications;
- lighting control operations system review, fine-tuning and adjustments;
- network performance diagnosis;
- mechanical, electrical and controls preventative maintenance; and
- system performance reporting.

This scope of work is necessary to maintain the reliability and continuity of the Direct Digital Controls operating systems at each of the City's buildings. This work is also necessary to maintain the City's progress in reaching the energy reduction and overall sustainability goals.

Public Tendering

A Notice of Intent to Contract Ainsworth Inc. as a single-source contract was posted to BC Bid on January 23, 2023. The noted scope of work was posted to provide inspection, monitoring, preventative and demand maintenance, small installations, repairing, parts, consulting and related labour services on all installed Direct Digital Controls throughout City-owned buildings.

The Notice of Intent to Contract Ainsworth Inc. closed on February 6, 2023. The posting specifically asked that anyone requesting more information and/or requesting that this contract be offered by way of a public competitive process is asked to submit a statement of capabilities to the City's Manager of Purchasing. There were no responses received.

Single Source Contract

The proposal was reviewed by staff and a consultant with expertise in Direct Digital Controls to confirm Ainsworth Inc.'s capability and compliance. Ainsworth Inc. was founded in 1933 and has extensive capabilities through their numerous technical experts and administrative processes. Ainsworth Inc. recently acquired the City's previous Direct Digital Controls contractor, ESC Automation Inc., who have been providing excellent service to the City since the introduction of these systems approximately a decade ago.

Ainsworth Inc. (formerly ESC Automation Inc.) is the only agency authorized to represent, sell and install Delta Controls products in Canada, which is the system of controls installed in City buildings. This is consistent with the Direct Digital Controls industry whereby all organizations who provide this type of service also have exclusive arrangements with other manufacturers of Direct Digital Controls products.

Financial Impact

The five-year term estimated cost for the services required by the City is based on the rates proposed by Ainsworth Inc. as summarized in Table 1 below. The annual estimated costs are consistent with the City's historical costs for this service and reflect good value as confirmed by staff and a consultant who specializes in this line of work. A contingency of 25 per cent has been included to account for continued cost escalation, unplanned emergency repairs related to the City's ageing infrastructure and to allow for future additional buildings that may fall under the City's responsibility.

Funding for this award of contract can be accommodated within the existing operating budget.

Table 1: Total Five-Year Term Cost

2024	\$478,200.00
2025	\$502,116.00
2026	\$521,931.00
2027	\$542,964.00
2028	\$564,496.00
Total (5 Years)	\$2,609,707.00

The City has the option to extend the proposed contract for two additional one-year terms. The estimated cost associated with this extension is summarized below in Table 2.

Table 2: Contract Extension for Two Additional Years

2029	\$586,934.00
2030	\$610,386.00
Total (2 Years)	\$1,197,320.00

The cost to contract Ainsworth Inc. for a total of seven years is \$3,807,027.00.

Conclusion

This report presents the rationale and associated costs for continued servicing of the City's Direct Digital Controls systems. An initial five-year term is proposed and subject to continued performance by Ainsworth Inc. with an option to extend the contract for an additional two-year term. Servicing of the City's Direct Digital Controls systems will allow for continued building systems optimization and the associated environmental savings.



Jeff Lee
Manager, Facility Services
(604-276-4027)

JL:cc



City of Richmond

Report to Committee

To: Public Works and Transportation Committee **Date:** October 18, 2023
From: Martin Younis, B. Eng., M. Eng. **File:** 10-6000-01/2023-Vol 01
Director, Facilities and Project Development
Re: **Award of Contract 8200Q – On-Call Fire System Services**

Staff Recommendations

1. That Contract 8200Q – On-Call Fire System Services as detailed in the staff report titled "Award of Contract 8200Q – On-Call Fire System Services," dated October 18, 2023, from the Director, Facilities and Project Development be awarded for a three-year term to Elite Fire Protection Ltd. for an estimated average amount of \$227,150.00 annually, with an approximate total value of \$681,450.00 over a three-year period.
2. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to extend the initial three-year term up to the maximum total term of five years, for the maximum total amount of \$1,157,450.00 as described in the report titled "Award of Contract 8200Q – On-Call Fire System Services," dated October 18, 2023, from the Director, Facilities and Project Development.
3. That the Chief Administrative Officer and General Manager, Engineering and Public Works be authorized to execute the contract amendment and all related documentation with Elite Fire Protection Ltd. over the five-year term.

Martin Younis, B. Eng., M. Eng.
Director, Facilities and Project Development
(604-204-8501)

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Finance Department	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The City requires fire system service providers for various public and worker safety reasons within the City-owned and leased buildings. Work is typically performed during regular business hours, however, it may be necessary to also perform work outside of regular business hours to accommodate programming and emergencies.

The City's previous contract for fire system services has expired and the contract has been extended on a monthly basis under the same rates until the new contract is awarded.

This report presents the results of the submissions received for Contract 8200Q through a publicly tendered process and recommends award of this contract to Elite Fire Protection Ltd. to accommodate the City's overall service requirements.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

3.3 Ensure the community is collectively prepared for emergencies and potential disasters.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

Analysis

The City currently has 168 facilities that are used and occupied by the general public, various user groups, and/or City staff. Fire protection systems and their maintenance are a regulated requirement necessary for public and worker protection. Services in Contract 8200Q include on-call emergency repairs, inspections, scheduled maintenance of fire alarm panels, sprinkler systems, fire suppression systems and fire extinguishers.

Request for Quotation 8200Q was prepared by staff and issued to market on July 6, 2023 and closed on August 3, 2023. Four quotations were received by the closing date and were reviewed by staff. As the solicitation was a Request for Quotation, the review was primarily based on each bidder's proposed hourly rates. Bidders were required to submit hourly rates and their materials mark-up percentage for Years 1 to 3 and separate prices for the optional Years 4 and 5. The rates submitted were used to derive annual costs based on historical usage of this service.

Staff also reviewed responses in terms of each bidder's experience, qualifications, safety and training programs, ability to meet service and technical requirements and references. Each bidder was also required to submit their proposed methodology for a typical work scenario.

The Years 1 to 3 annual rates for the Request for Quotation 8200Q bidders are summarized in Table 1. The estimated annual cost for each bidder is based on their hourly rates, an estimate of annual and regular hours using the City's historical data for this service and an estimate of annual material costs based on historical data and contingency.

Table 1 – Annual Rates Summary (Years 1 to 3)

Year	Elite Fire Protection Ltd.	Cobing Building Solutions Ltd.	Levitt-Safety	Black Tusk Fire and Security
1	\$227,150.00	\$236,050.00	\$262,225.00	\$276,500.00
2	\$227,150.00	\$236,050.00	\$262,225.00	\$276,500.00
3	\$227,150.00	\$236,050.00	\$262,225.00	\$276,500.00
Total	\$681,450.00	\$708,150.00	\$786,675.00	\$829,500.00

Elite Fire Protection Ltd. rates reflect the lowest cost for Years 1 to 3. Table 2 summarizes the annual rates for all bidders if services are extended to Years 4 and 5.

Table 2 – Annual Rates Summary (Years 4 to 5)

Year	Elite Fire Protection Ltd.	Cobing Building Solutions Ltd.	Levitt-Safety	Black Tusk Fire and Security
4	\$238,000.00	\$304,475.00	\$282,575.00	\$325,475.00
5	\$238,000.00	\$304,475.00	\$282,575.00	\$325,475.00
Total	\$476,000.00	\$608,950.00	\$565,150.00	\$650,950.00

Elite Fire Protection Ltd. rates reflect the lowest cost for Years 4 and 5.

Award Recommendation

Staff recommend the contract be awarded to Elite Fire Protection Ltd. as the service provider.

Through the Request for Quotation process, Elite Fire Protection Ltd. demonstrated the ability to provide the required level of service and was found to be the best value to the City. Elite Fire Protection Ltd. has been providing service locally for over 40 years and proposed the best rates. As an incumbent service provider, staff have received an excellent quality of service during the contract period.

The initial term is three years, with two additional one-year optional terms, for a total available term of up to five years. Contractor service performance will be monitored and communicated during regular reviews and measured against relevant key performance indicators.

Corporate policies and procedures have been followed in the solicitation and award of this contract. The award of this contract requires Council approval as the total amount exceeds the authorized amount under Officer and General Manager Bylaw No. 8215.

