



CORPORATION OF THE TOWNSHIP OF ESQUIMALT

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

Legislation Text

File #: 19-003, Version: 1

PERIOD REPORT

DATE: January 9th, 2019

Report No. CSS-19-001

TO: Laurie Hurst, Chief Administrative Officer

FROM: Blair McDonald, Director of Community Safety Services

SUBJECT: Community Safety Services Department - 2018 Third Period Report

The following is a report on the activities pertaining to the Community Safety Services Department from September 1st, 2018 to December 31, 2018.

I. DIVISION ACHIEVEMENTS AND ACTIVITIES

1. Emergency Management

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

The NEPP presented four emergency information sessions this period: The First 72 Hours on Sept 12, Tsunami - Know your risk on September 24, Emergency Preparedness for pet owners on November 14 and a workshop on September 29.

The NEPP continues to update their Facebook page and the Township website to advertise events and to provide emergency preparedness information to residents.

The NEPP provided information to the Municipal Pension Retirees' Association and a local strata during the period, as well as attending the Fire Department Open House to distribute emergency preparedness literature.

- **Emergency Social Services (ESS)**

Three volunteers were recruited in the period and the team walked through the response protocol with new members.

The team met three times during the period and tested the all call activation prior to these meetings.

Staff attended regional ESS Directors meetings, hosting one, and continues to engage in

regional ESS planning by setting up Google documents and calendars to share regionally, as well as assisting in the development of a regional ESS communications plan.

Staff and the ESS Training Coordinator attended an annual meeting to coordinate regional requests for ESS training in the upcoming year.

A working group of the ESS team designed and facilitated an exercise at Church of Nazarene to align with the municipal EOC tabletop exercise that took place November 28. A functional exercise will take place in the first period of 2019 building on the table top exercise and will encourage community participation as mock evacuees.

Volunteers attended a team meeting and emergency program volunteer recognition function on December 3rd.

The program hosted a regional ESS JIBC training course on Registrations and Referrals October 27, and volunteers also had the opportunity to partake in the additional JIBC courses of Reception Centres and Group Lodging.

An ESS inventory and bin reorganization was completed during this period.

De-escalation training facilitated by the Victoria Police Department took place in November and City of Victoria volunteers were invited to attend as well. There was a large turnout to this event.

A Community Emergency Preparedness Fund grant application submitted to purchase additional ESS sea cans and locate one with ESS supplies on the North side of the Township was completed. The application was successful and work will be undertaken in 2019.

• **Emergency Radio Communications**

During the period, the team completed purchasing, assembly and testing of Radio Go-Kit # 3 which is now permanently stored at the Secondary EOC (Public Works Yard), and determined best options for storage locations at PW Yard.

The Town Hall EOC Radio Group Windows XP laptop was refurbished with the newest versions of Linux and RMS Express to avoid having to purchase a new laptop for that location. They completed assembly and testing of two portable J-Pole antennas for Go-Kits #2 and #3, and completed assembly and testing of 12VDC emergency power module for laptop and USB device charging for Go-Kit #2.

The team tested antenna options at the Secondary EOC and facilitated quotes for antenna install in two potential locations and updated Radio Group Volunteer Handbook.

The team investigated options for having a networked hard drive backup at the primary Radio Room and decided implementation of a Windows based network and infrequent backup to a pen drive is sufficient at present.

The team also completed a handheld radio Reception Centre locations exercise and have confirmed that the team can successfully communicate via handheld radio back to the Radio

Room from all potential Reception Centres in Esquimalt.

- **Administration**

The Great British Columbia ShakeOut took place October 18th, which saw communications and evacuation exercises throughout Township departments and facilities.

A lunch and learn on Emergency Preparedness was offered to staff, and three prizes were awarded to staff that participated in emergency preparedness events through the week.

Staff participated in a collaborative presentation for the Emergency Preparedness for Industry and Commerce Council conference on September 7 that provided an overview of local government and business responsibilities, as well as steps businesses should consider for preparedness.

The Local Government Emergency Program Advisory Commission met twice this period and the Regional Tsunami Emergency Communications Plan was tested. Staff proposed to the Commission that all Local Governments apply for the UBCM Community Emergency Preparedness Fund Evacuation Planning grant and allocate a portion of the grant to regional evacuation planning. All agreed and staff developed a template application and staff report for use by Local Governments in the region. Staff then submitted a \$25,000 application for Esquimalt with \$6000 allocated to regional evacuation planning.

Staff attended a Regional Hazard Risk and Vulnerability Workshop on November 19 and provided input to assist with the ongoing Regional Emergency Management Partnership (REMP) project. The workshop was well attended with representation from several different regional, provincial, and federal agencies.

Staff continues to participate in the regional working group for a National Disaster Mitigation Program Grant submission for Capital Region Coastal Flood Inundation Mapping that includes tsunami modelling in conjunction with representatives of the Climate Action program of the Capital Regional District and other local government emergency program managers. The project involves undertaking two comprehensive coastal inundation modelling and mapping activities related to future sea level rise due to climate change and tsunamis. If successful, the project will support the Capital region, including municipalities and other stakeholders, in better understanding the implication of rising sea levels and tsunamis and assist with future planning initiatives. The application has been successfully reviewed by the Province and is awaiting Federal approval.

Staff chaired the Regional Emergency Coordinators Advisory Commission Forum September 20 with presentations from various provincial and regional entities.

