



Community Safety Committee

Date: Tuesday, September 12, 2017

Place: Anderson Room
Richmond City Hall

Present: Councillor Bill McNulty, Chair
Councillor Derek Dang
Councillor Ken Johnston
Councillor Alexa Loo
Councillor Linda McPhail

Also Present: Councillor Carol Day

Call to Order: The Chair called the meeting to order at 4:00 p.m.

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on July 11, 2017, be adopted.

CARRIED

NEXT COMMITTEE MEETING DATE

October 11, 2017, (tentative date) at 4:00 p.m. in the Anderson Room

COMMUNITY SAFETY DIVISION

1. **BUSINESS LICENCES MONTHLY REPORT - JULY 2017**
(File Ref. No. 12-8275-01) (REDMS No. 5502997)

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It was moved and seconded

That the staff report titled “Business Licences Monthly Report – July 2017” be received for information.

The question on the motion was not called as discussion ensued in regard to the extension of business licence hearings to provide bed and breakfast (B&B) owners additional time to come into compliance with the City’s regulations.

In accordance with Section 100 of the *Community Charter*, Councillor Carol Day declared herself to be in a conflict as her husband owns a bed and breakfast and left the meeting at 4:02 p.m.

Discussion ensued and in reply to queries from Committee, Carli Edwards, Acting Senior Manager, Community Safety Policy & Programs and Licencing, advised that of the B&B operators not in compliance with the City’s regulations; only one operator has yet to commence the permit approval process.

The question on the motion was then called and it was **CARRIED**.

Councillor Day returned to the meeting at 4:03 p.m.

2. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT - JUNE 2017**

(File Ref. No. 12-8060-01) (REDMS No. 5472675)

It was moved and seconded

That the staff report titled “Community Bylaws Monthly Activity Report - June 2017”, dated July 19, 2017, from the General Manager, Community Safety, be received for information.

CARRIED

3. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT - JULY 2017**

(File Ref. No. 12-8060-01) (REDMS No. 5504092)

In reply to queries from Committee, Greg Scarborough, Manager, Property Use, Policy and Programs, Community Bylaws, advised that 17 cases were presented at the last adjudication hearing, of which 14 were upheld. Mr. Scarborough stated that information regarding the three violations that were dismissed would be provided to Council.

It was moved and seconded

That the staff report titled “Community Bylaws Monthly Activity Report - July 2017”, dated August 16, 2017, from the General Manager, Community Safety, be received for information.

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4. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – JUNE 2017**

(File Ref. No. 09-5000-01) (REDMS No. 5464450)

5. **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – JULY 2017**

(File Ref. No. 09-5000-01) (REDMS No. 5489538)

The Chair acknowledged Fire Chief John McGowan's retirement and thanked him for his years of service with the City of Richmond.

John McGowan, Fire Chief, Richmond Fire-Rescue, provided background information and spoke on two incidents: (i) the warehouse fire on Mitchell Island, and (ii) the boat fire on Dyke Road. Also, he noted that there is still a steady increase in call volume.

In reply to queries from Committee, Fire Chief McGowan advised incidents with hazardous materials will exist so long as there are businesses utilizing such materials.

It was moved and seconded

That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – June 2017", dated July 17, 2017 from the Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

It was moved and seconded

That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – July 2017", dated August 17, 2017 from the Fire Chief, Richmond Fire-Rescue, be received for information.

CARRIED

6. **FIRE CHIEF BRIEFING**

(Verbal Report)

(i) Pink Shirt Breast Cancer Awareness

Fire Chief McGowan advised that Richmond Fire-Rescue (RFR) will be partnering with the International Association of Fire Fighters and other groups in October to promote awareness for Breast Cancer fundraising initiatives.

(ii) Halloween / Fireworks Safety

Fire Chief McGowan advised that RFR is looking to partner with groups within the community in an effort to ensure a successful and safe Halloween.

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(iii) Cambie Fire Hall Opening

Fire Chief McGowan advised that Fire Hall No. 3 will be opening on October 14, 2017. He noted that the opening will coincide with fire prevention week and this year's theme is "Every Second Counts."

