



# City of Richmond

## Report to Committee

**To:** Planning Committee **Date:** February 18, 2013  
**From:** Gavin Woo, P. Eng. **File:** 01-0172-03  
 Senior Manager, Building Approvals  
**Re:** **Appointment of Bylaw Enforcement Officers Sue Davis and Hanae Sakurai**

### Staff Recommendation

1. That Sue Davis be appointed by Council as a Bylaw Enforcement Officer to perform the functions and duties required in order to enforce City of Richmond Tree Protection Bylaw No. 8057 and be granted all the powers, privileges and responsibilities in order to do so, all in accordance with Section 36 of the Police Act, and confirm that such appointment is for the term of her employment as Tree Preservation Official with the City of Richmond.
  
2. That Hanae Sakurai be appointed by Council as a Bylaw Enforcement Officer to perform the functions and duties required in order to enforce City of Richmond Tree Protection Bylaw No. 8057 and be granted all the powers, privileges and responsibilities in order to do so, all in accordance with Section 36 of the Police Act, and confirm that such appointment is for the term of her employment as Tree Preservation Official with the City of Richmond.

Gavin Woo, P. Eng.  
 Senior Manager, Building Approvals  
 (604-276-4113)

REPORT CONCURRENCE			
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>	
Law	<input checked="" type="checkbox"/>		
<b>REVIEWED BY DIRECTORS</b>	<small>INITIALS:</small> 	<b>REVIEWED BY CAO</b>	<small>INITIALS:</small> 

## Staff Report

### Origin

Sue Davis started her employment with the City of Richmond as a Tree Preservation Official in the Tree Bylaw Section on April 10, 2012 on a regular full-time basis.

Hanae Sakurai started her employment with the City of Richmond as a Tree Preservation Official on Sept 4, 2012 on a regular full-time basis.

### Analysis

In order to permit these two employees to undertake the full scope of the job duties, they need to be given the ability to enforce City of Richmond Tree Protection Bylaw No. 8057 and be granted appropriate authority in order to do so, including, without limitation the following:

- the ability to request personal information such as names and addresses;
- the ability to maintain continuity of the investigation and integrity of any evidence gathered;
- the ability to serve Court documents; and
- the ability to issue, as permitted, Municipal Ticket Information forms for infractions.

Under provisions of the Offence Act, for the purposes of the issuance of a violation ticket and / or service of summons in respect of an alleged offence under a bylaw of a Municipality, a Peace Officer includes Bylaw Enforcement Officers as appointed under the Police Act.

### Financial Impact

None.

### Conclusion

It is recommended that Sue Davis and Hanae Sakurai be appointed as Bylaw Enforcement Officers, in accordance with Section 36 of the Police Act, to perform the functions and duties required in order to enforce City of Richmond Tree Protection Bylaw No. 8057 and be granted appropriate authority in order to do so.



Gordon Jaggs  
Tree Preservation Coordinator  
(604-247-4910)

GJ:cas

**The City Of Richmond**  
**Oath / Solemn Affirmation**  
**Police Act Section 36**

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**(Bylaw Enforcement Officer)**

I, Sue Davis, do swear/solemnly affirm that:

1. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, Her Heirs and Successors.
2. I will, faithfully, honestly and impartially perform my duties as Bylaw Enforcement Officer.

Sworn by the above-named )  
                                  **Sue Davis**                                  )  
  )  
before me, at Richmond, this \_\_\_\_\_ )  
day of June, A.D. 2008.                                  )  
  )  
  )  
\_\_\_\_\_)  )  
A Commissioner for taking )  
Affidavits for British Columbia )

\_\_\_\_\_  
(Bylaw Enforcement Officer)

The City Of Richmond  
Oath / Solemn Affirmation  
Police Act Section 36

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(Bylaw Enforcement Officer)

I, Hanae Sakurai, do swear/solemnly affirm that:

1. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, Her Heirs and Successors.
2. I will, faithfully, honestly and impartially perform my duties as Bylaw Enforcement Officer.

Sworn by the above-named )  
                  **Hanae Sakurai** )  
  ) )  
before me, at Richmond, this \_\_\_\_ )  
day of June, A.D. 2008. )  
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\_\_\_\_\_) )  
A Commissioner for taking )  
Affidavits for British Columbia )

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(Bylaw Enforcement Officer)