The Desalination Unit tested successfully during the quarter. Portable and stationary water storage tanks were also purchased to ensure water distribution and storage capacity.

Staff continues planning with departments to deliver the project described in a UBCM grant for \$15,000 to equip and exercise the Township's Secondary Emergency Operations Centre and

Evacuation Plan. An exercise will take place in the first period and include participation from staff, volunteers, and external agencies.

During the period, staff arranged for demonstrations of two potential public alerting systems: Voyent Alert and ERMS. A selection will be made during the first Emergency Planning Committee Meeting of 2019.

The Township hosted a Regional JIBC Information Officer Training course sponsored by Emergency Management British Columbia in September which was attended by five staff. Staff also delivered in-house training on Emergency Operations Centres November 21 in anticipation of the tabletop exercise held November 28, and provided Council with an emergency management overview.

The Emergency Public Notification System (Connect Rocket) has been tested successfully each month.

After observing an Ammonia Response Plan exercise the morning of November 28, staff is working with the Parks and Recreation Department on potential use for the Connect Rocket system in their emergency communications procedures.

A tabletop exercise and Emergency Planning Committee (EPC) meeting were held on the afternoon of November 28 with attendance by appropriate Township staff, Victoria Police, and the Department of National Defense. The tabletop scenario was based on a potential ammonia leak and evacuation and findings will be used to deliver a functional exercise in the first period of 2019.

The draft Esquimalt Emergency Plan was presented and will be finalized along with a training and exercise schedule during the first EPC meeting of 2019.

Staff attended workshops and conferences during the period including the Emergency Preparedness and Business Continuity Conference October 30 to November 1 in Vancouver, a Local Government for Sustainability workshop, and a debrief with the Provincial Emergency Coordination Centre regarding flood and fire response for the summer of 2018.

2. Bylaw Enforcement

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

Nine BONs were forwarded to the Screening Officer level in this period. Of those, three were cancelled by the Screening Officer and six were upheld with fines being paid by the offender. No matters were advanced for adjudication during this period.

- **Unightly Properties**

Unightly properties continue to be an area of enhanced enforcement. In this period, 15 complaints of unsightly properties were reported to Bylaw Enforcement. Of those, 12 were

dealt with using the authorities within the Maintenance of Properties and Nuisance Regulation Bylaw. Three files remain active.

- Incidents of Note

Staff worked with Transport Canada to have a boat moored in the Gorge Waterway declared abandoned. That designation was received late in the period. Staff took possession of the boat as authorized by Transport Canada and contracted to have it removed and appropriately disposed of. Staff also applied for grant funding to pay for the removal and disposal. Those funds were received and applied to the costs of disposal.

- Attachments

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

3. Building Inspections/Permits

- The Third Period in 2018 continued to show strong demand for building permits related to ongoing construction in Esquimalt. Overall in 2018, the Building Department issued permits for a total value of construction of nearly 57 million dollars with total permit fees of approximately \$532000; contrasting to 2017 where the total value of construction was just shy of 22.9 million dollars for total fees of approximately \$245000.
- The 2018 BC Building Code took effect late in the period. The last Building Code update occurred in 2012.
- 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 Victoria and Esquimalt 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. In this period, the working group has discussed and established action plans where appropriate on street and traffic signage. The issue of transfer of property from DND to Public Service and Procurement and its impact on jurisdiction relating to municipal services, fire services and policing. The Working Group allows for issues to be examined from a multi faceted standpoint and solutions arrived at fitting within each department's or organization's ability to take realistic action.

5. Business Licensing

- The Intercommunity Business Licence Bylaw will come into force in 2019.
- Renewals were mailed in November to all current business.
- The Business Licence application was updated and made available on the Township's website.
- The Township currently has 739 active business licences (703 in 2017) which are posted on the website and updated every three months.
- In this period, 25 new businesses obtained a licence.
- In this period, 30 businesses were closed.

6. Deer Management (information is included from last period for the information of new Council members)

- Urban Wildlife Stewardship Society (UWSS) continued with a public education campaign with its primary focus being harmonious coexistence with deer.
- A fall deer count was conducted in late October/early November in conjunction with DND.
- DND has received a draft report from a consultant relating to Deer Management measures. The major points coming from the consultation are:
 - The deer population at CFB Esquimalt is an open system (deer can move freely on and off the property) and is likely at its carrying capacity; the population has remained stable since 2003.
 - Reducing the deer population through immunocontraception would be challenging in this open system as a high number of does would have to be treated in a sustained effort in order for any impact to be made. Any reduction in population would be filled by incoming deer from outside the Property.
 - An immunocontraception program would be more successful if undertaken in concert with the Township of Esquimalt.
 - There are currently no approved fertility control drugs licensed and available in Canada for ungulates. Other issues include: time and effort to secure the required permits, the available drugs are expensive, and administering the drugs would involve multiple capture and handling events by experienced personnel.
 - Based on the results of the report, CFB Esquimalt would only undertake an immunocontraception program in cooperation with the Township of Esquimalt.
- DND will conduct one more round of deer surveys in coordination with the Township of Esquimalt. The Final report should address the frequency that future surveys should be conducted.

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. In this period the Director has provided advice and guidance to two municipalities that are considering implementing the Bylaw Notice System.
- The Director chairs the Community Safety - Staff Working Group.
- The Director chairs the Esquimalt Emergency Planning Committee.