Fire Chief McGowan advised 18 new hires will be starting this month, and will be stationed at Fire Hall No. 3 as this will be the new training facility.

Discussion ensued regarding whether RFR has the ability to respond to calls on the water and Fire Chief McGowan advised that discussions are currently underway regarding this matter as RFR's fleet does not include a vessel.

7. RCMP MONTHLY ACTIVITY REPORT – JUNE 2017

(File Ref. No. 09-5000-01) (REDMS No. 5452760)

In reply to queries from Committee, Superintendent Will Ng, Richmond RCMP, highlighted that the RCMP has seen record volunteer hours for auxiliary officers this summer and that the auxiliary officers were of invaluable support when regular members were aiding in wild fire relief. Supt. Ng then noted that a BBQ will be held to thank the auxiliary officers for their commitment, and a certificate will be presented.

In reply to queries from Committee, Supt. Ng commented on the RCMP's partnership with the Canadian Border Services Agency in relation to seizures of illegal materials at YVR.

Discussion ensued in regard to educating drivers, cyclists and pedestrians on road safety. Supt. Ng advised that the RCMP has a strong partnership with ICBC in promoting awareness and educating the public on road safety. Supt. Ng also noted that social media can be used to inform drivers of proper road safety protocols.

It was moved and seconded

That the report titled "RCMP's Monthly Activity Report – June 2017," dated July 17, 2017, from the Officer In Charge, Richmond RCMP, be received for information.

CARRIED

8. RCMP MONTHLY ACTIVITY REPORT – JULY 2017

(File Ref. No. 09-5000-01) (REDMS No. 5487535)

Discussion took place on the rise in mental health related calls and Committee queried how the City can assist the RCMP in addressing these concerns.

Supt. Ng echoed Committee's concerns and remarked that although the number of mental health related calls has risen, the Richmond RCMP continue to work on reducing this number by providing customized service to individuals who generate the most calls for service.

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Discussion further took place and it was suggested that, in light of the upcoming Union of British Columbia Municipalities' convention, it may be timely to schedule a meeting with the provincial Minister of Health to discuss this matter in more detail. Also, it was noted that a public health nurse may be of assistance to the RCMP when responding to mental health related calls; however, Vancouver Coastal Health (VCH) does not assign such a position without the full support of the requesting municipality.

In response to Committee's discussion, Cecilia Achiam, General Manager, Community Safety, provided background information regarding the City's efforts to better equip the RCMP when managing mental health related calls. She stated that staff can schedule a meeting with Dr. Meena Dawar, VCH's new Medical Health Officer for Richmond, to discuss options.

Committee further expressed concerns regarding the rise in mental health related calls and it was noted that many of VCH's resources for mental health issues are allocated to Vancouver's downtown eastside.

As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

That:

- (1) staff schedule a meeting with the Minister of Health during the 2017 Union of British Columbia Municipalities' Convention; and***
- (2) a letter be written to Vancouver Coastal Health requesting support for the Richmond RCMP as it relates to mental health related calls for service and how the City may obtain such assistance.***

CARRIED

It was moved and seconded

That the report titled "RCMP's Monthly Activity Report – July 2017," dated August 14, 2017, from the Officer In Charge, Richmond RCMP, be received for information.

CARRIED

9. RCMP/OIC BRIEFING

(Verbal Report)

(i) Wild Fire Update

Supt. Ng advised that the Richmond RCMP had 150 volunteers aid in the wild fire relief. He noted that the experience gained by these officers by working collaboratively with the Canadian Armed Forces has been invaluable. Supt. Ng informed that this experience has fostered many relationships with different agencies and district offices and contributed to knowledgeable information for the City of Richmond.

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(ii) Richmond World Festival

Supt. Ng highlighted that the Richmond World Festival was a successful event with minimal incidents.

10. EMERGENCY PROGRAMS ACTIVITY REPORT – JUNE AND JULY 2017

(File Ref. No. 09-5126-01) (REDMS No. 5479621)

In reply to queries from Committee, Norman Kotze, Acting Manager, Emergency Programs, advised that Richmond aided three evacuee families from the wild fires with regard to food, shelter and access to community facilities.

Discussion ensued on the value of community outreach in emergency preparedness education and it was noted that additional staff resources could be examined so that all community associations may benefit. With regard to additional staff resources, Mr. Kotze advised that a submission has been entered for Council's consideration as part of the Operating budget process.

In response to queries from Committee, Mr. Kotze advised that all emergency preparedness information presented at public booths is available on the City website and the provincial Emergency Management website. Also, he stated that staff are examining how emergency kits can be universal across the Lower Mainland.

It was moved and seconded

That the staff report titled, "Emergency Programs Activity Report – June and July 2017," dated July 27, 2017 from the General Manager, Community Safety, be received for information.

CARRIED

11. EMERGENCY MANAGEMENT ORGANIZATION ESTABLISHMENT BYLAW NO. 9232

(File Ref. No. 09-5125-00) (REDMS No. 4576118)

Ms. Achiam distributed a revised copy of the Emergency Management Organization Establishment Bylaw No. 9232 and commented on housekeeping amendments made (attached to and forming part of these Minutes as Schedule 1).

Discussion took place on the various authorities for expenditures during a state of emergency period and Ms. Achiam stated that a further housekeeping amendment to clarify the matter would be made prior to the Bylaw being presented at a Council meeting.

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It was moved and seconded

That Emergency Management Organization Establishment Bylaw No. 9232 be introduced and given first, second and third reading.

CARRIED

12. COMMITTEE STANDING ITEM

E-Comm

The Chair advised that E-Comm's new Chief Executive Officer will be starting in their new position soon and noted that E-Comm is examining the viability of a second site for its operations.

13. MANAGER'S REPORT

(i) Emergency Programs Staff and Volunteers

Discussion took place on the invaluable support provided by Emergency Programs staff and volunteers during the wild fires and it was noted that said staff and volunteers should be recognized for their efforts.

(ii) Update on Soils Bylaw

Ms. Achiam commented on the Soil Removal and Fill Deposit Regulation Bylaw 8094, noting that staff anticipate presenting a revised bylaw to Council in the new year.

ADJOURNMENT

It was moved and seconded

That the meeting adjourn (4:57 p.m.).

CARRIED

Certified a true and correct copy of the Minutes of the meeting of the Community Safety Committee of the Council of the City of Richmond held on Tuesday, September 12, 2017.

Councillor Bill McNulty
Chair

Sarah Kurian
Legislative Services Coordinator

Schedule 1 to the Minutes of the Community Safety Committee meeting of Richmond City Council held on Tuesday, September 12, 2017.

ON TABLE ITEM

Date: SEPT. 12 2017
Meeting: COMM SAFETY
Item: 11 - EMERG. BYLAW

*CORRECTED VERSION



City of
Richmond

Bylaw 9232

Emergency Management Organization Establishment Bylaw No. 9232

The Council of the City of Richmond enacts as follows:

PART ONE: EMERGENCY MANAGEMENT ORGANIZATION

1.1 Establishment

1.1.1 For the purposes of the **Act**, an Emergency Management Organization for the **City** is hereby established and shall comprise of:

- (a) the Emergency Planning Committee; and
- (b) the Emergency Operations Committee.

PART TWO: EMERGENCY PLANNING COMMITTEE

2.1 Duties and Responsibilities

2.1.1 The Emergency Planning Committee is responsible for providing policy guidance and direction on **emergency** and **disaster** management matters for the **City**, including:

- (a) preparing the **emergency plan**;
- (b) periodically reviewing and updating the **emergency plan**;
- (c) making and amending rules for regulating the practices and procedures of the Emergency Management Organization;
- (d) providing training and conducting exercises for potential **emergencies** or **disasters**;
- (e) arranging periodic meetings with the Emergency Operations Committee;
- (f) annually submitting to **Council** a budget for the maintenance of the Emergency Management Organization;
- (g) subject to **Council** approval, negotiating agreements:
 - (i) with other municipalities or governments for the purpose of mutual aid; and
 - (ii) with non-government organizations for resources and services that may be needed during an **emergency** or **disaster**; and
- (h) such other similar matters as directed or recommended from time-to-time by the Chair of the Emergency Planning Committee.

2.2 Composition of Emergency Planning Committee

2.2.1 The Emergency Planning Committee shall consist of the following persons or their designates:

- (a) **General Manager, Community Safety;**
- (b) **Fire Chief;**
- (c) **Police Chief;**
- (d) **Senior Manager, Community Safety Policy and Programs;**
- (e) **Manager, Emergency Programs;**
- (f) **Risk Manager;** and
- (g) **Manager, Purchasing.**

2.2.2 The **Chief Administrative Officer**, or his or her designate, shall be the Chair of the Emergency Planning Committee.

2.2.3 In addition to the members of the Emergency Planning Committee appointed by section 2.2.1 of this bylaw, the following organizations may be invited by the Chair to nominate representatives to serve as members of the Emergency Planning Committee:

- (a) Richmond School District No. 38;
- (b) British Columbia Ambulance Service;
- (c) Vancouver Coastal Health Authority; and
- (d) such other organizations as recommended by the Chair of the Emergency Planning Committee.

PART THREE: EMERGENCY OPERATIONS COMMITTEE

3.1 Duties and Responsibilities

3.1.1 The Emergency Operations Committee is responsible for implementing the **emergency plan** during an **emergency** or **disaster** that affects the **City**.

3.1.2 Whether or not a **declaration of a state of local emergency** has been made, the Emergency Operations Committee may implement all or parts of the **emergency plan** and assume the duties and responsibilities of coordinating and directing the **City's** operations in response to an **emergency** or **disaster** that affects the **City**.

3.2 Composition of Emergency Operations Committee

3.2.1 The Emergency Operations Committee shall consist of the following persons or their designates:

- (a) **Chief Administrative Officer;**

- (b) **Deputy Chief Administrative Officer;**
- (c) **all General Managers;**
- (d) **Fire Chief;**
- (e) **Police Chief;**
- (f) **City Solicitor;**
- (g) **Corporate Officer;**
- (h) **Medical Health Officer;**
- (i) **~~Senior Manager~~Director, Corporate Communications and Marketing;**
and
- (j) **Manager, Emergency Programs.**

3.2.2 The **Chief Administrative Officer** shall be the Chair of the Emergency Operations Committee. In the absence of the **Chief Administrative Officer**, the **Deputy Chief Administrative Officer** shall be the Chair of the Emergency Operations Committee.

3.2.3 Notwithstanding the composition of the Emergency Operations Committee in section 3.2.1, the Chair may determine the required composition for each response to an **emergency or disaster**, depending on the nature and extent of the **emergency or disaster**.

3.3 Expenditures During a Declaration of State of Local Emergency

3.3.1 During the period of a **declaration of state of local emergency**, the following members of the Emergency Operations Committee are delegated the following spending authority in respect to response to the **emergency or disaster**:

- (a) the following groups of persons, or their respective designates, have the authority to authorise spending on behalf of the City up to and including \$1,000,000, in order of availability:
 - (i) the **Chief Administrative Officer, General Manager, Finance** and **One Additional General Manager**; then
 - (ii) the **Chief Administrative Officer, General Manager, Finance** and **General Manager, Community Safety**; then
 - (iii) the **Deputy Chief Administrative Officer**, and **One General Manager**; then
 - (iv) the **General Manager, Finance** and **One General Manager**; then
 - (v) the **General Manager, Engineering and Public Works**; then
 - (vi) a minimum of any two **General Managers**.
- (b) the following groups of persons, or their respective designates, have the authority to authorise spending on behalf of the City in excess of \$1,000,001, in order of availability:
 - (i) the **Chief Administrative Officer** together with the **Deputy Chief Administrative Officer**; then

- (ii) the **Chief Administrative Officer** or his or her designate together with the designate of the **Deputy Chief Administrative Officer**; then
- (iii) the **Chief Administrative Officer** or his or her designate, together with any **General Manager** or their designates; then
- (iv) the **Deputy Chief Administrative Officer**, or his or her designate, together with any **General Manager** or their designates.

3.3.2 The authorities set-out in section 3.3.1 of this bylaw include the authority for the delegated persons to award bids and execute agreements and legal instruments in respect to the authorized spending.

3.3.3 As soon as practicable after the cancellation of a **declaration of a state of local emergency**, the **General Manager, Finance and Corporate Services**, shall report to **Council** in respect to any expenditures made during the **declaration of state of local emergency** that is not included in the **City's** financial plan.

PART FOUR: INTERPRETATION

4.1 In this bylaw, unless the context requires otherwise:

ACT	means the <i>Emergency Program Act</i> , RSBC 1996, c 111, as amended or replaced from time to time;
COMMUNITY CHARTER	means the <i>Community Charter</i> , SBC 2003, c 26 and all amendments thereto;
CHIEF ADMINISTRATIVE OFFICER	means the person appointed by Council to the position of Chief Administrative Officer pursuant to section 147 of the Community Charter and includes his or her designate;
CITY	means the City of Richmond;
CITY SOLICITOR	means the person appointed as the head of the City's Law Department and includes his or her designate;
CORPORATE OFFICER	means the person appointed by Council and assigned responsibility for corporate administration of the City under section 148 of the Community Charter and includes his or her designate;
COUNCIL	means the Council of the City ;
DECLARATION OF STATE OF LOCAL EMERGENCY	means a declaration by the Council or the Mayor of the City under section 12(1) of the Act ;
DEPUTY CHIEF ADMINISTRATIVE OFFICER	means the person appointed to be the City's Deputy Chief Administrative Officer and includes his or her designate;

DIRECTOR, CORPORATE COMMUNICATIONS & MARKETING means the City's Director, Corporate Communications and Marketing and includes his or her designate.

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DISASTER means a calamity that:

- (a) is caused by accident, fire, explosion or technical failure or by the forces of nature; and
- (b) has resulted in serious harm to the health, safety or welfare of people, or in widespread damage to property;

EMERGENCY means a present or imminent event or circumstance that:

- (a) is caused by accident, fire, explosion, technical failure or the forces of nature; and
- (b) requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of a person or to limit damage to property;

EMERGENCY PLAN means the local emergency plan, prepared under section 6(2) of the Act, for the City;

FIRE CHIEF means the head of the City's Fire - Rescue Department and includes his or her designate;

GENERAL MANAGERS means the persons appointed to be City's General Managers and includes their designates;

GENERAL MANAGER, FINANCE AND CORPORATE SERVICES means the person appointed to be the City's General Manager, Finance and Corporate Services and includes his or her designate;

GENERAL MANAGER, COMMUNITY SAFETY means the person appointed to be the City's General Manager, Community Safety and includes his or her designate;

GENERAL MANAGER, ENGINEERING AND PUBLIC WORKS means the person appointed to be the City's General Manager, Engineering and Public Works and includes his or her designate;

MANAGER, COMMUNITY SAFETY POLICY AND PROGRAMS means the City's Manager, Community Safety Policy and Programs and includes his or her designate;

- MANAGER, EMERGENCY PROGRAMS** means the City's Manager Emergency Programs and includes his or her designate;
- MANAGER, PURCHASING** means the City's Purchasing Manager and includes or his or her designate;
- MEDICAL HEALTH OFFICER** means the Medical Health Officer appointed under the *Public Health Act*, SBC 2008, c. 28 to act within the City and includes his or her designate;
- POLICE CHIEF** means the person appointed to be the Officer in Charge of the Police with responsibility for jurisdiction of Richmond or his or her designate;
- RISK MANAGER** means the City's Risk Manager and includes his or her designate; and

~~**SENIOR MANAGER** means the City's Senior Manager, Corporate~~
~~**CORPORATE COMMUNICATIONS** Communications and includes his or her designate.~~

PART FIVE: PREVIOUS BYLAW REPEAL

5.1 Emergency Management Organization Establishment Bylaw No. 7898 is hereby repealed.

PART SIX: SEVERABILITY AND CITATION

6.1 If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a Court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

6.2 This bylaw is cited as "Emergency Management Organization Establishment Bylaw No. 9232".

FIRST READING

SECOND READING

THIRD READING

ADOPTED

	CITY OF RICHMOND
	APPROVED for content by originating dept.
	APPROVED for legality by Solicitor

MAYOR

CORPORATE OFFICER