



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

Municipal Hall  
1229 Esquimalt Road  
Esquimalt, B.C. V9A 3P1

## Staff Report

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File #:16-002

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### PERIOD REPORT

**DATE:** January 04, 2016 **Report No.** CSS-16-001  
**TO:** Laurie Hurst, Chief Administrative Officer  
**FROM:** Blair McDonald, Director, Community Safety Services  
**SUBJECT:** Community Safety Services - 2015 Third Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1, 2015 to December 31, 2015.

#### **I. DIVISION ACHIEVEMENTS AND ACTIVITIES**

##### **1. Emergency Management**

###### **Neighbourhood Emergency Preparedness Program (NEPP)**

- The Great British Columbia ShakeOut took place on October 15<sup>th</sup> and the event was promoted via social media, posters in public areas, and through a coloring contest facilitated by the recreation center.
- Two NEPP volunteers and staff participated in the Fire Open House on Saturday October 3, which had a large turnout allowing the opportunity to distribute preparedness information to many residents.
- NEPP had meetings regarding Community Event planning in conjunction with Parks and Recreation.
- Staff facilitated an emergency preparedness and community planning session on October 7 with the West Bay Marina Community Association which 26 people attended.

###### **Emergency Social Services (ESS)**

- Staff and an ESS volunteer attended an Emergency Social Services Director course offered by Emergency Management BC (EMBC).
- The ESS Level One Team attended an incident for a gas leak September 27 due to the potential of displaced residents. ESS assistance was not necessary but led to a change to ESS protocol whereby staff will attend incidents during regular business hours and volunteers will be called out as necessary.

- The ESS Team will be under a new structure with a leadership team comprised of four leadership roles. Job descriptions were created and the new structure will commence in 2016.
- Volunteers and staff attended a number of courses included Resource Acquisition, Introduction to Reception Centres, Group lodging, Emergency Evacuations and Esquimalt ESS hosted a Managing Walk-In Volunteers course.
- A Volunteer Appreciation BBQ with all programs took place on the September 28 for the first time that allowed all volunteers in the emergency program to meet and interact.
- A Rapid Damage Assessment Training Program for local residents is being developed based on a similar program in the Cowichan Valley Regional District. The program will be piloted in 2016.
- Staff met with Parks and Recreation regarding Automated External Defibrillator training of ESS volunteers. All volunteers will be trained in 2016.
- A Volunteer Intake Centre plan is being developed in conjunction with Victoria and Saanich ESS teams. The plan is well underway and an exercise will take place in the spring of 2016.
- Three new ESS volunteers were recruited during the period.
- A Holiday appreciation dinner took place on December 7 for the emergency program volunteers.

### **Emergency Radio Communications (ERC)**

- Hans Oeste is the new Director of the ERC Team.
- The team is planning a new communications set up at the secondary Emergency Operations Centre (EOC) located at the Public Works building.
- A new schedule has been implemented to set up and test the emergency radio communications station located at the EOC at municipal Hall on a monthly basis. This has resulted in some upgrades to current equipment.
- Weekly testing is conducted with the Provincial Regional Emergency Operations Centre (PREOC) located in Central Saanich as well as the secondary PREOC located in Kamloops using a variety of methods.
- The team continues to participate in weekly testing with local EOCs.
- One volunteer attended the Radio Station Management Course offered by EMBC.
- A needs assessment and review of emergency communications for the EOC was completed.
- The team participated in an emergency communications exercise with Victoria and EMBC on December 9.

### **Administration**

- Staff is continuing to develop In-House Training with an anticipated launch in the spring of 2016.
- Staff participated in several Provincial working groups, including Disaster Response Transportation Planning and the refresh of the British Columbia Emergency Management System.
- Staff participated in several Local Government Emergency Program Advisory Commission (LGEPAC) working groups. This includes the public education working group that is creating version two of the PrepareYourself emergency preparedness workbook, and an associated campaign on evacuations and shelter-in-place. The LGEPAC has also engaged with the Province

to form a Regional Emergency Management Partnership agreement to facilitate enhanced emergency management in the Region.

- The CRD is purchasing a mass notification system in 2016 and has offered use of the system to local governments in the region. The Esquimalt Emergency Program will participate in the pilot of the system for use of notifying staff and volunteers in case of emergency.
- Staff attended the Regional Emergency Planning Advisory Commission meeting November 5. This resulted in a meeting with the Regional Educational facilities working group December 16 to discuss and review the Ministry of Education Emergency Management Planning Guide, upcoming initiatives, and how emergency programs may be able to assist educational facilities.
- Several emergency rations that were close to expiration were donated to the Rainbow Kitchen for distribution.
- Staff participated in the Nuclear Emergency Response Exercise facilitated by CFB Esquimalt.
- During the Great British Columbia Shakeout staff was encouraged to participate through a Shakeout selfie and photo contest. An emergency preparedness session was offered to staff at noon hour, and the EOC and associated equipment were set up and tested. Several recreation programs participated, and public works staff exercised their check-in protocol following an earthquake.
- Desalination unit testing occurred October 26 with participation of 5 staff and a fire crew.
- A personal preparedness session took place with the Directors on October 27.
- Staff presented on Esquimalt's role in response during the BC Nuclear Emergency Plan Workshop facilitated by the Ministry of Health that was attended by a number of other agencies.
- Staff participated in a workshop on Building Resilient Neighborhoods December 2 to provide input on incorporating emergency preparedness into existing initiatives.
- Staff attended a presentation by Western Canada Marine Response Corporation in Colwood December 9 to discuss roles and responsibilities during a marine spill.
- The Director attended the Emergency Preparedness and Business Continuity Conference in November. This conference brings together municipalities, non government agencies and business to discuss emergency management and business continuity.

## **2. Bylaw Enforcement**

In this period, the new Boulevard Maintenance Bylaw was introduced and adopted by Council, allowing for better control over Township property and works within the boulevard.

Demand for bylaw enforcement services by residents of the Township continues to grow. In the last two years, complaints received by Township of Esquimalt Bylaw enforcement staff have doubled.

In the last period, a parking enforcement agreement was reached with a contractor (Corps of Commissionaires). The bulk of proactive parking enforcement was conducted by the contractor up to December 18<sup>th</sup>, 2015 when the trial period expired. Analysis is ongoing as to the degree of success of the contracted enforcement. Below is a recap of the statistics for parking enforcement by the Corps of Commissionaires only.

- **Parking Enforcement** (From July 6<sup>th</sup> to December 18<sup>th</sup> inclusive)

- Offenses detected - **352**
- Days worked - **161** (four hour shifts)
- Offenses detected per day worked - **2.18**
- Number of Bylaw Offence Notices (BON) cancelled - **42**
- Potential Fine amount (all BONs written and not cancelled) - **\$17,600** (at maximum fine amount - **\$10,560** at minimum fine amount)
- Actual fine amount collected thus far - **\$4,050**
- Total cost of the enforcement contract - **\$16,100**

### **Attachments**

- Bylaw Contraventions and Complaints/Municipal Tickets and Bylaw Notices Statistics/Animal Management Report

### **3. Building Inspections**

In this period, Council adopted a change to the Building Bylaw which allowed staff to waive the requirement for a \$2,500 surety to be collected on all building permits. The \$2,500 surety is waived in those instances where, in the opinion of the Senior Plumbing and Building Official, damage to Township works is unlikely to occur. The new provision has been utilized in 50% of building permit applications. Additionally, the building permit process (CSS portion) has been optimized to allow for shorter turn around times on the issuance of permits.

- See Attachment - Building Permits Chart

### **4. Policing**

Staff continues to liaise on an ongoing basis with VicPD regarding local and regional policing and public safety concerns.

The Director continues to represent the Township at the public portion of Victoria and Esquimalt Police Board meetings.

In the last period, in consultation with Inspector Watson of VicPD and Engineering and Public works, the Community Safety - Staff Working Group has been established. The intent of the Working Group is to examine issues identified by the public or staff from a broader perspective and determine what Township resources, be they policing, bylaw enforcement or Engineering/Public Works, can be brought to bear on an issue to assist in its resolution or its management. The group will have its first official meeting in the New Year.

### **5. Public Consultation and Engagement**

- See aforementioned NEPP and ESS information.
- Numerous consultations with public re: bylaws and bylaw enforcement.
- Ongoing general informal public consultation.

## **II. COMMITTEES**

- No Community Safety Services Staff currently sit on any Council appointed committees; however, the Director and the Emergency Program Manager represent the Township on the Capital Regional District Emergency Program Advisory Commission and the Mid Island Emergency Coordinators and Managers meetings.
- The Director sits on a Provincial Local Government Bylaw Notice Enforcement Act Working Group.
- The Director chairs the newly formed Community Safety - Staff Working Group.