Financial Impact

Based on historical rates and expenditures and the bid from Elite Fire Protection Ltd. for Years 1 to 3, the contract value for a three-year period is estimated to be \$681,450.00.

The total estimated cost for a five-year period is \$1,157,450.00.

Funding for this award of contract can be accommodated within the existing operating budget.

Conclusion

The current contract for fire protection services has expired and new contracts are required. Staff recommend that 8200Q be awarded to Elite Fire Protection Ltd. The contract is for an initial three-year period with an option to extend an additional two years, subject to contractor's performance.



Jeff Lee
Manager, Facility Services
(604-276-4027)



City of Richmond

Report to Committee

To: Public Works and Transportation Committee
From: Suzanne Bycraft
Director, Public Works Operations
Date: November 6, 2023
File: 10-6000-01/2023-Vol
01
Re: Update on 2023/2024 Snow and Ice Response Preparations

Staff Recommendation

1. That the staff report titled "Update on 2023/2024 Snow and Ice Response Preparations", dated November 6, 2023, from the Director, Public Works Operations, be received for information; and
2. That Policy 7013, updated to reflect servicing of bus stops, wheelchair letdowns and services at civic facilities, be adopted.

Suzanne Bycraft
Director, Public Works Operations
(604-233-3338)

Att. 4

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Communications	<input checked="" type="checkbox"/>	
Parks Services	<input checked="" type="checkbox"/>	
Law	<input checked="" type="checkbox"/>	
SENIOR STAFF REPORT REVIEW	INITIALS:	APPROVED BY CAO

Staff Report

Origin

The City of Richmond's coastal environment makes the City's roads more susceptible to the formation of frost conditions as the weather can vary greatly and change quickly from Steveston to Hamilton. During the winter season, staff continuously monitor the weather conditions and forecasted precipitations for the entire area to respond effectively to snow and ice events, and provide safe road conditions to the travelling public.

This report outlines the City's standard for winter maintenance operations and response plan to snow and ice events in accordance with the service level requirements outlined in the Council Policy 7013 "Roadways – Ice and Snow Removal". An updated version of Policy 7013 is presented with this report. The updated Policy re-establishes the priorities of ice and snow clearing from the City's public roads, highways, overpasses, lanes and bus stops and to set out when the City will initiate and continue such ice and snow clearing operations. The Policy also incorporates operational response practices relating to bus stops, wheelchair let downs and services at City facilities as approved by Council at the November 28, 2022 meeting.

This report supports Council's Strategic Plan 2022-2026 Focus Area #3 A Safe and Prepared Community:

Community safety and preparedness through effective planning, strategic partnerships and proactive programs.

3.4 Ensure civic infrastructure, assets and resources are effectively maintained and continue to meet the needs of the community as it grows.

Analysis

Operational Preparations

Operational preparations for the upcoming winter begin generally by mid-September. The snow and ice treatment response plan is reviewed, revised and updated annually with all key stakeholders. Roads and Construction Services will direct key frontline staff from Roads and Construction Services and coordinate additional snow and ice treatment response resources with other City operations and service sections.

Key stakeholders provide snow and ice treatment operations training to designated staff authorized to operate the snow and ice treatment equipment. Training is provided annually to qualified operator staff prior to the start of the winter season.

By October of each year, the City's salt supplies are secured and guaranteed for the upcoming winter season. Under contract, 1,050 metric tonnes are available with an additional 2,200 metric tonnes on reserve. However, should a snow and ice event occur earlier, the City has 450 metric tonnes currently stored in the Works Yard and are expanding the on-site storage for this winter. The City owns 39 pieces of equipment available for major snow response (Attachment 1).

Equipment Services performs critical equipment maintenance functions to ensure the snow fleet is also readied prior to the start of the winter season. The City maximizes the use of its internal equipment fleet units throughout regular operations with specialized snow and ice treatment attachments. The snow and ice treatment equipment fleet is deployed to mechanically treat priority locations and response routes.

For preventative treatment intended to limit and/or delay snow or ice from bonding to pavement surfaces, the City's preferred anti-icing treatment is salt brine. The application of salt brine is effective, is operative in temperatures as low as -15°C, is inexpensive in comparison to salt, and has lower environmental impacts. The use of salt brine as pre-treatment effectively stretches usage longer than regular road salt; for the same quantity of salt used on one lane kilometre with traditional salters, brine will cover over 4.3 lane kilometres of roadway. Furthermore, the capacity for mixing and storing salt brine was increased in 2023 from 115,000 litres to 145,700 litres to support the City's efforts to reduce the overall use of salt on roadways.

Currently, four tandem axle vehicles outfitted with brine tanks perform the majority of preventative treatment while a one-tonne dump truck outfitted with a brine insert focuses on the City Centre's preventative treatment. In a snow event, six one-tonnes fitted with plows and brine inserts focus on the City Centre, responding to citizen complaints and entrances to subdivision collector roads which allows nine tandem axle vehicles with brine/salt and plows and three single axle trucks with plows and spreaders to remain focussed on first and second priority routes.

There are 10 road surface temperature sensors located at key locations throughout the City. These sensors are monitored 24-hours a day, 7 days a week by the City's Public Works Dispatcher. These infrared laser sensors are used to ensure accurate, real-time road surface temperature information critical to proper deployment of anti-icing and de-icing materials; the pavement temperature sensors create an alert when road conditions are deteriorating which will allow staff to respond before conditions become hazardous for driver safety. Additional weather details and road information from each sensor location is available to responding staff via the Supervisory Control and Data Acquisition (SCADA) system (Attachment 2). The road temperature sensors data is also available to the public through the City's website at <https://www.richmond.ca/services/weather-response/snow/roadtemps.htm>

Staff are further supported by an external weather forecasting agency (Weathernet) to provide localized (Richmond-specific) weather forecasts; a meteorologist is available 24 hours a day to provide clarification prior to and during snow events.

During snow events, staff located in a centralized control centre closely monitor the information available from the sensors, monitor and record equipment locations, salt and brine distribution, and route start and completion times. All vehicles are equipped with GPS allowing staff to monitor road treatments, respond accurately to enquiries, and track and report on expenditures which is later used to forecast costs for future events.

Policy Changes

Policy 7013 – Roadways – Ice and Snow Removal: To support adequate operation of public transit during a snow event, snow removal from priority bus stop locations across the City is

undertaken along with wheelchair letdowns on first priority routes to the degree possible based on available resources. Similarly, the City will remove snow from the entrances, wheelchair ramps, stairs, parking lots, walkways and perimeter sidewalks of civic facilities as resources permit. This operational practice was endorsed by Council at their November 28, 2022 meeting and is proposed to be included as an amendment to Policy 7013 to integrate service priorities for completeness. Additional housekeeping amendments are included to add clarity on the purpose of the policy, with no changes proposed to first, second and third priority routes. Attachment 3 presents the revised Policy, which is recommended for adoption as part of this report.

Traffic Bylaw 5870 – Requirement to Clear Snow from Sidewalks: Section 6.1 requires that developed commercial, industrial and residential properties are required to remove all snow and ice from adjacent sidewalks. Staff are reviewing these requirements to further clarify the responsibilities of adjacent businesses and residents when it comes to clearing sidewalks and will bring forward any proposed amendments to Traffic Bylaw 5870.

Public Outreach

Public involvement within the community is vital during the winter season. The City works jointly with the public on the following two programs:

- *Snow Angels Program:* This program was introduced in 2010 and connects community volunteers with residents with mobility, health and economic challenges, including seniors, during a snowfall event. Staff review applications to confirm that the service recipients meet the criteria for assistance. Assistance involves shovelling snow from sidewalks and/or walkways leading to the main residential access points but excludes driveways. Starting on November 1, 2023 the Snow Angel Program enrollment information was made available on the City's website. Enrollment forms (Attachment 4) can also be obtained by calling Parks, Public Works Dispatch, City Hall or emailing parksprograms@richmond.ca. The program is activated in the event of a significant snowfall (defined as an accumulation of 3+ centimetres of snow) and is dependent on the severity of the storm and available volunteer resources. Staff from Parks Services oversee volunteer recruitment and training, program promotion, activation and participation in the program. During the past 2022/2023 winter season, Snow Angel program volunteers were activated four times and provided snow removal services to 81 homes across Richmond.
- *Good Neighbour Program:* This program encourages everyone to clear the walkways around their property and help others who may face challenges. This neighbour-helping-neighbour campaign simply encourages residents to watch for people in their neighbourhood that could use help removing snow from their sidewalks and driveways and offer them a helping hand.
- *Snow Plow Information through MyRichmond:* Staff have fitted snow response equipment with equipment sensors and the Council-approved GPS systems that will link the snow response equipment to road asset information. Staff are continuing to create the necessary road asset information linking the data to show active snow equipment location and current route completion on a map through MyRichmond. This should be ready to trial internally at

some point during this winter season with the intention of having the public facing portal open for the 2024/2025 snow season.

Communications Strategy

A comprehensive communication strategy has proven to be valuable in delivering accurate, timely and relevant information to the public before, during and after winter weather events. The City's various departments, with the guidance of Corporate Communications and Marketing, have established communication protocols and key messaging which reinforce the snow response communications program. Participating departments include Public Works, Parks, Corporate Communications and Marketing, Customer Service, Community Bylaws, Emergency Programs and Richmond Fire-Rescue.

This cross-functional approach ensures each division's important messages are delivered in a coordinated and timely fashion over a variety of the City's communication channels. Messaging includes a combination of pre-determined and circumstantial messaging particularly when extreme weather occurs. The communications strategy includes, but is not limited to, using the following channels:

- Social media (the City's Instagram, X and Facebook accounts: posting the City's own messaging as well as sharing/amplifying information from credible sources, i.e., weather warnings and safety tips)
- Media relations (news releases, media interviews)
- City's website (dedicated web pages, news pages)
- City's intranet for employees

2023/2024 Weather Forecast

Weather forecasting is still an inexact science. Meteorologists use computer programs called weather models to make forecasts. These models have to rely on estimates and assumptions to predict future weather. The atmosphere is changing all the time, so those estimates are less reliable the further into the future. Meteorologists can predict with some accuracy short term ranges (3-5 days), however, forecasting much further in the future increases the chances of the weather being affected by unpredictable variables which can significantly change the weather pattern.

During the 2023/2024 period, a strong El Niño's is expected to play a role in influencing the winter temperatures. This usually means warmer-than-average condition for Richmond, resulting in more mild winter temperatures expected. The extra burst of global warmth that has appeared in 2023 will result in an upward offset to temperatures, meaning warm periods will be even warmer than usual and cold periods will be less cold than usual.

Summary - Winter Season 2022/2023

During the 2022/2023 winter season, Richmond experienced 40 frost/ice events and 4 snow events with a total accumulation of 62.5 centimetres of snow at YVR including 41.8 centimetres

of snow falling from December 18-23. The City crews brined, salted and plowed over 96,619 lane kilometres of first, second and third priority roads, which is the equivalent of driving back and forth to Halifax, Nova Scotia over eight times. The most kilometres treated in previous winters was in the 2016-2017 winter with over 55,000 lane kilometres. The winter of 2022/2023 was one of the worst winters since 1999, setting new record cold temperatures on eight separate days and the third highest snow accumulations in the past 25 years.

Financial Impact

None. Should there be a severe winter and additional funds required beyond established budgeted amounts, staff will report back to Council accordingly.

Conclusion

Preparations for the 2023/2024 snow and ice season are currently underway and will be completed in time for the upcoming winter. To clarify services relating to public transit and civic facilities, an updated version of Policy 7013 is presented with this report for recommended adoption.



Larry Ford
Manager, Roads and Construction Services
(604-244-1209)

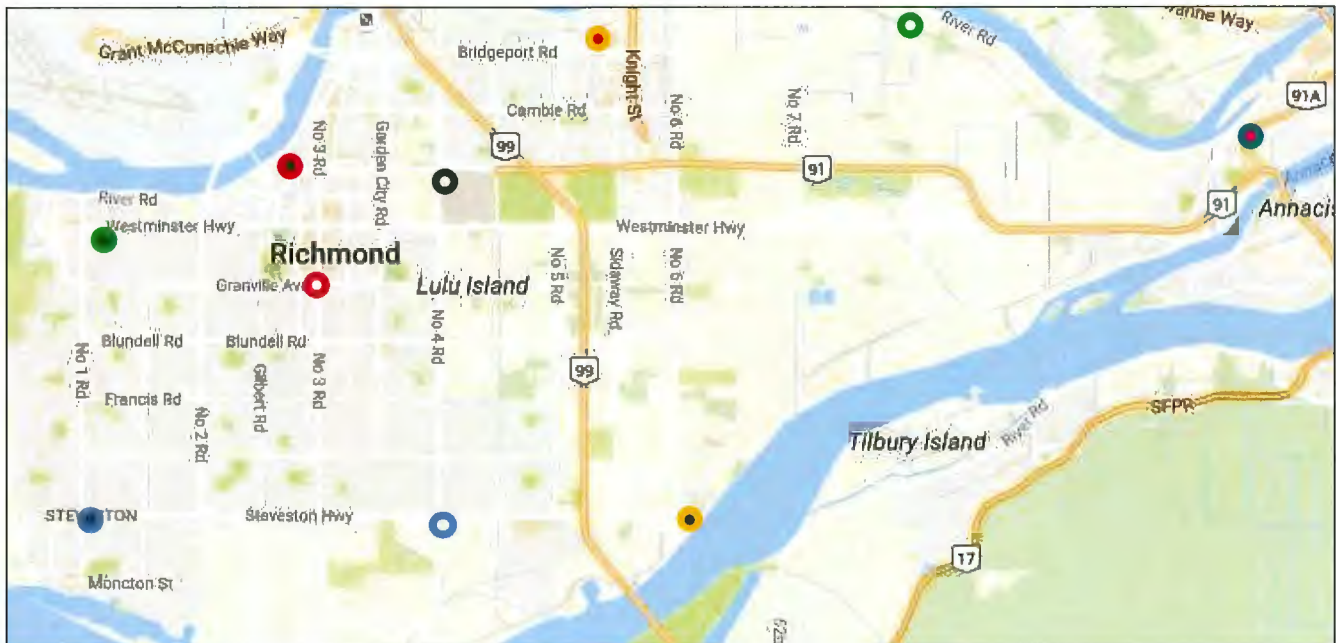
LF:lf

- Att. 1: City of Richmond – Snow Response Equipment
2: City of Richmond – Road Temperature Sensor Locations
3: Roadways Ice & Snow Removal Policy 7013 - Updated Version for Adoption
4: Snow Angels Enrollment Form

City of Richmond – Snow Response Equipment

Number of Units	Description
5	Tandem axle dump trucks with front plow attachments and salt spreader inserts
2	Tandem axle dump trucks with front plow attachments and 12,000 L brine tank inserts
1	Tandem axle dump truck with front and belly plows with option of 12,000 L brine tank or salt insert
1	Flusher truck (14,000 L brine capacity) with belly plow
3	Single-axle dump trucks with salt flinks and belly plow
4	One-tonne dump truck with plow and 1,875 L brine tank insert
2	One-tonne dump truck with plow and 1,875 L brine tank insert (designated for city facility parking lots)
1	One-tonne dump truck with plow and salt insert
1	One-tonne flat deck truck with 1,875 L brine tank insert
4	Backhoes
1	Road grader with belly plow and front bucket
2	Front-end wheel loader
2	Bobcat skid steers with plow
4	John Deere Ride-on mowers with plows
2	Kabota ATVs with plow
4	Mobile snow blowers
1,050 MT	Salt + 450 MT currently in the Works Yard

City of Richmond – Road Temperature Sensor Locations



Road Temperature Sensors:

- Queens North (road temperature, road friction, ambient air temperature, humidity, wind speed/direction and rain gauge)
- No. 1 Rd & Steveston Hwy (road temperature, ambient air temperature, humidity, wind speed/direction and rain gauge)
- No. 1 Rd & Westminister Hwy (road temperature, road friction, ambient air temperature, humidity, wind speed/direction and rain gauge)
- No. 6 Rd & Steveston Hwy (road temperature, road friction, ambient air temperature, humidity, wind speed/direction and rain gauge)
- No. 8 Rd & River Rd (road temperature and road friction)
- No. 4 Rd Armoury (road temperature, rain gauge and road friction)
- No. 3 Rd and Granville Ave (road temperature and road friction)
- Oval (road temperature)
- Bridgeport Rd and Olafsen Rd (road temperature)
- Steveston Hwy and No. 4 Rd (road temperature)



Page 1 of 3	Roadways – Ice and Snow Removal Adopted by Council: December 22, 1980 Amended by Council: February 28, 2005, October 25, 2010, November [REDACTED], 2023	Policy 7013
-------------	---	--------------------

POLICY 7013:

1. This Policy establishes the priorities of City salting operations and ice and snow removal from City of Richmond (the “**City**”) public roads, highways, overpasses, lanes and bus stops (collectively, “**City Streets**”) and to set out when the City will initiate and continue such salting and ice and snow removal operations;
2. The intent of this Policy is to maintain City Streets in such a manner so as to:
 - a) facilitate the operation of public transit vehicles as well as emergency vehicles; and
 - b) provide others with a travel surface which is enhanced from the condition it would otherwise be in during periods of snow and ice accumulation;
3. A brine and/or salt mixture (the “**Mixture**”) will be applied on specified roadways (a “**Salting Operation**”) to enhance travelling surfaces for winter driving conditions during adverse weather. Snow removal will only be done when, in the opinion of the City’s on-duty representative or designated alternate (the “**City’s Representative**”), the Mixture proves ineffective;
4. This Policy is not to be interpreted as a bare pavement policy. The City does not guarantee that any City Street will be free from snow or ice, prior to, during, or after adverse weather. All City decisions, practises and actions taken or not taken under this Policy are subject to numerous factors, including without limitation, City budgetary constraints and availability of City personnel, availability of equipment and traffic volume;

Commencement of Salting Operations

5. The City will commence Salting Operations at the earliest of:
 - a) verification by the City’s Representative of the accumulation of ice and snow on City Streets which results in poor City Street conditions;
 - b) upon request by the RCMP; or
 - c) at a pre-scheduled time in response to weather forecasts;
6. It is anticipated that from the commencement of Salting Operations, it will take the City approximately 90 minutes to prepare City personnel and equipment for Salting Operations with a completion time of up to five hours, depending on conditions;



Adopted by Council: December 22, 1980

Amended by Council: February 28, 2005, October 25, 2010, November 2023

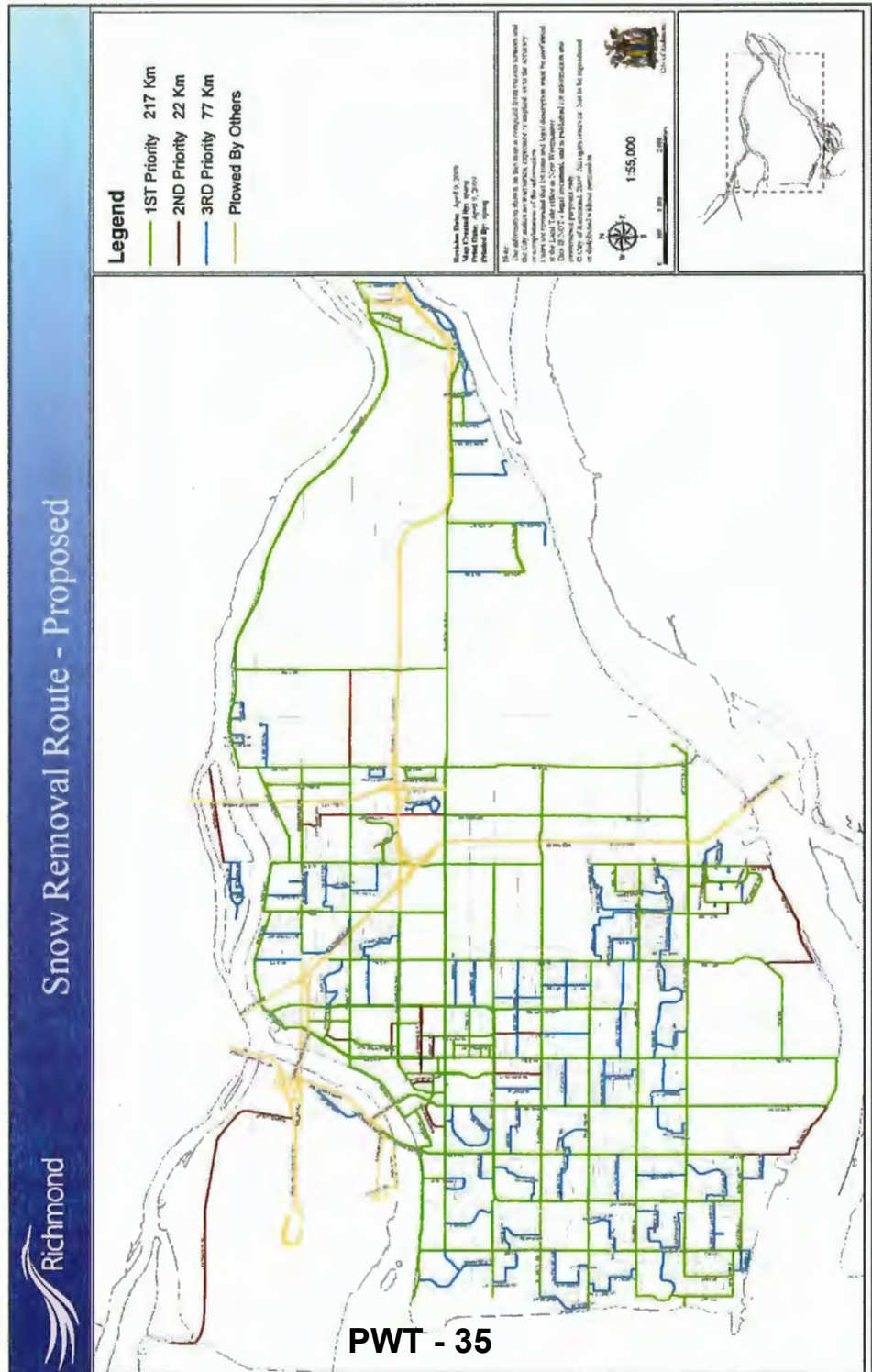
Priority Salting Operations

7. The City will give first priority for Salting Operations and snow removal to:
 - a) those major arterial streets, section line roads and bus routes identified as “1st Priority” and coloured green on the map attached to and forming part of this Policy; and
 - b) bus stops to ensure adequate operation of public transit and wheelchair letdowns, provided that the City is not responsible for snow removal from the sidewalks leading to these areas which is the responsibility of property owners under the applicable City bylaw;
8. The City will give second priority for Salting Operations and snow removal to:
 - a) those major collector roads identified as “2nd Priority” and coloured in red on the map attached to and forming part of this Policy
 - b) civic facilities, including entrances, wheelchair ramps, stairs, parking lots, and walkways. This includes community centers, fire halls, and other municipal facilities. The City will also remove snow from the perimeter sidewalks surrounding these facilities as part of the City’s comprehensive snow removal response;
9. The City will give third priority for Salting Operations and snow removal to those roads identified as 3rd Priority” and coloured blue on the map attached to and forming part of this Policy;
10. In extraordinary circumstances in the sole opinion of the General Manager of Engineering and Public Works, the General Manager of Engineering and Public Works is authorized to order Salting Operations and/or snow removal of City roads that are not set out and identified as being “1st”, “2nd” or “3rd” Priority roads on the map attached to and forming part of this Policy. Otherwise, no salting or snow removal will be conducted by the City on roads not set out and identified as being “1st”, “2nd” or “3rd” Priority roads on the map attached to and forming part of this Policy; and
11. The City Representative may investigate and assess localized road conditions. The City’s Representative may initiate the Salting Operations by Patroller staff or other qualified available individuals.



Adopted by Council: December 22, 1980

Amended by Council: February 28, 2005, October 25, 2010, November 2023





**City of
Richmond**

Snow Angel Registration Request Form

Community Services Division
Parks Programs

Thank you for interest in the Snow Angel Program. Please enter the following information to apply for Snow Angel services.

Last Name: _____ First Name: _____

Home Address: _____

Phone: _____ Email: _____

Age: _____

Do you have family in Richmond who can provide snow removal assistance? _____

Do you have financial capacity to hire snow removal services? _____

Reason(s) for Snow Angel Assistance:

Once you have completed this application form, please e-mail a copy to:
parksprograms@richmond.ca

Please Note: This application is subject to review by City of Richmond staff. Once your application has been reviewed you will be contacted with information regarding your placement in the program.

If you have any questions regarding this form, or other questions about the Richmond Snow Angel Program, please contact the Snow Angel Coordinator at parksprograms@richmond.ca or 604-247-4453