



# CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

## Legislation Details (With Text)

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## PERIOD REPORT

**DATE:** September 13th, 2017

Report No. CSS-17-011

**TO:** Laurie Hurst, Chief Administrative Officer

**FROM:** Blair McDonald, Director of Community Safety Services

**SUBJECT:** Community Safety Services - 2017 2<sup>nd</sup> Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from May 1st, 2017 to August 31st, 2017.

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

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

- Neighbourhood Emergency Preparedness Program (NEPP)**

The NEPP recruited a new volunteer this period and continues to update the Facebook page and social media to advertise events and to provide emergency preparedness information to residents.

The first week of May was emergency preparedness week, and staff presented emergency preparedness information to a total of 138 Grade 4 students at Macaulay Elementary and Victor-Brodeur schools. Students were also provided with a starter emergency kit and information to take home to their families.

The NEPP coordinator participated in the annual Emergency Preparedness Fair at the Juan de Fuca Recreation Centre and presented to residents in a session for Simple Steps to Emergency Preparedness. The NEPP facilitated several other emergency preparedness

sessions this quarter, including Earthquakes and Insurance, Tsunami: Know your Risk, and Seismic Vulnerabilities of Buildings. The fall / winter schedule has additional times to allow for more residents to attend sessions.

The NEPP participated in several public events providing information to the public and promoting information sessions, including Canada 150 in Bullen Park, Music in the Park, the Esquimalt Farmer's Market and Resilient Streets Kick off event.

- **Emergency Social Services (ESS)**

Two volunteers were recruited in the period and the team completed assembly of response backpacks for the Level One Team and walked through the response protocol with new members.

Staff attended regional Emergency Social Services Directors meetings and continues to engage in regional ESS planning.

Volunteers attended a team meeting and BBQ in July with other emergency program volunteers.

Volunteers participated in an ESS conference that took place at the University of Victoria June 16 and 17 which was coordinated by the ESSD committee. This conference provided educational opportunities to all Emergency Program volunteers with a focus on ESS and included courses and presentations. Volunteers also completed EMBC courses in Reception Centres, Resource Acquisition, and Registrations and Referrals.

Due to the extent of the wildfires in Interior BC, EMBC sent out a request to ESS volunteers to assist with response. One volunteer was deployed for seven days to the Tk'emlups Indian Band to assist in their reception centre, and another deployed to Kamloops for seven days to assist the Thompson Nicola Regional District in their reception centre. Four volunteers also staffed a centralized ESS Call Centre located in the Provincial Emergency Coordination Centre (PECC) to assist communities, volunteers, and evacuees with ESS related questions. These volunteers provided an invaluable service to communities in BC and their efforts are commended and appreciated.

- **Emergency Radio Communications**

The team continues to activate and test the Archie Browning station once per week on Wednesday evening, with an average of 4-5 radio operators each week. They activated the Town Hall EOC station in late July and found ways to increase the efficiency and procedures for setting up and using that station. The packet radio software was updated and a deep cycle battery and charger for that station was purchased so the station has power independent of the Town Hall in a serious event.

The team successfully tested the portable "Go-Kit" station from Saxe Point Park and made some improvements to it including replacement of a faulty solar charge controller. They tested and demonstrated handheld portable VHF antenna for operating handheld radios at considerable distance from other radios when normally a repeater station would be required for communications. They also participated in an annual Field Day in Saanichton and introduced many new people to HF radio and emergency communications, with an overview of

the event here: [www.ve7vic.ca](http://www.ve7vic.ca) <<http://www.ve7vic.ca>>.

The team is continually maintaining equipment including charging and replacing failing batteries in all handheld radios, and load testing all deep cycle batteries in use.

- **Administration**

The annual Esquimalt Emergency Stakeholder forum took place on May 4 which saw presentations from seven organizations and participation from close to 50 stakeholders.

An Emergency Planning Committee meeting took place during Emergency Preparedness week with an overview of the Emergency Management e-Modules for staff. Modules were launched during emergency preparedness week with a contest to encourage staff preparedness and education in an effort to ensure completion of the modules. Starter emergency kits were distributed to staff that completed modules, with the goal of all staff receiving starter work emergency kits by year end. Staff provided an overview of the first two modules to Public Works staff on June 7.

Staff continues to collaborate with the Province and the Region through several meetings and initiatives. These initiatives include participating in the Provincial Disaster Response Transportation Working group, a Provincial Mass Care Workshop, acting as Co-Chair of the Regional Emergency Planning Advisory Commission and participating and leading the revision of the existing Terms of Reference for the Commission to incorporate the new Regional Emergency Management Partnership. Staff assisted in the creation of the 2018 business plan for the Partnership.

As a member of the Public Education Working Group of the Local Government Emergency Program Advisory Commission (LG EPAC), staff participated in coordination of the Quake Cottage ShakeZone and the associated communications plan. As Chair of the Evacuation Planning Working group, staff completed work on tools and training materials for the project.

The Township has entered into an agreement to sponsor a project for Royal Roads University this fall. Staff is working in conjunction with the REMP and RRU to investigate and select a methodology to help determine levels of preparedness for households and neighbourhoods in the Township in order to better understand the effectiveness of our NEPP. Staff will provide the information, and students will complete the project with recommendations and present their findings. These findings will be shared with the rest of the Region and the REMP as this aligns with their strategic plan.

The Emergency Program Manager (EPM) deployed to the Okanagan Indian Band for a week in June to assist with flood response efforts in their Emergency Operations Centre. The EPM gained worthwhile experience in Operations and Logistics and participated in a forum with other emergency managers in Squamish in July to share lessons learned. The EPM again assisted in the Provincial Emergency Coordination Centre for fire response in Operations and Evacuation and ESS planning in July and August to relieve Provincial staff and gained a better understanding of how the Provincial system operates while building valuable relationships.

The desalination unit was successfully tested June 23, and a chlorination system for the unit will be purchased and installed this quarter, along with completion of the water distribution plan.

Work continues on a crisis communications plan in collaboration with the Victoria Police Department.

## 2. Bylaw Enforcement

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

Four BONs were forwarded to the Screening Officer in this period. Of those, one was cancelled by the Screening Officer and three were upheld with fines being paid by the offender. No matters were forwarded to the adjudication level.

- **Unsightly Properties**

Unsightly properties continue to be an area of enhanced enforcement.

In this period, 42 complaints of unsightly properties were reported to Bylaw Enforcement. Of those, 31 were dealt with using the authorities within the Maintenance of Properties and Nuisance Regulation Bylaw. 11 remain outstanding with significant progress being made by the property owners to resolve the issues. Good progress has been made in relation to the “long term” properties in this period. See attached chart for details.

- **Enhanced Animal Control Patrols**

Beginning in May of this year, Victoria Animal Control Services (VACS) has been contracted, on a pilot basis, to conduct proactive patrols throughout the Township. In this period, VACS has dedicated 8 hours per week on proactive patrols. During the patrol hours, VACS has noted the following offences and conducted the associated education/enforcement:

<u>Incidents</u>	<u>Response</u>
No Leash - 93	Verbal Warning - 111
No Licence - 111	Written Warning - 73
No Tag - 37	Free Leash - 3
Dog in Prohibited Place - 14	Licence Sold - 15
Other - 9	Charged (BON) - 4
	Impoundment - 1
	Other - 11

- **Attachments**

- Bylaw Contraventions and Complaints/Municipal Tickets and Bylaw Notices Statistics/Animal Management Report (Attachment # 1)
- Unsightly Properties Chart (Attachment # 2)

## 3. Building Inspections

- See Attachment - Building Permits Chart (Attachment # 3)

## 4. Policing

Staff continues to liaise with Victoria Police Department regarding local and regional policing and public safety concerns.

The Director represents the Township at the public portion of Esquimalt and Victoria Police Board meetings.

## **5. Business Licencing**

- 703 licences issued for 2017 thus far
- 39 new applications this period
- 14 businesses closed this period
- Active licences are displayed on website and updated every three months

## **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**

Work is ongoing with UWSS to continue with the Deer Management Strategy. An initial public education mail out was included in the tax notices for the year. Further public education campaign will be upcoming including media advertising and articles. A meeting has taken place between UWSS, Township Staff, DND and Camosun College to plan for the upcoming Deer counts in October of this year.

## **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 newly formed Community Safety - Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee.