



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Legislation Details (With Text)

File #: 17-005 **Version:** 1 **Name:**
Type: Staff Report **Status:** Agenda Ready
File created: 12/23/2016 **In control:** Special Committee of the Whole
On agenda: 1/16/2017 **Final action:**
Title: Community Safety Services - 2016 Third Period Report, Staff Report CSS-17-001
Sponsors:
Indexes:
Code sections:
Attachments: 1. Bylaw Enforcement Chart - 2016 3rd period report, 2. Building - 3rd period report 2016

Date	Ver.	Action By	Action	Result
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PERIOD REPORT

DATE: January 11th, 2017 Report No. CSS-17-001
TO: Laurie Hurst, Chief Administrative Officer
FROM: Blair McDonald, Director of Community Safety Services
SUBJECT: Community Safety Services - 2016 Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1st, 2016 to December 31st, 2016.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

Neighbourhood Emergency Preparedness Program (NEPP)

- On September 15, NEPP volunteers staffed a booth at the Esquimalt Market providing information to market goers, resulting in a new volunteer.
- Four NEPP volunteers participated in the Fire Hall Open House on October 15. They staffed a table with a prize wheel and emergency preparedness questions that saw great interest from attendees.
- On October 16, staff and the NEPP coordinator provided an information session to a 26 members of a strata complex and facilitated a discussion to aid in completion of a strata emergency plan.
- The Great British Columbia ShakeOut took place on October 20. The event was promoted via social media, posters in municipal buildings, and through a colouring contest facilitated by the

recreation centre.

- Staff provided an emergency preparedness presentation to an audience of 38 at the St Paul Parish on November 15.
- A presentation by a survivor the 2004 Taiwanese earthquake presented to an audience of 36 people generating conversation on emergency preparedness in Esquimalt.

Emergency Social Services (ESS)

- There were no ESS call outs in this period.
- A member of the ERC team provided an overview of handheld radio use during the October 17 meeting.
- Team members were given a tour of the DND Fire Hall and Emergency Operations Centre on November 21.
- Members completed various courses including Introduction to Reception Centre and Applied Training, and Resource Acquisition.
- The team continues to work on an overall ESS Plan
- The ESS team is working on a system to centralize all documents and enhance communications and should be ready in the next period.
- Regional Supplier agreements were renewed and collated for a Regional Supplier list.
- Staff attended two Emergency Social Services Directors meetings that address regional ESS issues.
- One new ESS volunteer was recruited in this period.
- A holiday appreciation dinner took place on December 5 for all emergency program volunteers with a great turnout.

Emergency Radio Communication (ERC)

- The team installed new microwave HamWan grid antenna at the top of the radio tower and raised the dipoles higher off the roof.
- The entire team had a HamWan training session with the local expert on November 2 and will have two or three more training sessions over the winter season.
- Participated in an exercise with the City of Victoria on November 15
- The radio go-kit that allows for portable HAM radio communications has been tested in several locations in Esquimalt.
- The team continues weekly testing 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. They also test with the other EOCs in the Region.

Administration

- The Township had several exercises during the Great British Columbia ShakeOut that took place on October 20. The Public Works and Parks Departments tested a new protocol where staff checked in with radios and cell phones to ensure they would be able to communicate during an emergency. The Recreation and Archie Browning Centres participated in the drill, and there was a mock EOC activation to test communications between Directors and EOC staff. Staff from Municipal Hall and the Fire Department also participated in the drill. The EOC computers and satellite phone were also tested.
- Staff participated in the planning of a ShakeOut BC exercise for SD 61. This exercise will be replicated in all SD 61 schools in 2017.
- On September 7 staff attended the Emergency Preparedness for Industry and Commerce

Conference.

- On September 12 staff attended “City Hall Building and Rebuilding” to learn lessons following the earthquake in Christchurch, New Zealand.
- From November 8 to 10 staff attended the Emergency Preparedness and Business Continuity Conference in Vancouver.
- On October 17, staff set up and tested new EOC computer.
- On November 16, 4 staff attended Rapid Damage Assessment training administered by BC Housing.
- Staff continue to work on a water distribution plan.
- An emergency communications plan is a work in progress in conjunction with the Victoria Police Department and will be complete in the next period.
- In-House electronic learning modules are being developed and are close to completion. These modules will allow staff to complete emergency preparedness training from their computers with a face-to-face classroom session after completion, allowing the Township to administer training on an as needed basis.
- The desalination unit was successfully tested on November 4 with four Township staff observing.
- Supplies have been purchased to begin assembling kits for executing Rapid Damage Assessments and evacuations.
- Staff participated as a controller in a full scale evacuation exercise in Squamish that had over 100 participants including first responders, volunteers, municipal staff, elected officials, and residents. Through this collaboration, staff will be using these lessons learned for Evacuation planning in the Township.
- Staff participated in several Regional working groups through the Local Government Emergency Program Advisory Commission (LGE PAC). These include the public education working group that created and launched the “Get Your Kit Together!” campaign with a series of 7 short social media videos demonstrating what should be included in different kinds of kits. A social media contest accompanied the campaign, and an Esquimalt resident was a recipient of one of the kits. Staff act as the Chair of an Evacuation working group that is creating coordinated training for use by all local governments in the Region. As a member of the Regional Emergency Management Partnership (REMP) working group, staff is excited to report that the partnership agreement has been completed and the draft strategic plan is in progress.

2. Bylaw Enforcement

The Bylaw Management Officer has tendered his resignation with the Township. A competition to fill the position is currently underway.

Demand for Bylaw enforcement services remains strong within the Township; although demand appears to have leveled off in comparison with last years totals. This is the first decrease in complaints received in several years.

- **Bylaw Offence Notice (BON) Disputes**

Six BONs were forwarded to the Screening Officer level in this period. Of those, four were cancelled by the Screening Officer and one was upheld with fines being paid by the offender. One matter is pending an adjudication hearing.

- **Unsightly Properties**

Unsightly properties continue to be an area of enhanced enforcement.

1106 Lockley is pending demolition as a result of Council Order following a Remedial Action Hearing. This building should be removed early in the next period.

- **Special Enforcement Activities**

As a result of an order obtained through a Civil Injunction Hearing, an unlawfully constructed and non complying deck at #8 - 300 Plaskett Place was removed late in 2016.

Unlawful structures on other properties were also removed following a similar process, fortunately before Civil Injunction was required.

- **Attachments**

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

3. Building Inspections

- See Attachment - Building Permits Chart

4. Policing

Staff continues to liaise on an ongoing basis with Victoria Police Department regarding local and regional policing and public safety concerns, including the ongoing Victoria Police Department efficiency review.

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

Several meetings of the Esquimalt Community Safety Staff Working Group have taken place. This group consists of representation from Victoria Police Department, Military Police, Esquimalt Fire Rescue, Engineering and Public Works and Community Safety Services. The group has examined numerous issues relating to public safety including parking and traffic issues, improved signage and recently began examining the "Trackside" issue. The Working Group examines concerns from a multi faceted standpoint and solutions arrived at fit within each department or organizations' ability to make realistic changes.

5. Business Licencing

- Staff issued 25 new Business Licences this year
- 17 business licence accounts were closed
- Active business licences are displayed on the website and updated every three months
- There are currently 707 active Business Licence Accounts (683 in 2016)
- 2017 renewal notices were sent out in early December of 2016 (a month earlier than normal) in an effort to further accommodate the needs of business owners in preparation of the new calendar year.

6. Public Consultation and Engagement

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

7. Deer Management

- In conjunction with the Urban Wildlife Stewardship Society and Nyberg Wildland Consulting, the Township conducted a comprehensive survey on public attitudes towards Deer Management. As a result of this survey, Council has directed staff to continue to work with UWSS and Department of National Defence to conduct ongoing deer counts and to continue with public education efforts relating to deer.

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 Local Government Emergency Program Advisory Commission and the regional Emergency Planning Advisory Commission, as well as on several regional and provincial working groups.
- The Director sits on a Provincial Local Government Bylaw Notice Enforcement Act Working Group.
- The Director chairs the Community Safety - Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee.