



## Community Safety Committee

Anderson Room, City Hall  
6911 No. 3 Road

Tuesday, November 10, 2015  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**CS-4**      *Motion to adopt the **minutes** of the meeting of the Community Safety Committee held on October 14, 2015.*



### NEXT COMMITTEE MEETING DATE

December 15, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

### PRESENTATIONS

1.    (1)    Victor Wei, Director, Transportation, and Corporal Tony Bernard, Traffic Unit, Richmond RCMP, to provide an update on the new Traffic Counters.
- (2)    Ed Warzel, Manager, Community Bylaws, Grant Fengstad, Director, Information Technology, and Tony Simas, Business Systems Analyst, to present the Online Dog Licence Module.

CHIEF ADMINISTRATOR'S OFFICE

2.    **CORPORATE POLICIES: ON DUTY ATTENDANCES AT FUNERALS, RETIREMENT EVENTS, COMMUNITY AND CHARITY FUNDRAISING EVENTS AND SCHOOL VISITS**  
(File Ref. No.) (REDMS No. 4775396 v. 5)

CS-13

[See Page CS-13 for full report](#)

*Designated Speaker: Fire Chief John McGowan*

STAFF RECOMMENDATION

*That the staff report titled “Corporate Policies”, dated October 27, 2015 from the Chief Administrative Officer be received for information.*



LAW AND COMMUNITY SAFETY DIVISION

3.    **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – SEPTEMBER 2015**  
(File Ref. No.) (REDMS No. 4748908 v. 4)

CS-37

[See Page CS-37 for full report](#)

*Designated Speaker: Ed Warzel*

STAFF RECOMMENDATION

*That the staff report titled “Community Bylaws Monthly Activity Report – September 2015,” dated October 14, 2015, from the General Manager, Law & Community Safety, be received for information.*



4.    **RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT - SEPTEMBER 2015**  
(File Ref. No. 09-5000-01) (REDMS No. 4767107)

CS-45

[See Page CS-45 for full report](#)

*Designated Speaker: Fire Chief John McGowan*

STAFF RECOMMENDATION

*That the staff report titled “Richmond Fire-Rescue Monthly Activity Report - September 2015,” dated October 19, 2015, from the Fire Chief, Richmond Fire-Rescue, be received for information.*



5. **RCMP'S MONTHLY REPORT - SEPTEMBER ACTIVITIES 2015**

(File Ref. No. 09-5000-01) (REDMS No. 4747612)

CS-55

See Page CS-55 for full report

*Designated Speaker: Supt. Renny Nessel*

STAFF RECOMMENDATION

*That the report titled “RCMP’s Monthly Report – September Activities 2015,” dated October 5, 2015, from the Officer in Charge, Richmond RCMP, be received for information.*



6. **FIRE CHIEF BRIEFING**

(Verbal Report)

*Designated Speaker: Fire Chief John McGowan*

Items for discussion:

(i) *Holiday Season Safety*

(ii) *Fire Hall Christmas Lighting / Open House Event*

7. **RCMP/OIC BRIEFING**

(Verbal Report)

*Designated Speaker: Supt. Renny Nessel*

Item for discussion:

*None.*

8. **MANAGER’S REPORT**

ADJOURNMENT





## Community Safety Committee

Date: Wednesday, October 14, 2015

Place: Anderson Room  
Richmond City Hall

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

Absent: Councillor Derek Dang

Also Present: Councillor Carol Day

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

### AGENDA ADDITION

It was moved and seconded

*That a presentation by Kim Moldowan on car seat safety be added at the top of the agenda.*

**CARRIED**

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the Community Safety Committee held on September 15, 2015, be adopted as circulated.*

**CARRIED**

### NEXT COMMITTEE MEETING DATE

November 10, 2015, (tentative date) at 4:00 p.m. in the Anderson Room

**Community Safety Committee**  
**Wednesday, October 14, 2015**

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## PRESENTATION

### **CAR SEAT SAFETY**

(File Ref. No.)

Kim Moldowan, Children's Restraint Systems Technician, spoke to the need for regular on going City sponsored car seat safety checks and education clinics, and read from her written submission (attached to and forming part of these Minutes as Schedule 1).

In reply to queries from Committee, Ms. Moldowan commented that (i) car seats expire between six to ten years, (ii) for a fee, expired car seats can be recycled at a facility in the Lower Mainland, (iii) expired car seats stripped of all parts are accepted at the City's Recycling Depot on Lynas Lane. Also, she advised that she is currently in discussions with management at a local big box toy store on the potential to offer a trade-in credit of \$50 for an expired car seat. Ms. Moldowan further commented that, due to differing safety standards, it is illegal to use foreign model car seats in Canada.

Committee encouraged Ms. Moldowan to work with the Richmond District Parents Association and the Richmond Child Care Advisory Committee to conduct car seat checks and public education clinics.

John McGowan, Fire Chief, Richmond Fire-Rescue (RFR), advised that RFR conducts a car seat safety program twice a month and that during the construction of the new No. 1 Fire Hall, the program is being offered at Fire Hall No. 5 in the Hamilton area.

## LAW AND COMMUNITY SAFETY DIVISION

### 1. **COMMUNITY BYLAWS MONTHLY ACTIVITY REPORT – AUGUST 2015**

(File Ref. No.) (REDMS No. 4732996 v. 2)

Ed Warzel, Manager, Community Bylaws, provided background information, noting that bylaw officers attended 533 water-use complaints during August 2015 and that the City's Animal Control Officer in conjunction with the Dog Licensing Program has resulted in lower dog off-leash complaints and the issuance of over 7,000 dog licenses to date.

In response to queries from Committee, Mr. Warzel advised that (i) Community Bylaws' staffing compliment is adequate at this time, (ii) a report from Metro Vancouver regarding water restriction best practices is forthcoming, (iii) discussion with the owner of the pigmy goat has resulted in the relocation of the goat, and (iv) there are further opportunities to be realized regarding dog licensing within the city.

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It was moved and seconded

*That the staff report titled "Community Bylaws Monthly Activity Report – August 2015", dated September 18, 2015, from the General Manager, Law and Community Safety, be received for information.*

**CARRIED**

**2. RICHMOND FIRE-RESCUE MONTHLY ACTIVITY REPORT – AUGUST 2015**

(File Ref. No. 09-5000-01) (REDMS No. 4736830 v. 2)

In reply to queries from Committee, Phyllis Carlyle, General Manager, Law and Community Safety, stated that it is anticipated that RFR's draft facility study report would be presented to Council late 2015. Fire Chief McGowan noted that the consultant has been provided information including (i) RFR's records for the past five years, (ii) the potential jet fuel pipeline and storage facility, (iii) the Vancouver Airport Authority's master plan, and (iv) development projects in the City Core and River Rock areas. Also, Ms. Carlyle advised that a staff report will be presented at an upcoming General Purposes Committee meeting regarding the August windstorm and the City's emergency preparedness.

It was moved and seconded

*That the staff report titled "Richmond Fire-Rescue Monthly Activity Report – August 2015," dated September 21, 2015 from the Fire Chief, Richmond Fire-Rescue, be received for information.*

**CARRIED**

**3. NOISE BYLAW ADMINISTRATION MATTERS AND HOUSEKEEPING AMENDMENTS**

(File Ref. No. 12-8060-20-009486) (REDMS No. 4743480)

In response to queries from Committee, Mr. Warzel commented that the enforcement of Noise Regulation Bylaw No. 8856 is in partnership with Vancouver Coastal Health (VCH) and the Richmond RCMP, with VCH managing day time calls and weekend/evening follow-up. He further commented that staff is reviewing the use of auxiliary staff for noise enforcement during weekends; however, it is anticipated that the proposed amendments will provide clarity for the general public. Also, Mr. Warzel advised that the public will be advised of the proposed new regulations by a press release, a newspaper advertisement, and a public bulletin.

Discussion ensued regarding public education and it was suggested that the noise regulation information be included in the City's *Home Owner Building and Renovations Guide* and provided to building permit applicants.

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It was moved and seconded

- (1) *That the staff report titled "Noise Bylaw Administration Matters and Housekeeping Amendments," dated October 2, 2015, from the City Solicitor, be received for information; and*
- (2) *That Noise Regulation Bylaw No. 8856, Amendment Bylaw No. 9486, be introduced and given first, second and third readings.*

**CARRIED**

**4. RCMP'S MONTHLY REPORT – AUGUST ACTIVITIES 2015**

(File Ref. No. 09-5000-01) (REDMS No. 4722438)

Superintendent Renny Nessel, Officer in Charge (OIC), Richmond RCMP, accompanied by Inspector Konrad Golbeck, Operations Support Officer, and Sargent Rob Quilley, Traffic Section, provided the following information regarding rules governing vehicular traffic stopping for pedestrians at marked, unmarked and/or controlled crosswalks:

- vehicles must yield the right-of-way to a pedestrian where traffic control signals are not present;
- a vehicle must yield to a pedestrian at a crosswalk on the half of the roadway that the vehicle is travelling on; also, a vehicle must yield to a pedestrian at a crosswalk if the pedestrian is on the other half of the roadway (i.e., furthest from the roadway that the vehicle is travelling on) when the pedestrian is so close to make it dangerous to proceed;
- where a pedestrian is stepping off the roadway on the far side of a divided roadway, a vehicle travelling on the opposite side should be able to proceed without stopping;
- once a pedestrian has reached mid-way on the far side of a roadway, vehicles travelling on the opposite side should be stopping to yield to the pedestrian;
- at controlled intersections without specific pedestrian hand signals, pedestrians have the right-of-way over vehicles;
- turning vehicles must yield to pedestrians; however, they may proceed with the turn if not impeding or making it dangerous for the pedestrian to cross the roadway;
- if it is unsafe for the vehicle to come to a stop, a pedestrian cannot move off the sidewalk or impede vehicular traffic, even at a controlled pedestrian crosswalk;
- where there is no intersection or marked/unmarked crosswalk, the pedestrian must yield to vehicular traffic;
- a walk signal means pedestrians can walk, vehicles have to yield to pedestrians;

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- a flashing hand or “Don’t Walk” signal means the pedestrian should not be stepping off the curb onto the roadway; if already in an intersection and proceeding across the pedestrian must quickly continue to cross the roadway;
- a solid hand signal means the pedestrian should not be stepping off the curb to enter the intersection; and
- collision statistics on the pedestrian crosswalk on Westminster Highway between Minoru Boulevard and No. 3 Road remain low.

In reply to queries from Committee, Supt. Nasset advised that Auxiliary Officer hours are slowly increasing due to the relaxation in the policy changes implemented after the shooting at Parliament Hill and that the investigation is ongoing with regard to the shooting that took place near No. 2 Road and Westminster Highway.

It was moved and seconded

*That the report titled “RCMP’s Monthly Report – August Activities 2015,” dated September 8, 2015, from the Officer in Charge, Richmond RCMP, be received for information.*

**CARRIED**

#### 5. **FIRE CHIEF BRIEFING**

(Verbal Report)

##### **(i) Halloween 2015 & Fireworks**

Fire Chief McGowan advised that a joint Halloween operation between RFR and the Richmond RCMP will run between 6 p.m. and 11 p.m. and will include the availability of two additional fire crews, the patrol of areas of interest, and RFR’s presence at all corporate fireworks displays.

##### **(ii) Winter Safety**

Fire Chief McGowan commented that winter safety messaging will target (i) testing household smoke alarms in conjunction with the fall time change, (ii) kitchen safety in relation to grease fires, and (iii) Christmas tree and home decoration safety tips.

##### **(iii) Movember**

Fire Chief McGowan noted that during November, RFR Local 1286 staff will be participating in the Movember fundraising charity event to raise awareness and funds for men’s health issues. RFR’s Local 1286 will arrange for large moustaches to be placed on City fire trucks in support of this event, which raised over \$7,000 in 2014.



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6. **RCMP/OIC BRIEFING**

(Verbal Report)

Supt. Nessel advised that the Richmond RCMP will also be participating in the Movember fundraising charity event and that the information requested related to officer tenure and language will be provided at a future Committee meeting.

7. **MANAGER'S REPORT**

Ms. Carlyle noted that city staff will be participating in an emergency exercise at City Hall between 10 a.m. and 2 p.m. on Thursday, October 15, 2015. She further noted that the Richmond Chamber of Commerce is no longer in a position to run the 911 Awards. Also, Ms. Carlyle advised that a staff report on the Auditor General for Local Government's review of Surrey's policing and their relationship with the RCMP will be provided in November 2015.

Discussion ensued regarding the City continuing the "911 Awards" in conjunction with the annual service milestones ceremony in order to recognize the achievements of the City's emergency response members. As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

*That the "911 Awards" ceremony be referred to staff to explore best practices to incorporate the "911 Awards" under the City.*

**CARRIED**

The Chair spoke to the need for various corporate policies and as a result of the discussion the following **referral** was introduced:

It was moved and seconded

*That the Chief Administrative Officer examine and report back to the Community Safety Committee by November 10, 2015 on the development of corporate policies related to the following issues:*

- (1) RFR crews and other City Departments attending on-duty events such as retirements, funerals, community events, and fundraisers, etc.;*
- (2) RFR charity fundraising and boot drives; and*
- (3) the continuation of RFR's school visits.*

**CARRIED**

In reply to a query from Committee, Fire Chief McGowan advised that staff is exploring various options related to first responders access to buildings during an emergency, noting that a staff report will be presented at a future Committee meeting regarding the options and any potential bylaw amendment requirements.

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**ADJOURNMENT**

It was moved and seconded

*That the meeting adjourn (5:00 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 Wednesday,  
October 14, 2015.

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Councillor Bill McNulty  
Chair

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Heather Howey  
Legislative Services Coordinator

Good afternoon, ladies and gentlemen. Thank you for having me here today. My name is Kim Moldowan and I am a CRST, Children's Restraint Systems Technician, certified with the Child Passenger Safety Association of Canada. I help parents and caregivers ensure that their car seats are installed and being used properly. Sadly, approximately 90% of car seats are being used incorrectly. I am passionate about keeping children safe in vehicles. Currently I am training the nurses on the maternity floor at Richmond Hospital, educating new safe baby foster parents, and working with the RCMP as we begin road side checks.

A major problem parents face with child passenger safety is a lack of education. There are limited resources out there for parents to learn about car seats and the resources that do exist are difficult to find. It is my hope that the City of Richmond will take more of an interest in child passenger safety to help educate parents on best practices. As most of us know, car crashes are the number one cause of death and injury of children in Canada. These fatalities and injuries can be greatly reduced if parents become more aware of how to properly restrain their children.

My goal today is to briefly talk about some common mistakes parents are making with their children in vehicles and to make you aware that not only parents, but organizations such as the police and fire departments, hospitals, health units, etc. can become certified technicians or have an info session from a local car seat technician like myself.

These are the top misuses we see frequently.

- Seat not tightly secured to the vehicle moving more than an inch in any direction
- Harness not snug, doesn't pass pinch test
- Chest clip not at armpit level
- Not anchoring the tether strap for forward facing seats
- Wrong angle of infant seat(should be 45 degree angle for neck and head support
- Seat belt routed through wrong belt path of the infant/child restraint
- Harness straps through incorrect slots of the infant/child restraint
- Using recalled or otherwise unsafe seats( restraints older than 10 years or beyond the manufacturers expiry date, or previously in a vehicle at the time of a crash)

Also a major issue we see as techs is children being moved to the next stage too soon. Children should remain rear facing as long as possible, at least until a minimum of age two. Children should remain in a 5 point harness until around age 6 because this is when most are developmentally ready for a booster. Children often need to use a booster seat until age 10-12 because this is roughly the age that they are able to fit the adult seat belt without using a booster.

Another thing I see personally as a tech here in Richmond is that many children are using the adult seat belt too soon and are at risk of severe injuries in a crash. Doctors call these injuries "seat belt syndrome," and they include injuries to the head, neck, spinal cord and internal organs.

Without a booster seat, the lap belt rides up on a child's belly and causes internal injuries in a crash. When a shoulder belt doesn't fit correctly, it will be uncomfortable and a child will unsafely place it behind his or her back or tuck it under the arm causing injuries to the head, neck and spinal cord in a crash.

Motor vehicle crashes are the leading cause of death and serious injury for children in Canada. Using a booster seat correctly provides 60% more protection over a seat belt alone.

In conclusion my hopes for Richmond families is to provide regular on going city sponsored car seat checks and education clinics. Also a better way for families to recycle expired or damaged seats rather than placing them at the curb to be picked up and reused by another family, and finally a program set up for needy families to obtain a car seat or booster seat when they cannot afford one.

Thank you for giving me the opportunity to speak to you today about this very important safety information.



# City of Richmond

## Report to Committee

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**To:** Community Safety Committee

**Date:** October 27, 2015

**From:** George Duncan  
Chief Administrative Officer

**File:** 99-Fire Rescue/2015-  
Vol 01

**Re:** **Corporate Policies: On duty attendances at funerals, retirement events,  
community and charity fundraising events and school visits**

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### Staff Recommendation

That the staff report titled "Corporate Policies", dated October 27, 2015 from the Chief Administrative Officer be received for information.

George Duncan  
Chief Administrative Officer  
(604-276-4338)

Att. 4

## Staff Report

### Origin

At the October 14, 2015 Community Safety Committee meeting the following referral was introduced:

*That the Chief Administrative Officer examine and report back to the Community Safety Committee by November 10, 2015 on the development of corporate policies related to the following issues:*

- (1) RFR crews and other City Departments attending on-duty events such as retirements, funerals, community events, and fundraisers, etc.;*
- (2) RFR charity fundraising and boot drives; and*
- (3) The continuation of RFR's school visits.*

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

- 1.1. Policy and service models that reflect Richmond-specific needs.*
- 1.2. Program and service enhancements that improve community safety services in the City.*
- 1.3. Improved perception of Richmond as a safe community.*
- 1.4. Effective interagency relationships and partnerships.*

### Analysis

#### Current City of Richmond and Richmond Fire-Rescue (RFR) Practices & Policies

Within the City of Richmond and RFR there are existing policies, procedures and practices presently in effect to consider attendance at funerals, retirement functions and charity and community events. The following documents guide the decisions of the Fire Chief to consider event attendance and resources used at events to ensure that operational efficiencies are maintained:

- RFR Standard Operating Procedure (SOP) Deaths and Funerals (Att. 1)
- RFR SOP – Compassionate Leave (Att. 2)
- RFR SOP – Community Relations/Public Education Event Protocol. (Att. 3)
- City of Richmond – Conflict of Interest Policy(Att. 4)

**Funerals** – The City has collective agreement language for both CUPE and IAFF unions that defines bereavement leave for the loss of direct relatives. The CUPE and IAFF collective

agreements require that the request for the leave be submitted to the Department Head or Fire Chief respectively, to determine and approve the time off. In addition, there is CUPE language that the Department Head may grant one half day with pay to attend funerals as a pallbearer or mourner.

Within RFR a practice exists which permits an employee to request time off, using time banks, to attend funerals of someone other than a direct relative. Outside of the terms of the collective agreement, there exists two SOP's, "Deaths and Funerals" and "Compassionate Leave" that describes the standards and procedures relating to the assistance provided towards organizing the funeral of an active or retired personnel from RFR and time off to attend to the death of a direct family member.

In the case of funerals for retired or active fire service personnel from other departments, RFR staff including the Fire Chief and Deputy Chiefs may attend off duty and permission to wear uniform is routinely granted. Whereas with funerals for RFR retired personnel efforts are made to maintain emergency response service in order to allow personnel, including the Fire Chief and Deputy Chiefs to attend off duty; again permission to wear the uniform is granted. Attendance at a Line of Duty Death or active personnel funerals will be considered on a case by case basis and coordinated with other City Departments.

The following is an example of how the process is managed, operational impacts are considered in the decision making by the Fire Chief. Earlier in 2015 a retired RFR employee passed away and a "Celebration of Life" service was being held at the Richmond Curling Club. The Fire Chief was requested by IAFF to have a fire truck and on duty fire personnel to be stationed at the entrance to greet mourners. The IAFF did not request to wear the uniform, although this would have most likely been approved. The Fire Chief consulted with the Deputy Chief of Operations and decided that it was not operationally prudent to assign an in service truck and on duty staff at the service. The Fire Chief and the Deputy Chief attended in uniform on their own time as departmental representation.

***Retirements*** – The City encourages recognition and ensures equitable and consistent application for all City staff. Retirement recognition is held during lunch hours or at the start or end of the work day, otherwise the event occurs after work hours and attendance is while off duty.

Annually the Law and Community Safety Department recognizes career accomplishment milestones for employees, including Fire-Rescue, at a lunch hour event. In addition, regular recognition ceremonies are held for the new Recruits' graduations, fire staff promotions and for Federal and Provincial long service recognition within the Fire Service. These events are normally scheduled in civic facilities on a weekend to ensure families and friends can attend in support of the fire fighters being recognized.

The City also supports and attends the Firefighter's Local 1286 Retirement Dinner, organized and hosted by the Local. This event is a weekend evening ceremony.

***Community and charity events*** – The City supports the United Way and the Working Poor Fund and as such, limited on duty fundraising for authorized staff is permitted for these campaigns. All other fundraisers and charity events are attend by staff in an off duty capacity.

Attendance at charity or community events, by RFR personnel or use of other resources, is processed via the SOP titled “Community Relations/Public Education Event protocol. This SOP has been in effect since 2008 and defines a protocol for pre-approval for attendance and resource allocation at various events. Listed within this SOP are several other SOP’s and the City of Richmond Conflict of Interest Policy that are considered in the event review process.

This protocol is to ensure that the decision for participation remains with the discretion of the Fire Chief, does not compromise operational readiness, is evidence based and aligns with RFR’s Mission *“To protect and enhance the city’s livability through service excellence in prevention, education and emergency response.”* The protocol ensures that attendance is pre-planned with adequate time for the Fire Chief’s approval and communication to the General Manager.

When considering presence at events the attendance of operational staff and resources is evaluated to ensure that emergency response is not compromised. It is paramount in the Fire Chief’s decision that life safety is not put at risk while attending events. Further, it is also a priority to ensure that public safety is enhanced for the residents or visitors of Richmond; therefore, at every event, RFR ensures that there is an educational component.

### Events Overview

Since 2008 RFR event attendance statistics have been monitored. From 2008 to 2009 there was a significant increase from approximately 80 events to over 200, and this increase is being maintained. In 2014, 201 event applications were submitted and only 16 were declined. The primary reasons for declining were event booking conflicts or staffing availability.

Within Community Relations and Public Education there are two full time positions specific to this function as well overtime is authorized for community events held on nights and weekends. There are specific high profile events such as Fire Prevention Week, Salmon Fest, Ships to Shore and the Public Works Open House where additional staffing and/or overtime are assigned.

There are many other community programs or events that RFR staff are assigned to attend. The following is a small sampling of the events and activities where RFR has a presence in the community:

- |  |                                      |
|--|--------------------------------------|
| - Fire Hall Lighting Open Houses       | - Tim Horton’s Camp Day              |
| - RCMP & RFR Summer Camps              | - Various Safety Fairs e.g. Lafarge  |
| - Get Ready Richmond courses           | - Community Centre Day Camps & Movie |
| - Doors Open Richmond                  | Nights                               |
| - Seniors Week                         | - Halloween Fire Works Events        |
| - Touchstone Family Association Eating | - Remembrance Day Ceremony & Parade  |
| Together Campaign                      | - Public Works Open House            |
| - Anti-Bulling Day                     | - McHappy Days                       |
| - Nurse Next Door Wellness & Home Fair | - 9-11 Memorial Parade               |



Many of these events, over the last few years, have been enhanced by updating or adding components such as the junior fire fighter obstacle course and the fire safety education trailer, which have been well received by the public.

Fire Crews are also equipped with RFR and City branded items to give away. If the crews are out in the community they can take a few minutes to engage the public and hand out plastic fire hats, whistles, suckers, stickers, tattoos and buttons, as well as educational materials.

Requests from IAFF, for the use of RFR resources such as uniforms and turn out gear, at IAFF Charitable Society events such as the boot drives are normally approved. The use of reserve vehicles and the mascot may also be requested and authorized with the expectation that the IAFF provide volunteer resources to staff the trucks or mascot. In 2014, IAFF submitted seven requests and all were approved. To date in 2015, 12 requests have been submitted by IAFF and all approved.

The IAFF Local 1286 participates in several campaigns such as Anti-Bullying Day, Breast Cancer Month and Movember. Each year the City collaborates with the Local to organize activities, news releases and authorizes staff to wear pink shirts and place IAFF Breast Cancer decals on the trucks. For the Movember campaign IAFF is given permission to put a mustache on the trucks and in some years the City has helped to organize the Shave Off event between the RCMP and RFR.

Each year Local 1286 have a children's Christmas party. The City supports this event by allowing the party to be held at one of the fire halls and RFR provides gifts for the children. This season also brings the Christmas tree chip event where the City supports and partners with the Local 1286 in the organization and delivery of the event at Garry Point Park.

The City understands the rationale for the Local 1286 wishing to have a truck in attendance at their fundraising events. Therefore on several occasions an offer has been made to donate a surplus truck for their use and care. This offer has been declined by Local 1286.

***School visits*** – Provincial School Districts are responsible to conduct, monitor, and evaluate fire drills as per Section 31(h) of the Fire Services Act of British Columbia. School District No 38 was provided a package of resource materials to assist them in fulfilling their responsibilities.

In 2012, RFR reviewed the fire drill program to fully understand the value of the visits and liability and assignment of responsibilities for the fire drills. Therefore, in 2013 and 2014 the schools were reminded of their responsibility and advised that the visit must accommodate a fire safety education presentation. This was to ensure that the RFR maximized the value of the visit by adding the educational component. Outside of the fire drills, RFR also attended, when requested, to conduct fire safety presentations to grades one and higher.

In 2015 RFR suspended the fire drill program, and replaced it with the Fire Safety Trailer program. RFR launched a new educational program for the schools with the Fire Safety Education Trailer. This new educational program provides an interactive learning tool for grades

two and three. The topics of the program will assist schools in meeting the Ministry of Education Learning Outcomes. There are 105 sessions made available to the schools to book this educational opportunity during the 2015/2016 school year.

### **Financial Impact**

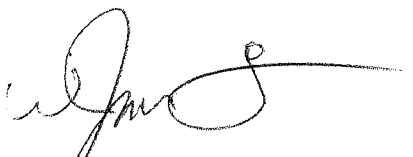
None

### **Conclusion**

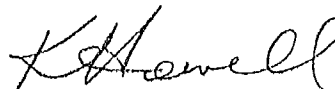
The review of City and RFR policies and practices was conducted in consultation with the Human Resource Department. The review indicates that policy, procedures and collective agreement language exists to guide decisions regarding attendance at funerals, retirements, and charity and community events. The decisions and approvals made are evidence based and strategic to consider community risk and operational need and ensure fair and equitable application on each request made. The language is clear yet still allows the Fire Chief to use discretion for each request and event.

Over the last several years there have been significant increases in the numbers of events attended by RFR and enhancements of the programs offered by RFR. With the existing policies, procedures and practices good strategic and evidence based decision on attendance are being made.

RFR continually monitors the operational needs of the department to ensure excellent service is being provided to the community. Prevention and education initiatives are derived to the community in an effective and coordinated manner.



John McGowan  
Fire Chief  
(604-303-2734)



Kim Howell  
Deputy Fire Chief  
(604-303-2762)

JM:kh

## Deaths and Funerals

This section describes the standards and procedures relating to the death of active or retired personnel. The purpose is to ensure proper notification of all concerned persons, assist grieving family members with funeral arrangements and other matters, and give deceased personnel appropriate funeral honours.

This section applies to all staff.

### Standards

Notifying Next of Kin

Notification of Personnel

Notification Procedure

Assistance to the Family

Funeral Arrangements

Funeral Options

Funeral Types

Station Procedures

## Standards

Following the death of personnel or former personnel, the needs and desires of the immediate family will come before the wishes of the Department. No actions will be taken without contacting and getting the consent of the family.

### Notifying Next of Kin

The prompt and judicious notification of next of kin is of utmost importance. The RCMP is responsible for death notifications in the Province of BC; however, the presence of Richmond Fire-Rescue representatives is desirable to provide support and assistance to the family. Whenever possible, the Fire Chief or another chief officer, and the Fire Chaplain, will join the RCMP personnel as part of the notification team.

The following are guidelines for notifying the next of kin:

- Notification is made in person and should be made in uniform. The major exception is when personnel are seriously injured rather than killed. In this case, family is notified by telephone so they can get to the hospital promptly.
- Be certain of the facts (who? when? where? how?).
- If there is knowledge of significant medical problems for the surviving next of kin (such as a heart condition), the notification team may request an ambulance or medical assistance to be standing by a few blocks from the home.
- Family members will know something is wrong at the sight of uniformed fire officers at their home or place of work. Ask to be invited inside (or at work, ask for an office that can be used) before making the death notification. Make sure the firefighter's

name is used during the death notification. Be clear. Use the words "dead" or "died" rather than "gone away" or "passed away." If specifics of the incident are known, they should be provided to the family.

### **Notification of Personnel**

On the death of active or retired personnel, the Fire Chief's office will notify all active and retired personnel.

The Department will maintain up-to-date emergency notification information for all personnel. This contact information remains confidential except when an emergency notification is necessary. Department staff are responsible for updating this information when changes occur. A general mailing is sent to all personnel every two years asking them to verify this information.

The department will arrange for periodic photographs of all personnel to be taken with copies either on file or available through the photographer.

### **Notification Procedure**

In the event of the death of retired personnel, or active personnel not in the line of duty:

1. The Fire Chief and Fire Chaplain are notified.
2. The Fire Chief's office notifies all active and retired personnel.
3. At the Fire Chief's discretion, the Fire Chief notifies the Mayor and other public officials.

In the event of the death of personnel in the line of duty:

1. The Fire Chief and Fire Chaplain are immediately notified through Dispatch and the departmental chain of command. Where possible, the use of relatively secure communication links, such as telephones, is used when reporting the names of firefighters who have been injured or killed to prevent the premature broadcast of this information by the media.
2. The Fire Chief or designate is responsible for coordinating with the RCMP in notifying the family.
3. The Fire Chief notifies the Mayor and other public officials.
4. The Fire Chief's office notifies all active and retired personnel.
5. The City of Richmond Media Relations Manager, under the direction of the Fire Chief, is responsible for releasing information to the media.
6. The investigative and reporting procedures outlined by WorkSafeBC and summarized in 9 Death and Injury Response, are enacted.

## Assistance to the Family

On the death of active personnel, the following assistance should be offered to the family by the department:

- Assistance with funeral arrangements.
- Assistance of the Richmond Fire Fighters Benefit Association in getting the final pay cheque and union, WCB, or insurance benefits.
- Assistance with childcare, provision of meals, and transportation (optional, as appropriate).

## Funeral Arrangements

If the family wants the department involved, the **Department Chaplain** is responsible for coordinating with the family, the family's clergy, and the church or other facility, and for planning the funeral service. The chaplain is also available to provide comfort and counsel to the family.

The **Fire Chief** may also make the following appointments:

**Protocol Officer** – A member of the honour guard with responsibility for planning and coordinating all departmental honours for the funeral. The Protocol Officer will make the following appointments:

**Parade Officer** – Assists the Protocol Officer in planning, staging, and directing the procession and static equipment display.

**Head Usher** – Assists in planning and directing the seating of guests, the departmental walk through, and other details of the funeral.

**Family Liaison Officer** – If assistance with childcare, meals, transportation, or other practical items is appropriate; the Family Liaison Officer is responsible for contacting the family and coordinating whatever assistance the department may be able to offer.

**Funeral Officer** – In the absence of the Chaplain, the Fire Chief may designate a Funeral Officer to coordinate the planning of the funeral service.

The Richmond Fire Fighter Benefit Association will be asked to assign a person as **Survivor Benefit Officer**. This officer is responsible for assisting the family in getting the final pay cheque and any union, WCB, or insurance benefits.

## Funeral Options

Some or all of following honours may be offered to the family of the deceased, depending on the type of funeral (see Funeral Types).

**Flags at Half-Mast** – (see Station Procedures). For standard on flying the Canada and BC flags, see 5, Fire Hall Operations.

**Honour Guard and Pipe Band**– Drill team with bagpipes and colours to escort the coffin and family personnel during a funeral procession into the church or cemetery.

**Pall Bearers and Ushers** – If the family chooses to use department personnel as pallbearers and ushers, the personnel should be in dress uniform with caps and white gloves provided by the Protocol Officer. If the family does not indicate which personnel should act as pallbearers and ushers, the Battalion Chief of the deceased person's shift is responsible for making the selection. Ushers may also be assigned to act as escorts for the family.

**Burial in Uniform** – If the family desires the person to be buried in uniform, the Chaplain or Family Liaison Officer should offer to deliver the uniform to the funeral home.

**Shoulder Flash Shrouding** – A black Maltese cross is pinned on the right shoulder flash of all uniformed fire fighting personnel for the funeral.

**Band or Musical Arrangements** – The department may arrange for a band, piper, soloist, or other musical arrangements during the funeral.

**Last Alarm Service** – The ringing of a bell accompanied by short readings at the end of the service to signify the fire fighter's last alarm.

**Departmental Walk Through** – A walk-through of firefighters in attendance at the funeral to pay tribute to the deceased.

**Presentation of Cap, Flag, and/or Picture** – This would be done either just before the casket is loaded into the hearse or at the conclusion of the interment service at the cemetery.

**Procession** – This is the procession of the honour guard, fire apparatus, hearse, pallbearers, chief officers and family members between double columns of firefighters.

**Static Equipment Display** – Fire apparatus parked along the procession route with crews at attention to salute the fallen personnel.

**Post-Services Reception** – A reception held following the funeral. The Deputy Chief is responsible for coordinating with the union in planning the reception.

**Caisson and/or Flower Vehicle** – Only offered in the case of a line-of-duty death. A caisson is a pumper taken out of service and used to transport the casket for the procession. In the event of bad weather, a hearse should be used to transport the casket and the pumper used as a flower vehicle. At the discretion of the Fire Chief, both a caisson and flower vehicle may be used.

## Funeral Types

Three basic types of funerals are available, each with certain options:

**Active Duty Personnel** – Includes all honours listed above except the caisson and/or flower vehicles, which are only available if the death occurred in the line of duty.

**Retired Personnel** – When the funeral is planned for the Greater Vancouver area, the following options are normally offered:

- Honour guard and/or piper as available.
- Permission of the Fire Chief for burial in uniform.
- Departmental walk through by active and retired personnel.
- Provide career history for eulogy.

Other funeral options may be offered at the discretion of the Fire Chief.

**Other Individuals the Department Wishes to Honour** – Limited departmental honours may be offered, at the discretion of the Fire Chief, to individuals who have significant emotional or professional ties with the department.

### Station Procedures

These procedures apply in the case of the death of active personnel of the department:

**Drills and Clean up** – All drills and other regular procedures, such as weekly clean up, should be carried out as usual upon the death of active personnel; except on the day of the funeral. On the day of the funeral, all drills and general weekly clean up of stations is cancelled. The daily routine clean up continues as usual.

### Flag Procedures

- If personnel are killed on duty, flags are lowered to half-mast from the day of death until the day following the funeral.
- If active personnel die while not on duty, flags are lowered to half-mast on the day of the funeral only.
- If personnel of another fire department within the GVRD are killed while on duty, flags are lowered to half-mast on the day of the funeral only.
- The Canadian flag is flown according to federal flag guidelines and protocol.
- The Fire Chief may decide to extend flag honours in other situations.

**Last Alarm** – The purpose of the last alarm is to allow working personnel an opportunity to pay their respects and begin the grieving process. Therefore, attendance by non-working personnel is optional. Work dress uniforms are appropriate. The Fire Chief or designate makes the arrangements for the last alarm. The department will attempt to notify all personnel during the 24-hour period following the death of active personnel. Last alarm is normally held at 0800 hours on the day following the 24-hour notification period.

Control Information		
Title:	Deaths and Funerals	
Chapter:	Personnel	
Original issue:	22 Dec 06	
Revision date:		Version #: v1.0
Annual review:	Nov	
Owner:	Deputy Chief, Administration	

Attachment 1

*Richmond Fire-Rescue SOP*

*Deaths and Funerals  
Chapter 2, Personnel*

Approved by:	Fire Chief
<b>Note:</b> This SOP has been reviewed to determine if any City of Richmond Policies apply. None were found at last review date.	



## Compassionate Leave

This section describes the standard on compassionate leave. The purpose is to ensure that personnel are able to take time off work with pay in the event of the death of a direct relative.

This section applies to all permanent staff.

### Standards

Permanent staff may be granted time off with pay in the event of the death of a direct relative at the discretion of the Fire Chief. Permission must be granted before any leave is taken.

*Direct relative* is defined as the person's wife, husband, child, ward, brother, sister, parent, grandparent, grandchild, guardian, or common-law spouse.

### References

- Fire Fighters' Collective Agreement ; Local 1286 - 15.5

Control Information		
Title:	Compassionate Leave	
Chapter:	Personnel	
Original issue:	22 Dec 06	
Revision date:		Version No.
Annual review:	Nov	
Owner:	Deputy Chief, Operations	
Approved by:	Fire Chief	
<b>Note:</b> This SOP has been reviewed to determine if any City of Richmond Policies apply. None were found at last review date.		

## Community Relations/Public Education Event Protocol

This protocol defines the approval and communications process to follow whenever Richmond Fire-Rescue staff and/or resources are required to participate in a Community Relations or Public Education event. The purpose of the protocol is to ensure timely planning and communication of the events and appropriate participation in the event.

Richmond Fire-Rescue's participation in all events is to be pre-approved and the Community Relations/Public Education Event form is to be completed document REDMS Doc No. 4305597. The City of Richmond's Event Protocol REDMS Doc No. 2651885 is to be followed for all events involving, especially when City Council is involved.

Whether on or off duty, at any time RFR or the City of Richmond is represented through logos or name, all related Policies and Standard Operating Procedures that address the professional conduct and representation of the City and Department are to be followed.

This section applies to all staff or volunteers who represent RFR through use of logos etc.

Goals

Protocols

References

### Goals

The goals of Richmond Fire Rescue's Community Relations and Public Education activities are to:

- Provide fire and life safety education and information to the city of Richmond with the intent to prevent of harm and reduce losses.
- Build and maintain excellent community relationships that support and build positive public exposure for RFR.

### Protocols

In support of these goals, the following process applies and the community relations &/or public education form must be completed:

#### 1) Event Date, Time and Duration

- Thirty days notice of an event is required. This allows time to consider the request, its impact on RFR resources, resources and information required, staff scheduling, possible truck movements, and overall capacity to deliver a successful event. Depending on the size of the event and impact on resources there may be some flexibility around the notice timelines

#### 2) Event Details & Purpose

- Details of event's purpose and/or objectives are required. Details include items such as; event name, organizing group, fundraising goals, and purpose (i.e. community gathering, education; fundraising). This allows a review of the event to determine if it aligns within Richmond Fire Rescue's Community Relations goals and the City's Code of Conduct and corporate vision.

**3) Resources Request**

- Usage of any City of Richmond and RFR resources must be requested through this protocol and approved by the Fire Chief or designate. Resource requests may include items such as:
  - tents
  - use of uniforms
  - RFR Logo
  - use of work time to organize or participate
  - use of clerical support
  - use of city email
  - RFR vehicles and equipment
  - RFR promotional materials
  - use of fire halls
  - etc

**4) Contact Information**

- Contact information is required to include; name and mailing address of the organization, contact persons name, phone and address, contact information of the person available on-site the day of the event.

**5) Location**

- A site map may be requested to ensure that safe placement of Richmond Fire Rescue's apparatus and equipment.

**6) Participants and Target Audience**

- The number of estimated participants and the target audience (e.g. children and age group, families, seniors, specific ethnic group) is to be identified.

**7) Cost Implications**

- Associated revenues and event expenses to be identified. For example, donation and revenues received by RFR, staff time, supplies to be purchased, event registration, etc.

**8) Recurring Events**

- Events that are recurring and repeat participation of RFR is requested should be identified to facilitate future planning.

**9) Communications**

- An annual calendar is used to plan, schedule and communicate events. It is populated in coordination with the Community Relations Officer and Administration.

**10) Approvals**

- Richmond Fire Rescue's participation in all events is to be pre-approved by the Fire Chief or designate, and depending on the scope of the event must be communicated appropriately through the organization.
- All events will be evaluated to determine the value of RFR and the City of Richmond's participation, such as:
  - event does not clearly align with the City of Richmond Values, or Community Safety and the RFR Work Plan
  - participation outside of the City of Richmond's boundaries
  - Outreach and recruitment that include diversity
  - Public education events with large number of attendees

- Connects with multicultural communities
- Enhances volunteer partnerships
- Connects specific fire halls into the community

**11) Attendance / Representation**

- Attendance at events by Chief or Deputy Chiefs is dependent on the value of the event.
- The Sequence for attendance by the Chief or Deputy Chiefs is as follows:
  1. Fire Chief
  2. Portfolio connection
  3. On call Chief
  4. Chief with lowest attendance
  5. Community Relations Officer or Fire & Life Safety Educator

**12) Post Event Analysis**

- A post event review is conducted to identify what went well, what could be improved upon (lessons learned) and was there good value in Richmond Fire Rescue's participation and to determine future participation.

**References**

- City and Event Protocol Administrative Procedures - [REDMS Doc No. 2651885](#)
- Community Relations/Public Education Event Form - [REDMS Doc No. 4305597](#)
- Customer Relations SOP – Chapter 2 – Personnel - [REDMS Doc. No. 2056854](#)
- Pumper Visit SOP – Chapter 12 – Public Education - [REDMS Doc. No. 2059973](#)
- Ride Along SOP – Chapter 1 – Administration [REDMS Doc. No. 2056750](#)
- Fire Extinguisher Training SOP – Chapter 12 – Public Education [REDMS Don. No. 2059936](#)
- Home Safe Program SOP – Chapter 12 – Public Education [REDMS Doc. No. 2059944](#)
- Policy 6801 Conflict of Interest [REDMS Doc. No. 1799699](#)

Control Information		
Title:	Community Relations / Public Education Event Protocol	
Chapter:	Public Education	
Original issue:	08 Jun 10	
Revision date:	06 Aug 14	Version No. 2
Annual review:	Nov	
Owner:	Deputy Chief, Administration	
Approved by:	Fire Chief	
<b>Note:</b> This SOP has been reviewed and City of Richmond Policies do apply as above.		



# City of Richmond

## Policy Manual

Page 1 of 8

Adopted by Council: July 28, 2008  
Amended by Council: July 27, 2015

**POLICY 6801**

File Ref: 1400-00

**CONFLICT OF INTEREST**

### I. PURPOSE

The purpose of this policy is to:

- (a) safeguard public interest by clearly identifying and addressing standards of employee conduct relating to actual and apparent conflicts of interest;
- (b) prevent Employees from using their employment positions for private gain;
- (c) protect Employees from inadvertently placing themselves in a Conflict of Interest position;
- (d) provide avenues for Employees to clarify and prevent potential conflicts of interest before they occur; and
- (e) protect the reputation of the City.

### II. APPLICATION

This policy applies to all Employees.

This policy supplements and does not supersede or replace other policies adopted by Council or other contractual or statutory obligations.

### III. POLICY

Employees are expected to perform their duties on behalf of the City faithfully, diligently, honestly and to the best of their abilities. Every employee owes a duty of loyalty and fidelity to the City. Employees must never place themselves in a position where their self-interest may conflict with this duty. Employees must avoid engaging in activities where personal interests actually or potentially conflict with the interests of the City.

Employees must not engage in any activity that results in actual or potential conflict of interest. Employees must promptly disclose to their Manager circumstances which could result in any actual or potential conflict of interest so that the matter may be fully assessed.

### IV. DEFINITIONS

In this Conflict of Interest Policy:

**Business Associate** means any person legally linked with the Employee, including but not limited to persons linked with the Employee through business contracts, partnerships, firms, enterprises, franchises, trusts, joint ventures, finances, real estate, or other for-profit legal entities or agreements;



# City of Richmond

## Policy Manual

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Adopted by Council: July 28, 2008  
Amended by Council: July 27, 2015

POLICY 6801

File Ref: 1400-00

### CONFLICT OF INTEREST

**City Property** includes, but is not limited to, City buildings and land, equipment, supplies, stores, vehicles, materials, recovered materials (salvage), technology resources, financial assets, information and work time;

**City** means the City of Richmond;

**Conflict of Interest** means a situation where an Employee has a private or personal interest sufficient to influence or to appear to influence the objective performance of his or her duties as an Employee of the City, and includes a Direct or Indirect Conflict of Interest;

**Direct Conflict of Interest** means a situation where an Employee derives or is seen to derive some financial or personal benefit or avoid financial or personal loss;

**Employee** means an individual employed by the City, including those on contract and in a volunteer capacity, but not including elected officials;

**Indirect Conflict of Interest** means a situation where a potential pecuniary or non-pecuniary benefit or avoidance of loss is experienced by a person or corporation related to the Employee;

**Manager** means a City Departmental or Divisional Manager;

**Political Activity** includes, but is not limited to, being a candidate for elected office, campaigning for a candidate for elected office, fundraising for an election campaign, or promoting a political party or cause; and

**Relative** means a person's husband, wife, children, wards, parents, brothers, sisters (including foster or step), parents-in-law, brothers-in-law, sisters-in-law, sons-in-law, daughters-in-law, grandparents, grandchildren, guardians, domestic partner or common law spouse.

## V. RESPONSIBILITIES

### (a) Managers

Managers shall make this policy available to their Employees and ensure that the Employees are made fully aware of this policy. Managers shall discuss the entire policy with their Employees and highlight any of the rules that have particular relevance, given the nature of the Employee's work.

Managers are required to advise senior management of any breach of this policy. Upon receiving verbal or written disclosure or becoming aware of an actual or potential Conflict of Interest, the Manager shall determine that either no conflict



Page 3 of 8	Adopted by Council: July 28, 2008 Amended by Council: July 27, 2015	<b>POLICY 6801</b>
File Ref: 1400-00	<b>CONFLICT OF INTEREST</b>	

exists or take reasonable steps to ensure that the matter is addressed by consulting with the appropriate Human Resources Manager. Failure to take immediate action by the Manager in addressing Conflicts of Interest or silence is akin to condoning the Conflict of Interest itself and may result in a breach of this policy.

The Manager and the Human Resources Manager shall determine jointly the proper course of action, and shall ensure that the Conflict of Interest or potential Conflict of Interest situations they are resolving are documented, starting from disclosure, review and evaluation through to resolution. Such documentation shall be retained in confidence at the Human Resources Department.

It is the responsibility of departmental/divisional management to ensure that each Conflict of Interest situation is investigated, and dealt with fairly and consistently.

(b) **Employees**

Employees are required to read, clarify and confirm their understanding, and comply with this policy.

Employees have a duty to report under this policy, and shall immediately and fully disclose in writing or verbally to their Manager if they are in a Conflict of Interest or potential Conflict of Interest.

In the case of the Chief Administrative Officer, disclosure shall be made in writing to the Council of the City.

In addition to self-disclosure, Employees are required to advise management of any potential breach of this policy by others.

## VI. VIOLATION OF POLICY AND CONSEQUENCES

Violation of this policy, including failure to disclose a Conflict of Interest, may result in disciplinary and/or remedial action. The City will determine the appropriate consequence(s) for breach which may include, but are not limited to the following:

- the Employee is instructed to divest himself or herself of the outside interest;
- the Employee is instructed to cease the action resulting in the breach of the Conflict of Interest Policy;
- the Employee is subject to disciplinary action up to and including termination of employment;
- the Employee is reassigned to other duties pending further investigation;
- the City may seek to recover losses;



- commencement of civil action or, if applicable, consideration of criminal prosecution.

## VII. RECOGNIZING CONFLICTS OF INTEREST

Employees must conduct themselves at all times in accordance with the highest ethical standards and in a manner which will withstand the closest scrutiny. As each situation depends on its particular facts, the following is not an exhaustive list, but rather provides examples of obvious conflicts of interest:

### 1. Receiving Meals, Refreshments, Entertainment or Gifts

An Employee may accept customary business hospitality, such as meals, refreshments, entertainment or gifts with full knowledge of his or her Manager, provided that:

- it is a normal exchange of hospitality;
- it is a token exchanged as part of protocol;
- it is a normal presentation made to the person for participating in public functions;
- it is not lavish or extravagant under the circumstances; and
- it is infrequent.

It is the personal responsibility of each Employee to ensure that the acceptance of such meals, refreshments, entertainment or gifts is proper and could not reasonably be construed in any way as an attempt by the offering party to secure favourable treatment.

### 2. Commission, Reward or Benefit

An Employee shall not accept or offer or agree to accept a commission, reward, advantage or benefit of any kind from any person dealing with the City, either on his or her own behalf or through a Relative or other person, for his or her own benefit.

### 3. Outside Interest

During working hours, employees are expected to devote their full time and attention to the business affairs of the City. An Employee shall not engage in any outside employment (including acting as a consultant for a third party that is undertaking projects in the City), business or undertaking that:

- conflicts with his or her duties as an Employee;





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Adopted by Council: July 28, 2008  
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File Ref: 1400-00

**CONFLICT OF INTEREST**

- causes the Employee to gain benefits as a result of his or her position as an Employee;
- influences or affects the carrying out of his or her duties as an Employee; or
- involves the use of City Property. An Employee's use of City Property for personal convenience or profit not associated with the official discharge of duties, may be a potential Conflict of Interest unless the property is available for use by the general public generally, or the property is made available under City policy or terms of employment.

An Employee shall not represent, nor contract to, nor lobby on behalf of any private interest in dealing with the City.

A Conflict of Interest exists when:

- the Employee's ability/judgment is influenced by his or her own personal interest or the interest of third parties against the better interest of the City;
- the Employee's outside interest interferes with his or her ability to perform work for the City;
- the Employee uses City Property or work time for his or her outside interest without authorization;
- an Employee advances his or her own private interests by interfering or influencing the objectivity, responsibilities and/or duties of another Employee within the organization;
- the Employee's outside interest is directly or indirectly represented as being work representing the City;
- the Employee's outside interest involves work that is in direct competition with services offered by the City;
- the Employee gains an unfair advantage over others in the conducting of business with the City;
- the Employee's actions in his capacity of Employee affect or appear to affect the interest of the Employee's other employers or private clients in a way which enhances the personal interest of the Employee;
- the Employee receives additional compensation for performing City duties from a third party external to the City; or
- the Employee's performance of City duties is influenced by offers of future employment.

While it is not the City's desire to interfere with the non-work hours of an Employee, the City may prohibit outside employment that causes the Employee to be in a Conflict of Interest.

#### 4. Financial Interest



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Adopted by Council: July 28, 2008  
Amended by Council: July 27, 2015

**POLICY 6801**

File Ref: 1400-00

**CONFLICT OF INTEREST**

An Employee who has financial interest in a City contract, sale or other business transaction or has relatives, friends or Business Associates with such interest, is required to declare the relationship in writing to his or her Manager, and shall not represent or advise the City in such transactions.

## 5. Preferential Treatment

An Employee shall not give or appear to give preferential treatment to any Relatives, friends or Business Associates or to anyone else that would advance the Employee's personal interests.

## 6. Confidential Information

An Employee shall not use confidential or privileged information of the City to advance his or her personal interest or the interests of others. Access to confidential information should be on a "need to know" basis i.e., confidential information is shared only with those whose job duties require that they need to know the information.

## 7. Post-Employment Conflict of Interest

An Employee shall not act, after he or she leaves the employ of the City, in such a manner as to take improper advantage of their previous office. Actions negatively impacting the City as a result of information gained during an Employee's former employment with the City may be pursued to the full extent of the law. Each situation will be reviewed separately.

## 8. Purchasing Conflict of Interest

An Employee who has a direct or indirect financial interest in a supplier doing business with the City, other than an insignificant investment in a publicly-held company, is considered to be in a Conflict of Interest and shall declare the Conflict of Interest to his or her Manager. An Employee may not be involved in the placement of City business with a company owned or controlled by an Employee or relative; the Manager must make arrangements to clearly exclude the Employee from participating or influencing the applicable purchasing decisions.



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 Adopted by Council: July 28, 2008  
 Amended by Council: July 27, 2015
**POLICY 6801**

File Ref: 1400-00

**CONFLICT OF INTEREST**

An Employee may not make a personal bid on the purchase of City Property or goods, except when these are also offered to the general public.

An Employee shall not accept discounts/rebates on personal purchases from suppliers having an existing business relationship with the City, unless it is the general practice of those suppliers to offer the same discounts/rebates to employer groups including, but not limited to, the City.

An Employee shall not purchase goods and services through the City for personal use, unless specifically allowed by Council as in the purchase of a personal computer to improve the productivity of City business activities.

#### 9. Employment of Relatives

The City may employ a Relative of an existing Employee if the Relative is the best qualified candidate for the position, subject to any applicable collective agreement provisions and subject to this Policy.

It is not the intention of this Policy to unduly restrict or enhance employment opportunities with the City based on family relationships. However, the City will not employ, appoint, transfer or promote a Relative of a current employee where the action will result in the risk or real or potential conflict of interest. Such conflicts may occur where there is:

- any undue influence exercised directly or indirectly on the selection and hiring process
- direct or indirect supervisory relationship
- the ability of one family member to influence or exert financial or administrative control over another.

The determination of whether the employment of Relatives results in real conflict or that potential conflict exists will be made on a case by case basis by the appropriate Manager in consultation with the Director of Human Resources.

Candidates and Employees who are or become related to each other while employed by the City are required to advise the City of the relationship at the earliest reasonable opportunity.

#### 10. Political Activity

An Employee shall not run for election or be nominated to run for Mayor or City Councillor without first taking a leave of absence without pay as required by Section 67 of the *Local Government Act*.



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Adopted by Council: July 28, 2008  
Amended by Council: July 27, 2015

**POLICY 6801**

File Ref: 1400-00

**CONFLICT OF INTEREST**

An Employee shall not run for elected office provincially or federally if a Conflict of Interest exists between running and the Employee's responsibilities to the City.

Further, an Employee shall not actively campaign for election funds or use City resources for a candidate for elected office with the City of Richmond. Further, no campaigning for any election funds may be conducted during working hours.

## 11. Harm to Business or Reputation

Employees must refrain from engaging in conduct that could adversely affect the City's business or reputation. Such conduct may include but is not limited to:

- (i) publicly criticizing the City, its management or its employees; or
- (ii) engaging in criminal conduct or other conduct that could harm the City's business or reputation.

## VIII. DISCLOSURE, REVIEW AND EVALUATION

Upon disclosure of a Conflict of Interest by an employee, the city will take appropriate steps to protect against any actual or potential conflict of interest. Such steps may include:

- (i) requiring the employee to refrain from involvement in any decisions made by the City regarding its dealing with the person, business or enterprise giving rise to the conflict; or
- (ii) requiring the Employee to refrain from any involvement in any dealings on behalf of the City with such person, business or enterprise; or
- (iii) requiring the Employee to dispose of his/her interest in such business or enterprise if he/she wishes to remain in the City's employ.

## IX. OTHER

An Employee who knowingly makes false, frivolous or vexatious allegations about another Employee may be subject to disciplinary action including termination of his or her employment with the City.



# City of Richmond

## Report to Committee

**To:** Community Safety Committee

**Date:** October 14, 2015

**From:** Phyllis L. Carlyle  
General Manager, Law and Community Safety

**File:**

**Re:** Community Bylaws Monthly Activity Report – September 2015

### Staff Recommendation

That the staff report titled “Community Bylaws Monthly Activity Report – September 2015”, dated October 14, 2015 from the General Manager, Law & Community Safety, be received for information.

Phyllis L. Carlyle  
General Manager, Law & Community Safety  
(604-276-4104)

REPORT CONCURRENCE	
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>
Finance Division	<input checked="" type="checkbox"/>
Parks Services	<input checked="" type="checkbox"/>
Engineering	<input checked="" type="checkbox"/>
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 
<b>APPROVED BY CAO</b> 	

## Staff Report

### Origin

This monthly activity report for the Community Bylaws Division provides information on each of the following areas:

1. Property Use
2. Grease Management Program
3. Parking Program
4. Adjudication Program
5. Animal Control
6. Revenue & Expenses

This report supports Council's Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

### Analysis

#### 1. Property Use

##### *Customer Service Response*

An average of 17 daily calls for service were fielded by administrative staff in September 2015. These calls for service include voice messages, directly-answered calls, as well as emails. This activity represents a decrease of 61.4% compared to the number of calls that were fielded in August 2015 and an increase of 13.3% compared to the number of calls fielded in September 2014.

##### *Enforcement Activity*

Property Use Officers handled 236 new investigational files during the month of September 2015. This activity represents a decrease of 67.1% when compared to the historically high number of files that were handled in August 2015 and an increase of 29.7% compared to the number of files that were handled in September 2014 which is attributable to an increase in demolition permits and grease inspections.

Community Bylaws continues to monitor the number of abandoned and vacant homes within the municipality and the City currently has 25 residences remaining on the "Abandoned/Vacant Home Joint Operations" list.

Figures 1a, 1b and 1c compare *Property Use Service Demand* for September 2015 by issue and by year.

Figure 1a: Service Demand Comparison

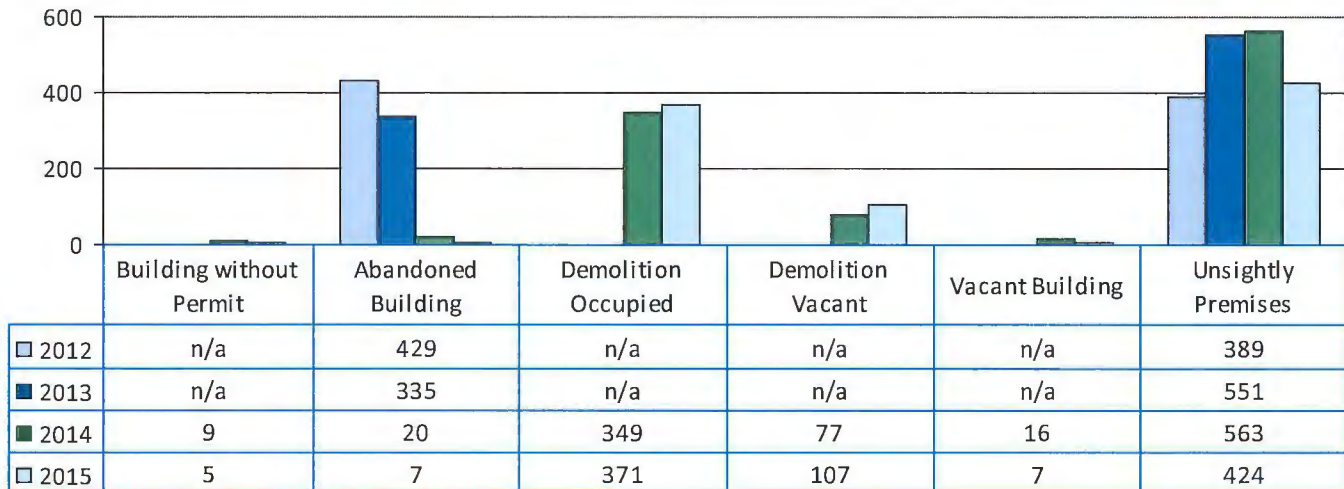


Figure 1b: Service Demand Comparison

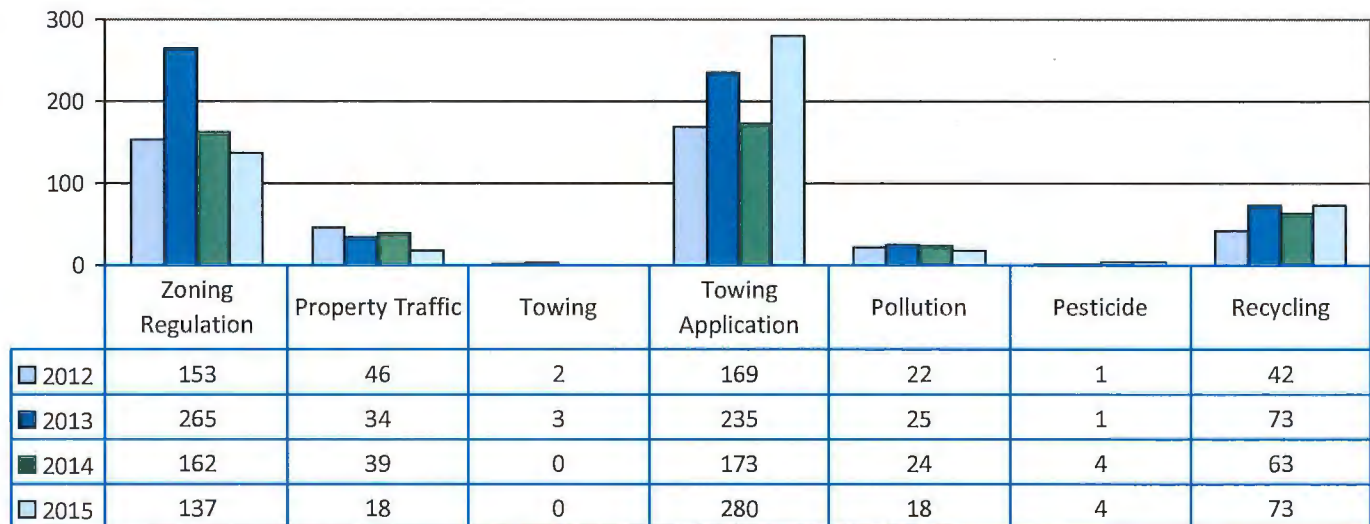
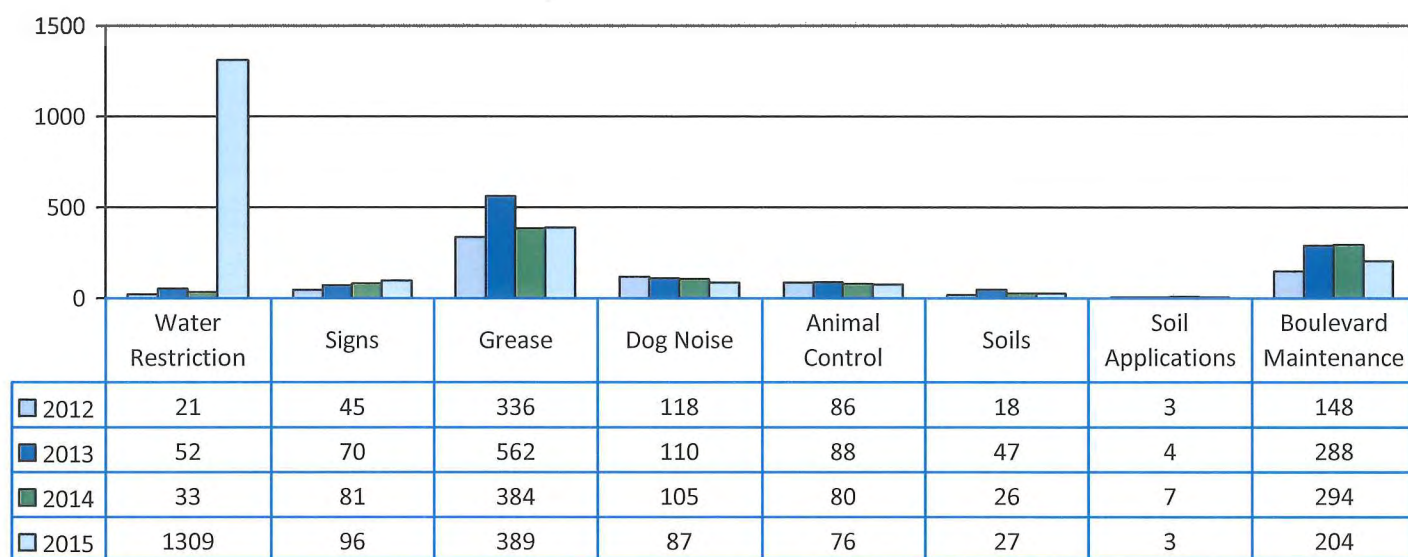




Figure 1c: Service Demand Comparison



### Water Restriction

Stage 3 water restrictions remained in effect from September 1<sup>st</sup> to September 8<sup>th</sup>. Stage 2 water restrictions were implemented on September 9<sup>th</sup> and remained in effect to September 30<sup>th</sup>. Only 1 Stage 2 bylaw violation was issued in September 2015.

### 2. Grease Management Program

The Grease Management Officer(s) conducted 98 regulatory visits at food sector establishments, 81 of these inspections were concluded during the month of September 2015. These inspections resulted in the issuance of 6 bylaw violations, with 3 infractions being amended to a warning.

### 3. Parking Program

#### *Customer Service Response*

An average of 34 daily calls for service were fielded by administration staff in September 2015. This activity represents an increase of 3% compared to the number of calls that were fielded in August 2015 and an increase of 47.3 % compared to the number of calls that were fielded in September 2014.

#### *Enforcement Activity*

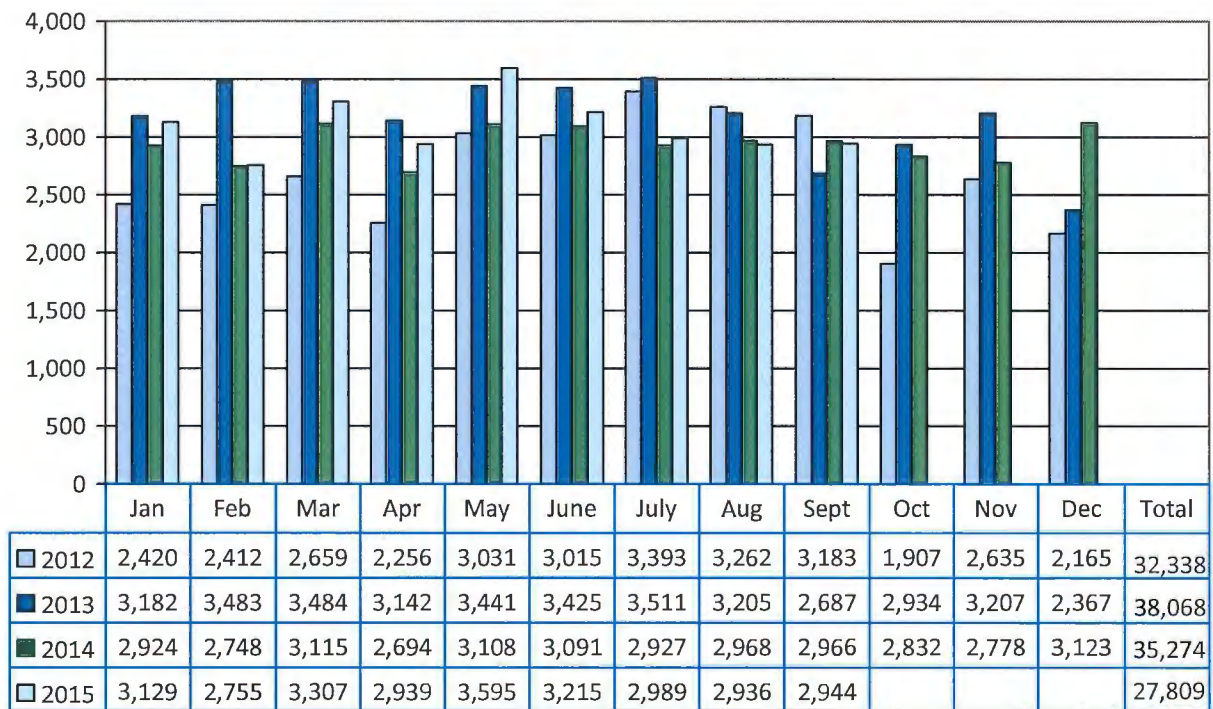
A total of 2,944 violations were issued for parking, safety and liability infractions during the month of September 2015. This activity represents an increase of 0.3% compared to the number



of violations that were issued in August 2015 and a decrease of 0.7% compared to the number of violations that were issued in September 2014.

Figure 2 compares the number of *Violations Issued* by month from 2012 through to 2015.

Figure 2: 2012 - 2015 Comparison for Parking Violations Issued



During the month of 169 violations were changed to warnings, which represent approximately 17.4% of the tickets issued during September. The following list provides a breakdown of the common reasons for the cancellation of bylaws violation notices pursuant to Council's Grounds for Cancellation Policy No. 1100 under specific sections.

Section 2.1 (a)	Identity issues	17
Section 2.1 (b)	Exception specified under this bylaw or other bylaw	3
Section 2.1 (c)	Poor likelihood of success at adjudication for the City	16
Section 2.1 (e)	Multiple violations issued for one incident	4
Section 2.1 (f)	Not in the public interest	11
Section 2.1 (g)	Proven effort to comply	54
—	Administrative Entries	64

	Total	151
--	-------	-----

#### 4. Adjudication Program

The adjudicator ruled on 23 cases during a hearing held on September 22, 2015. These rulings resulted in 21 violations being upheld and 2 violations being dismissed. The next adjudication hearings are scheduled for October 27 and October 29<sup>th</sup>, 2015 where 37 cases will be heard.

#### 5. Animal Control

The Community Bylaw Division issued 93 new dog licences during the month September 2015. This activity represents a decrease of 41.1% compared to the number of licenses issued in August 2015 and a decrease of 18.4% compared to the number of licenses issued in September 2014. The decrease in dog licensing is attributed to the earlier cancellation of the City's Summer Dog License Canvassing program.

In September the animal patrol officer issued 69 tickets and 6 warnings related to various dog violations. The officer conducted patrols of the following locations:

Anderson Neighbourhood School Park	Mitchell Neighbourhood School Park
Bridgeport Trail	North Dyke Trail
Diefenbaker Neighbourhood School Park	Odlin Neighbourhood Park
Garden City Park	Odlinwood Neighbourhood Park
Garry Point Park	Railway Shared Pathway
Hamilton Community Park	South Arm Community Park
King George/Cambie Community Park	Steveston Community Park
Mariner's Village Neighbourhood Park	Tait Water Front
Manoah Steves Neighbourhood School Park	Terra Nova Park
McCallan Neighbourhood Park	Thompson Community Park
McLean Neighbourhood Park	West Dyke Trail

At the end of September 2015 there were 7024 dogs licensed within the City including 100 "dangerous dogs". The number of licensed dogs is currently at historically high level. In addition Animal Control officers responded to a total of 9 dog bite incidents during the month, all of which resulted in "dangerous dog" investigations.

### **Financial Impact**

#### 6. Revenue and Expenses

The following information is a month by month analysis of September 2015 compared to September 2014.

### Consolidated Parking Program Revenue:

The total of meter, monthly permit and enforcement revenue increased by 7.0% over the same period last year to \$192,722 in September 2015 from \$180,193 in September 2014.

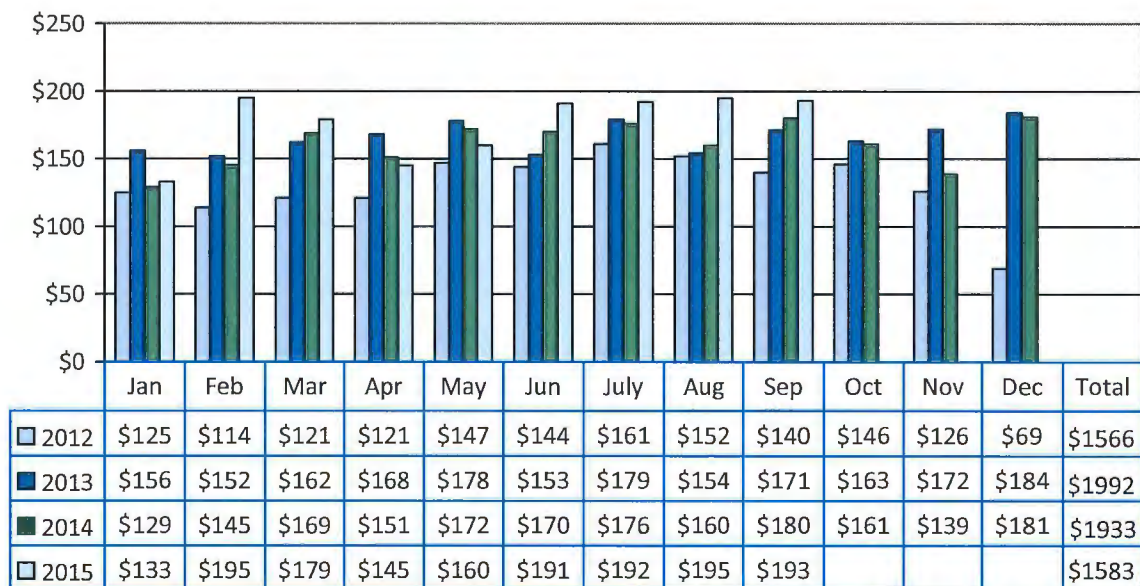
**Meter Revenue** increased by 43.2% over the same period last year to \$74,826 in September 2015 from \$52,243 in September 2014. This increase is believed to be a direct result of the technological benefits of the City's new parking meters.

**Permit Revenue** increased by 3.4% over the same period last year to \$14,142 in September 2015 from \$13,679 in September 2014.

**Enforcement Revenue** decreased by 9.2% over the same period last year to \$103,754 in September 2015 from \$114,271 in September 2014.

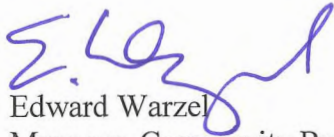
Figure 3 compares *consolidated revenue* by month from 2012 to 2015:

Figure 3: Consolidated Parking Revenue (000's)



### **Conclusion**

Community Bylaw staff strive to maintain the quality of life and the safety of residents through coordinated efforts with other City departments and community partners, working as a team to promote a culture of compliance.



Edward Warzel  
Manager, Community Bylaws (604-247-4601)  
EW:rg



# City of Richmond

## Report to Committee

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**To:** Community Safety Committee  
**From:** John McGowan  
Fire Chief, Richmond Fire-Rescue  
**Date:** October 19, 2015  
**File:** 09-5000-01/2015-Vol  
01  
**Re:** Richmond Fire-Rescue Monthly Activity Report - September 2015

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### Staff Recommendation

That the staff report titled "Richmond Fire-Rescue Monthly Activity Report - September 2015," dated October 19, 2015 from the Fire Chief, Richmond Fire-Rescue, be received for information.

John McGowan  
Fire Chief  
(604-303-2734)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

This report provides Council with an update on Richmond Fire-Rescue (RFR) activities. Through the delivery of its programs and services, RFR continues to work towards the City's vision of being the most appealing, livable, and well-managed community in Canada. RFR is reporting on its activities in support of its mission:

*To protect and enhance the City's livability through service excellence in prevention, education and emergency response.*

This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

### Analysis

#### Community Involvement

Safety messaging for September focused on 'Back to School' and safety tips for drivers, children and parents also including fire safety advice for students away from home. Facebook posts and fire hall sign messages were used to share key safety points regarding RFR's focus areas.

RFR participates in events and activities to advance public education and community bridge building. During September 2015 the following took place:

- Safety presentations were provided to the *BC Fire Prevention Officers' Association* with a display of RFR's Public Education Trailer.

Community events attended included:

- *Richmond Life Skills Community Outreach Fair*
- *City of Richmond - Public Works Open House Bus Tour*
- *Annual 9-11 Memorial Ride Military Motorcade Procession*

Over 345 children and adults attended these events where staff engaged with the community providing fire safety and harm reduction information.

#### Training

During September RFR welcomed its ten newest probationary firefighters. The ten new recruits commenced their orientation with the training department and will follow a seven week training orientation. The orientation includes technical training as well as understanding expectations of their role and responsibilities and respectful workplace practices.

After the seven week training period the recruits will commence a twelve month probationary period. At the end of the probationary period the recruits through shift participation and training packages will attain the knowledge, skill and abilities of a firefighter.

### Emergency Response

Richmond Fire-Rescue's goal is to respond to events in an efficient and effective manner where loss of life, reduction of property damage and protection of the environment is mitigated.

There were 36 in September 2015. Fire losses during the month are estimated at \$15,800. This total includes \$15,000 for building loss and \$800 for content loss. The total building and content value at risk was estimated to be \$201,198,700, and the total value preserved was \$201,182,900. These numbers translate to 99.9% of value protected (Figure 1).

<b>Figure 1: Fire Calls By Type and Loss Estimates – September</b>						
<b>Incident Type Breakdown</b>	<b>Call Volume</b>	<b>Estimated Building Value (\$)</b>	<b>Estimated Building Loss (\$)</b>	<b>Estimated Content Value (\$)</b>	<b>Estimated Content Loss (\$)</b>	<b>Estimated Total Value Preserved (\$)</b>
Residential:						
Single family	6	5,634,000	-	1,300,000	300	6,933,700
Multi family	6	3,950,000	10,000	940,000	500	4,879,500
Commercial / Industrial	3	145,669,000	-	43,700,700	-	189,369,700
Fire – Outdoor	18	-	-	-	-	-
Vehicle	3	5,000	5,000	-	-	-
<b>Totals*</b>	<b>36</b>	<b>155,258,000</b>	<b>15,000</b>	<b>45,940,700</b>	<b>800</b>	<b>201,182,900</b>

\*The dollar losses shown in this table are preliminary estimates. They are derived from RFR's record management system and are subject to change due to delays in reporting and confirmation of actual losses from private insurance agencies (as available).

Fire crews minimized loss and limited the fire to the place of origin in notable September incidents:

Multiple crews responded to a structure fire on Cambie Road. On arrival crews found the fire was located in an end unit of a commercial property in a strip mall. RFR crews set up a hose line along with confirming a second means of entrance via a side door. Other attending crews evacuated the tenants from the surrounding units. The fire was brought under control and once out a fan was set up for smoke removal in the premises.

Crews responded to a vehicle fire on Shell Road. On arrival crews found a five ton truck with a fully involved cab fire located in the rear of the farm area. Crews used 300 gallons of water and three gallons of Cold Fire foam to extinguish the flames. The Fire Investigator was called to attend the scene for further investigation.



During September crews attended multiple outdoor related fires including: a garbage fire on Shell Road, a beach trash fire on Portside Drive and a small camping size propane bottle fire on Bakerview Drive. All fires were quickly mitigated.

RFR crews responded to multiple serious incident calls, including:

Crews responded to a report of a smell of gas at a school on Kilgour Place. On arrival crews found there to be an odour of gasoline and found remnants of two bottles that were set up like Molotov cocktails. One bottle had a wick type fitting in the neck. No fire was evident but crews found evidence of soot and scorch pattern of about two meters on the tarmac. This scene was left in the care of RCMP and Fire Investigator.

Crews provided assistance to a water leak on General Currie Road. A pipe had burst in an exterior wall of a building causing extensive water damage to the residence. RFR crews assisted with clean-up on site.

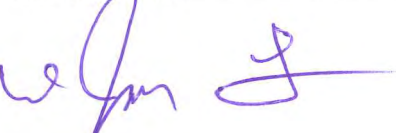
A summary of 9-1-1 emergency response statistics is found in Attachment 1, Tables 1, 2, 3 and 4. The location of fire, medical and motor vehicle incident calls in September are depicted in Attachment 2, Figures 1, 2 and 3.

### **Financial Impact**

None

### **Conclusion**

RFR strives to deliver service excellence through a delivery model that is prevention focused and based on the belief that prevention, education and emergency response activities must be well established and integrated to have a positive impact on community safety. In the month of September, the calls for medical service within the City were constant, wide and varied. Richmond Fire-Rescue's activity in this month would be considered to be busy than normal. The drivers of this effect could be attributed to the change in weather and temperature.



John McGowan  
Fire Chief  
(604-303-2734)

JM:js

Att. 1: Suppression Activity

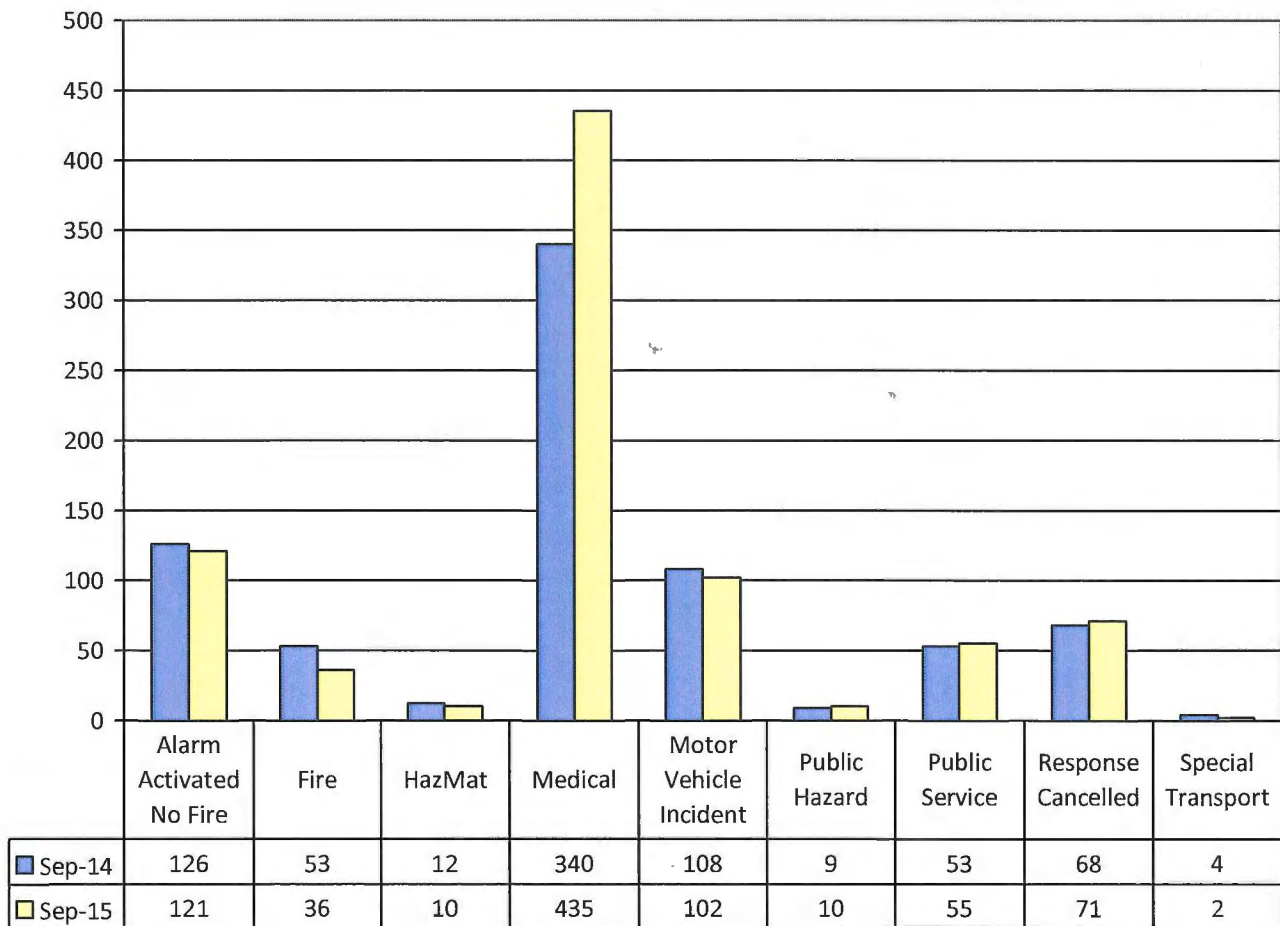
Att. 2: Location of September's Fire, Medical and MVI calls



### Suppression Activity

The following chart provides a month to month comparison regarding incidents occurring in September 2014 and 2015. In September 2015, there were a total of 842 incidents, compared to 773 in September 2014. This represents an increase of 8.9%. The increase in call volumes was primarily in medical related incident types. Changes in weather conditions in September may have contributed to the incident number rise.

**Table 1: September 2014 & 2015 Calls for Service Volumes**



**Call Type Legend:**

**HazMat:** includes fuel or vapour, spills, leaks, or containment

**Medical** includes: cardiac arrest, emergency response, home or industrial accidents

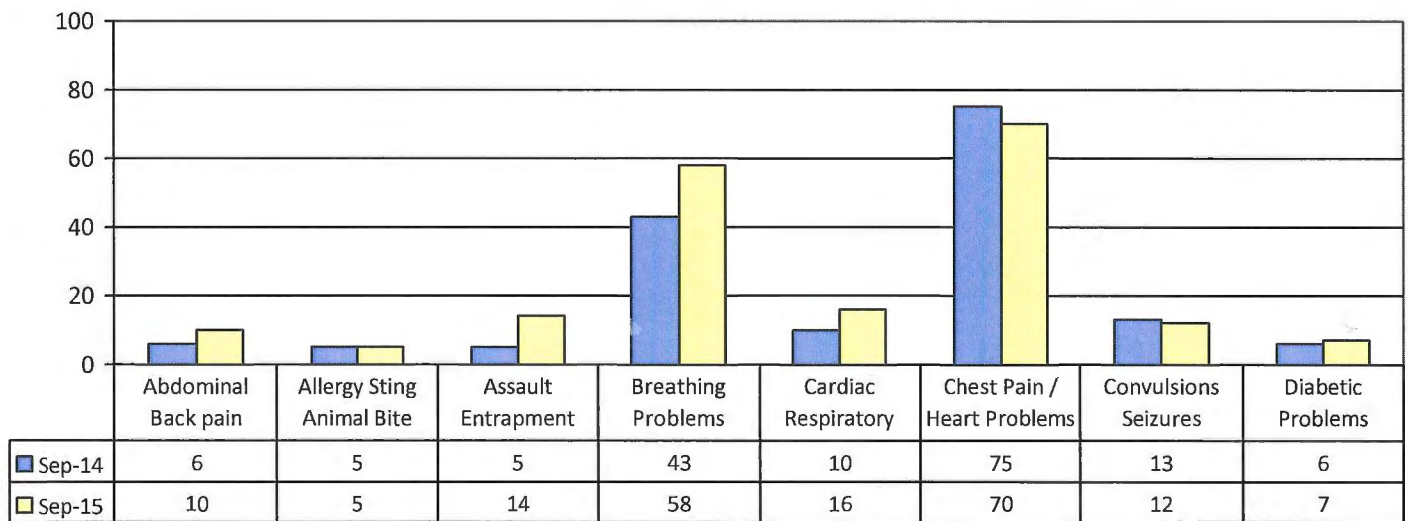
**Public Hazard** includes: aircraft emergency, bomb removal standby, object removal, or power lines down

**Public Service** includes: assisting public, ambulance or police, locked in/out, special events, trapped in elevator, water removal

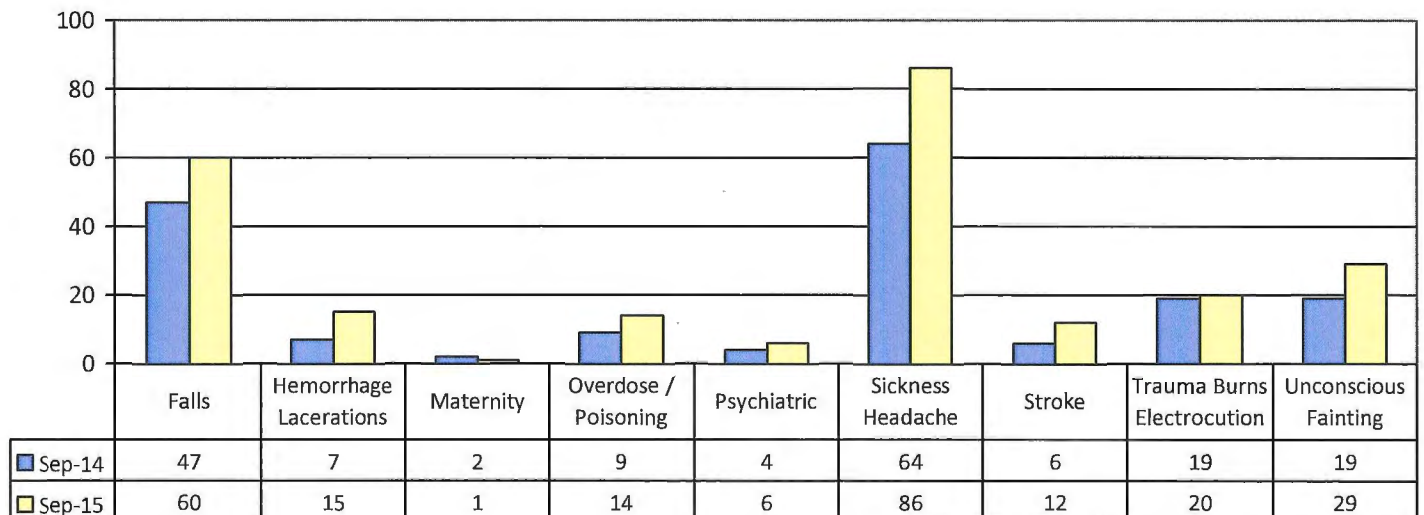
### First Responder Totals

Medical First Responder incidents comprised 51% of the total emergency responses for RFR during the month of September. A detailed breakdown of the medical incidents for September 2014 and 2015 is set out in the following table by sub-type. There were a total of 435 medical incidents in September 2015 compared to 340 in September 2014 an increase of 27%. The rise in the Breathing Problems, Sickness and Falls could be attributed to the cooler and wetter weather experienced during September.

**Table 2a: September 2014 & 2015 Medical Calls by Type**



**Table 2b: September 2014 & 2015 Medical Calls by Type**



## Fire Investigations

The fire investigation statistics for September 2015 are listed below:

<b>Table 3: Total Fire Investigation Statistics – September</b>			
	<b>Suspicious</b>	<b>Accidental</b>	<b>Undetermined</b>
Residential - Single-family	-	3	3
Residential - Multi-family	1	5	-
Commercial/Industrial	-	1	2
Fire – Outdoor	5	6	7
Vehicle	1	1	1
<b>Totals</b>	<b>7</b>	<b>16</b>	<b>13</b>

All suspicious fires are reported to the RCMP, and Richmond Fire-Rescue Investigators work in conjunction with staff at the RCMP to address any risks to the community.

## HazMat

<b>Table 4: HazMat Calls By Type – September</b>	
	<b>Details</b>
Natural Gas / Propane Leaks (small)	7
Unclassified	3
<b>Totals</b>	<b>10</b>

Figure 1: Location of fires in September (total 36)

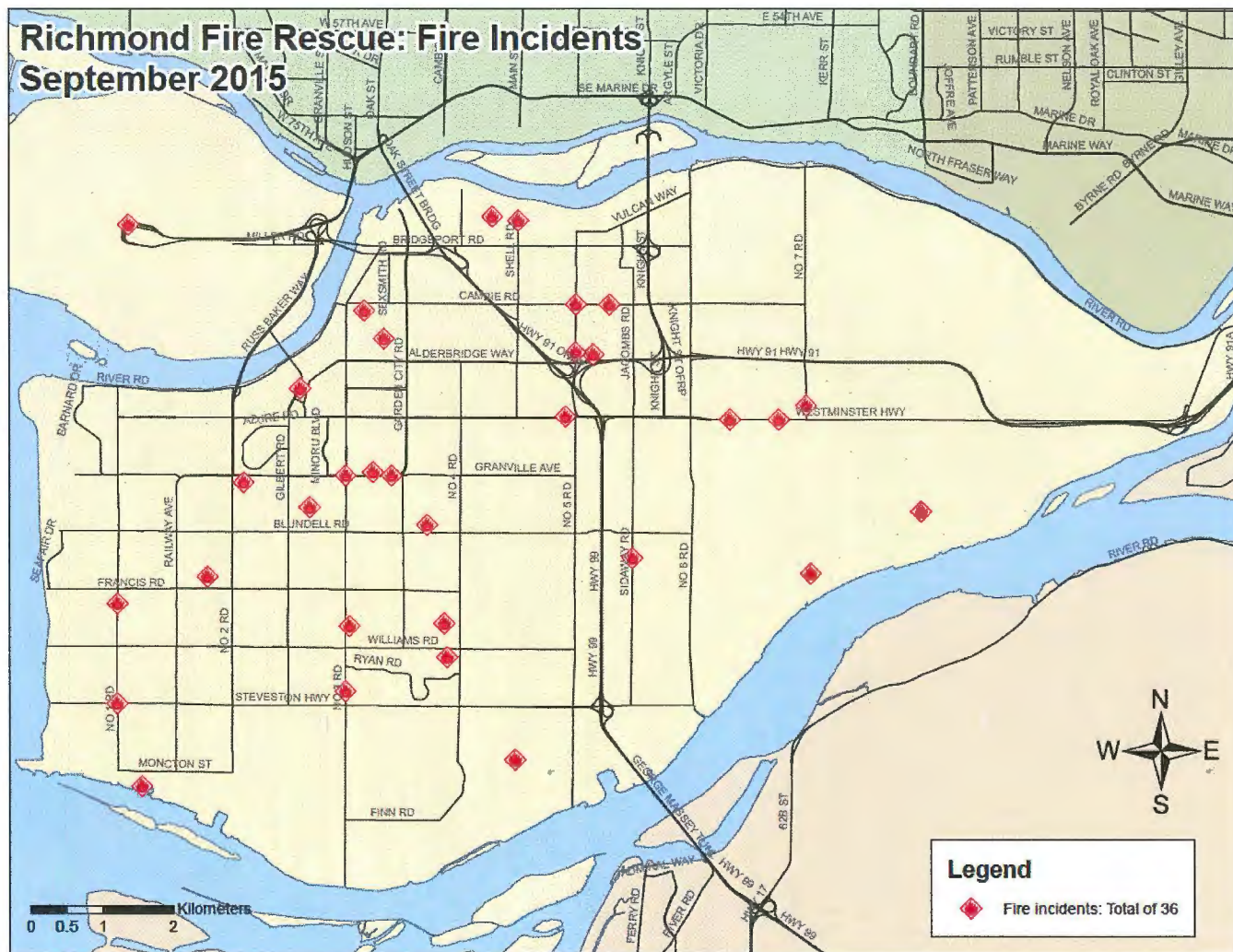




Figure 2: Location of medical calls in September (total 435)

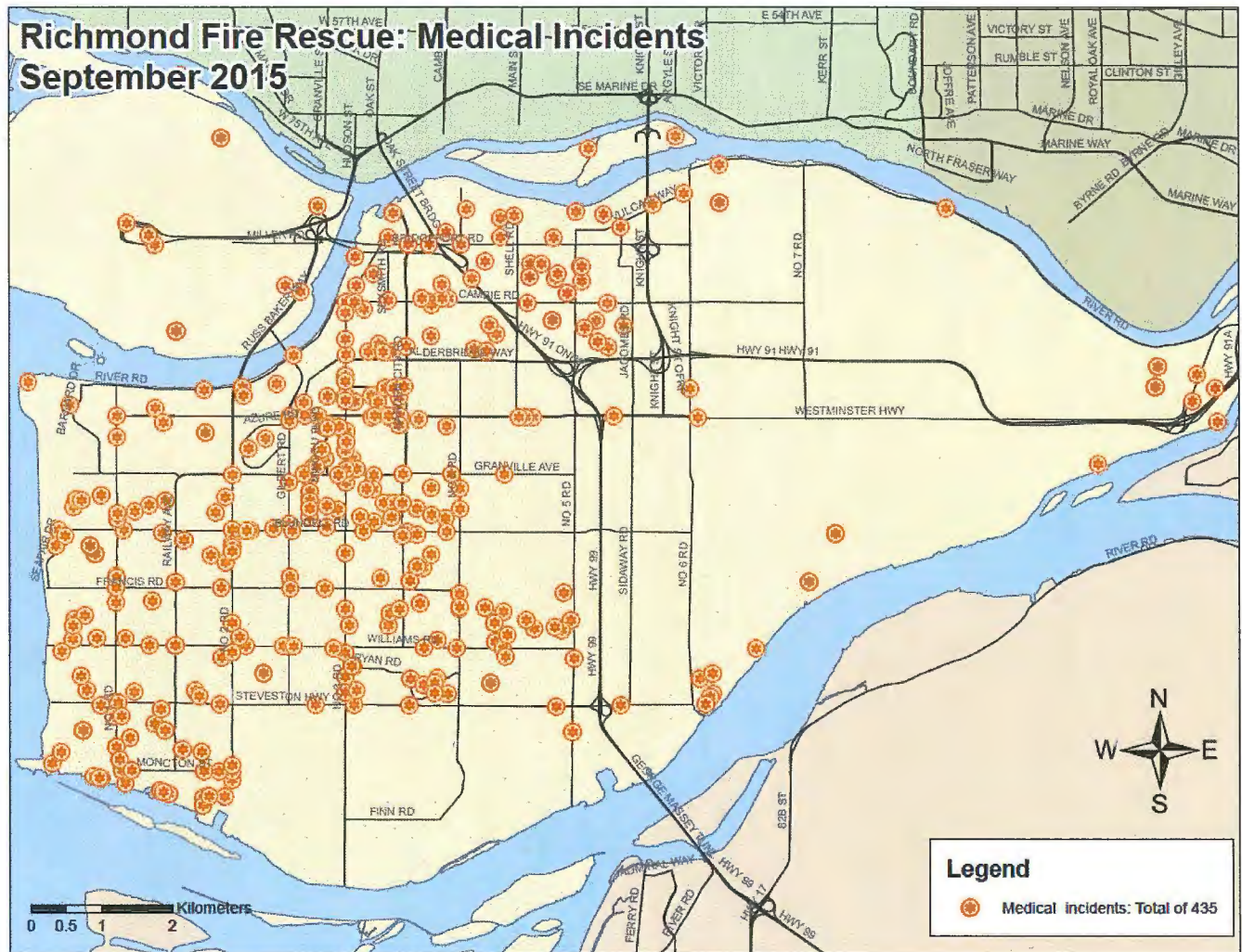
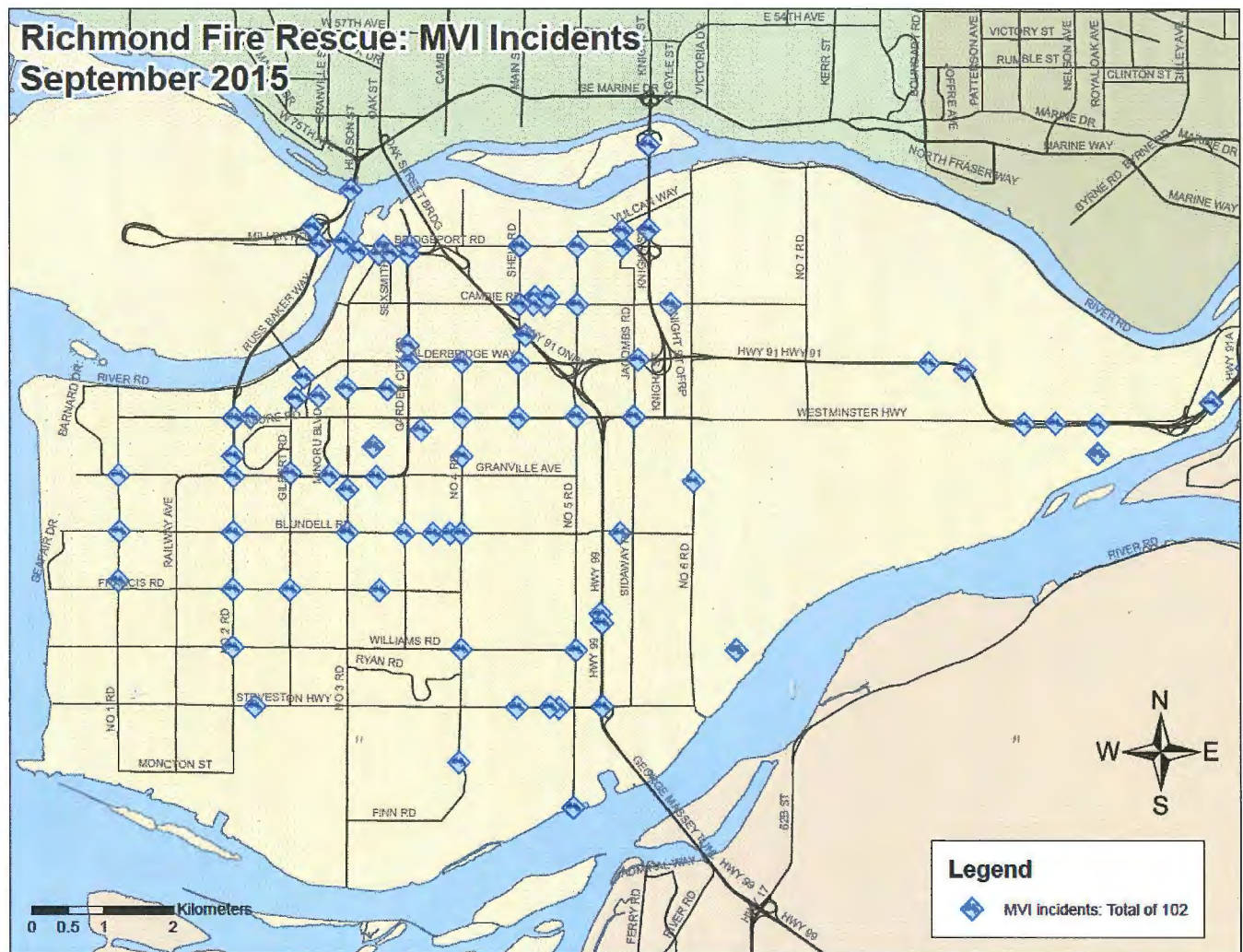


Figure 3: Location of MVI calls in September (total 102)





# City of Richmond

## Report to Committee

**To:** Community Safety Committee  
**From:** Rendall Nasset, Superintendent  
Officer In Charge, Richmond RCMP Detachment  
**Date:** October 5, 2015  
**File:** 09-5000-01/2015-Vol  
01 (15.26)  
**Re:** RCMP's Monthly Report - September Activities 2015

### Staff Recommendation

That the report titled "RCMP's Monthly Report – September Activities 2015," dated October 5, 2015 from the Officer in Charge, Richmond RCMP, be received for information.

Rendall Nasset, Superintendent  
Officer In Charge, Richmond RCMP Detachment  
(604-278-1212)

Att. 4

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	



## Staff Report

### Origin

At the request of the Community Safety Committee, the Officer in Charge will keep Council informed on matters pertaining to policing in the Richmond community. This report supports Council's 2014-2018 Term Goal #1 A Safe Community:

*Maintain emphasis on community safety to ensure Richmond continues to be a safe community.*

### Analysis

Below is the RCMP's monthly report for September 2015 activities.

#### Noteworthy Files and Activities

##### *Memorial Service for Constable Agar*

On September 19, 1980, Constable Agar was a General Duty Patrol Officer and working at the Front Counter at the Detachment on 6900 Minoru Boulevard. Constable Agar was 26 years old and just shy of four years service. A male named Steven Leclair attended the front counter, spoke briefly to Constable Agar, and then pulled out his firearm and shot Constable Agar and Constable Wayne Hanniman. Constable Hanniman was shot in the leg but still managed to fire back. A standoff ensued and Leclair was taken into custody. Leclair was convicted of first degree murder but was released on day passes in 2013.

September was the 35<sup>th</sup> anniversary of this sad and tragic event. To honour and remember Constable Agar, the Detachment held a memorial service on September 17 and the Agar family was present. A red serge parade was overseen by the Staff Sergeant Major and a short service followed after. There was a rededication of Constable Agar's cairn in front of the Detachment.

##### *Richmond Mounties Take "Bite" Out of Apple Thief*

On September 3, shortly after 2:00 pm, an RCMP patrol officer was flagged down by security staff from the Apple Store at the Richmond Center Mall. A suspect had stolen several Apple iPhones and fled on bicycle towards Park Road. RCMP officers from the Property Crime Unit (PCU) and Quick Response Team (QRT) spotted the suspect near Westminster Highway and Garden City Road. Officers followed the suspect on foot to a parkade in the 8,400 block of Lansdowne Road and apprehended the suspect. The stolen iPhones were recovered and a 39 year old male was arrested and held in custody pending his court appearance. The male is well known to police throughout the lower mainland as specializing in procuring Apple products.

##### *Shots Fired, One Male Injured in Richmond*

On September 14, prior to 11:30 pm, RCMP officers responded to shots fired at the 13,000 block of Vulcan Way. A 20 year old male was found suffering from gunshot wounds and taken to hospital for treatment and was subsequently released. A second male was involved but neither he



nor the victim has been cooperative with police. No other injuries have been reported. A silver vehicle was seen fleeing the scene. This vehicle is believed to be the car found set ablaze a short distance from the scene of the shooting. Officers from the Serious Crimes Units are investigating and continue to work with the victim in an attempt to gain his cooperation. Police believe that this was a targeted incident.

#### *Distraction Thefts – Awareness and Tips*

The Detachment is investigating a series of distraction thefts. Thieves have been targeting people leaving various financial institutions after making cash withdrawals. Travellers leaving or arriving from YVR have also been targeted. The thieves have utilized several methods to distract their victims, including: dropping a \$5 or \$10 bill on the ground and claiming that it was dropped by the victim; damaging part of a vehicle owned by the victim, such as puncturing a tire, in an effort to persuade them to exit the vehicle to survey the damage; spraying paint and ketchup, or spilling a beverage to steal the victim's wallet or purse.

The Richmond RCMP is working with law enforcement agencies and partners at YVR to identify and arrest those responsible for these crimes. The following safety tips are offered by the Detachment:

- Carry cash separately from a wallet or purse
- Be aware of surroundings
- When travelling be cognizant of belongings at all times
- Contact the police immediately if anything suspicious is observed

#### *Richmond RCMP Arrest Suspect in Sexual Assault*

The Detachment has made an arrest in a Sexual Assault of a 19 year old female that occurred at Kwantlen Polytechnic University (KPU) in Richmond. On September 16, shortly after 8:30 pm, the victim was approached by a 24 year old male posing as a massage therapy student conducting a survey. Upon completion of the survey, the victim would be awarded a complimentary massage. Instead, the victim was sexually assaulted by the male.

On September 22, a 24 year old Richmond male was arrested shortly before 1:00 pm. He is not known to police nor is he a student at KPU. The Detachment pursued a number of investigative avenues in this high priority case including the expertise of the Lower Mainland District Identification Unit.

#### *Richmond RCMP Investigate Sexual Assault of a Secondary School Student*

The Detachment responded to R.C. Palmer Secondary School early in the morning of September 29. A female student was walking to school between the hours of 7:30 to 7:50 am when she was approached by a male. Prior to entering the school, the suspect approached the student, groped her and then exposed himself prior to fleeing the scene.

The suspect is described as:

- Caucasian male

- 40+ years of age
- 5'7 to 5'8 tall
- medium build
- long dark beard with mustache, possibly red or brown in color
- bushy eyebrows
- dark hair
- wearing dark pants, a gray/dark hoodie, and a beanie-style toque
- a light blue older model sedan may be associated to the suspect

The investigation is ongoing and a forensic composite sketch will be released when available.

### Auxiliary Constables

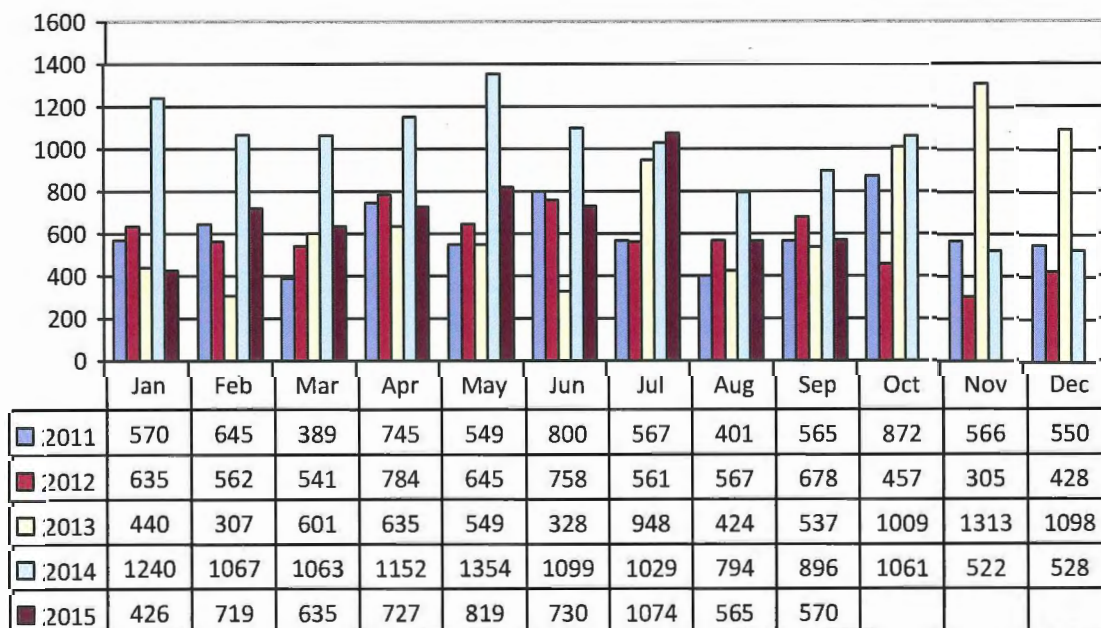
The primary mandate of Richmond's Auxiliary Constables is to support community police activities relating to public safety and crime prevention.

#### *Total Auxiliary Constable Volunteer Hours*

Total Auxiliary Constable volunteer hours include community policing activities as well as hours spent in training, court, ride-along and call-outs. As of the end of September 2015, Richmond Detachment's complement of Auxiliary Constables was 42. The Auxiliary Constables volunteered 570 hours during the month of September.

Figure 1 compares the monthly hours of service for the years since 2011.

**Figure 1: Auxiliary Constable Volunteer Hours**



*Auxiliary Constables Activities for September 2015 include:*

- Block Watch – supported the Block Watch program by attending a neighborhood BBQ.
- Crime Watch – provided uniformed support to Crime Watch volunteers on weekend patrols.
- Marine Patrols – supported RCMP members during patrols of the Fraser River to conduct vessel checks, promote safe boating and enforce regulations.
- Mental Health Initiatives – attended the Pathways Clubhouse to provide support and encouragement to Pathway clients that have mental illness and to create positive client relationships with police.
- YVR Patrols – provided support to RCMP officers by providing police presence during high-traffic periods.
- World Festival – conducted foot patrols with RCMP officers to provide a police presence at this large community event.
- Project SWOOP – supported RCMP officers from the Road Safety Unit and Community Police Station volunteers with Speed Watch and Distracted Driving Blitz throughout Richmond.
- Az-Zahraa Mosque Playground installation – participated in a community construction project to install a new playground for the mosque.
- Cops for Cancer Fundraising Dinner – supported this annual event to raise funds for cancer initiatives.
- Ride-a-Longs - provided support to RCMP officers with General Duty patrols.

Road Safety Unit

Name	Act	Example	July 2015	Aug 2015	Sep 2015
Violation Tickets	Provincial Act Offences	Speeding	813	862	1078
Notice & Orders	Equipment Violations	Broken Tail-light	221	221	279
Driving Suspensions	Motor Vehicle Act	24 hour driving prohibition for alcohol or drugs	48	0	27
Parking Offences	Municipal Bylaw	On or off the street Municipal parking offences	5	10	19
MTI's	Municipal Ticket Information	Any other Municipal Bylaw offence	0	0	0

### Community Police Stations

The Community Police Stations enhance the Detachment's community policing service by providing an array of crime prevention resources and community safety initiatives. City staff and volunteers pursue community safety initiatives which have led to a greater awareness of crime prevention programs, enhanced community engagement, accessibility, and reduced fears of crime. The demographics of the programs vary month to month based on weather conditions, seasonal initiatives, events and the availability of volunteers. Programs and activities for the month of September include:

#### *Fail to Stop*

Volunteers monitored areas where drivers are not making a full stop at prominent intersections with stop signs and red lights. In September, 705 information letters were sent to the registered owners of vehicles advising them of the fine if they were pulled over by a police officer. In September, the areas of focus were:

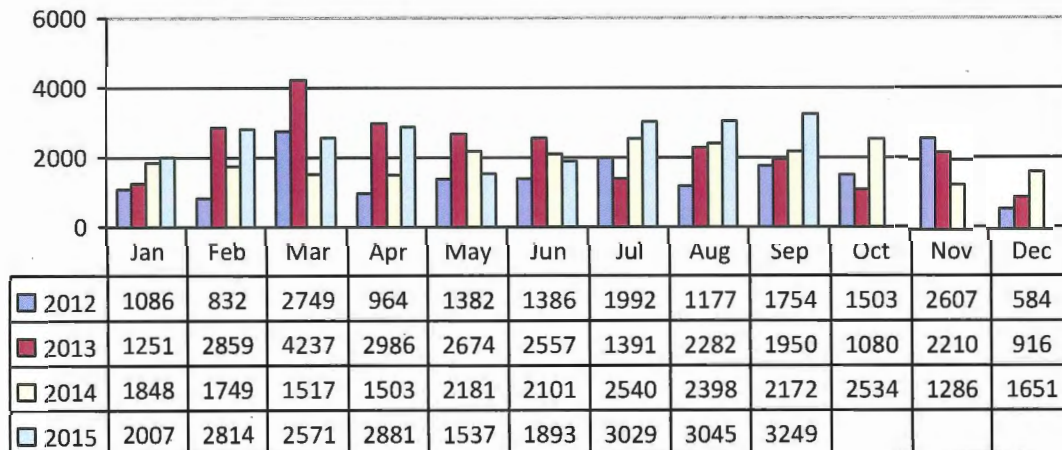
- Cambie Road and River Road
- Kwantlen Street and Alexandra Road
- River Road and No. 4 Road
- Lansdowne Road and Minoru Boulevard
- Shell Road and Alderbridge Way

#### *Lock-Out Auto Crime Statistics*

Co-sponsored by the Insurance Corporation of BC (ICBC), this program involves volunteers patrolling city streets and parking lots for automobile security vulnerabilities. Lock-Out Auto Crime Program notices supplied by ICBC are issued to every vehicle inspected indicating to the owner what issues, if any, need to be addressed in order to keep the vehicle and its contents secure.

Figure 2 provides a comparison by year for the number of vehicles issued a notice.

**Figure 2: Lock Out Auto Crime Vehicles Issued a Notice**

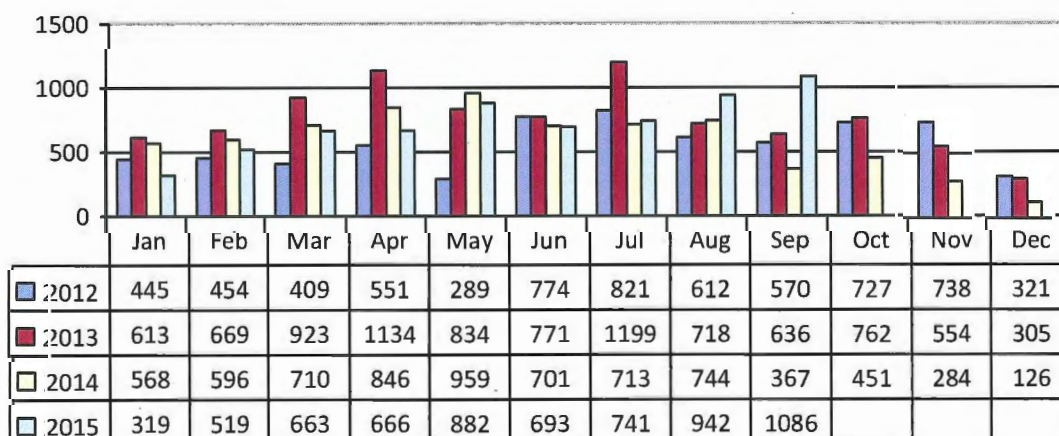


### *Speed Watch Statistics*

Speed Watch promotes safe driving habits by alerting drivers of their speed in school zones and on roadways. Trained volunteers are equipped with radar and a speed watch reader board that gives drivers instant feedback regarding their speed. The volunteers record the license plate number and the speed, and a letter is sent to the vehicle's registered owner when there is an infraction. The letter includes the date, time, location and what penalty would have been issued if the driver had received a violation ticket.

Figure 3 provides a comparison by year of the number of letters sent.

**Figure 3: Speed Watch Letters Sent**



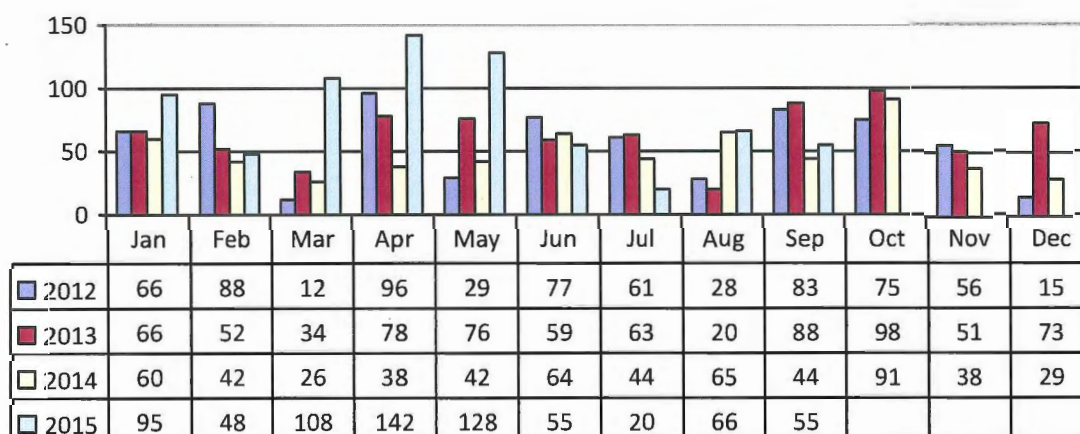


### Distracted Drivers Statistics

Trained volunteers monitor intersections and observe distracted drivers. While volunteers are performing bike/foot patrols or Speed Watch duty, they note drivers that are on their cell phones, using other electronic devices, reading a newspaper, shaving or putting on makeup. The registered owner of the vehicle is sent a letter with the date, time and location of the observed offence. Also, the letter includes the type of driving infraction and the potential fine amount had the driver received a violation ticket.

Figure 4 provides a comparison by year for the number of letters sent.

**Figure 4: Distracted Drivers Letters Sent**



### Volunteer Foot/Van Patrol and Bike Patrol Program

Trained volunteers patrol Richmond neighbourhoods, report suspicious activities and provide a visible deterrent to crime. In September 2015, there were 11 foot/van patrols, totaling 119 hours and seven bike patrols totaling 55 hours. The volunteers assisted the public with directions, general questions and minor vehicle collisions. They also reminded jaywalkers to use the crosswalks, noted any distracted drivers and queried license plates to see if any vehicles were stolen. The volunteers patrolled local parks and schools to make sure these areas were safe and looked for possible grow ops and abandoned houses.

#### Volunteer Highlights include:

- On September 9, four volunteers participated in a crime prevention workshop hosted by the Vancouver Police Department.
- Five City Centre volunteers participated in Speed Watch training on September 16.

- On September 18, volunteers participating in a van patrol assisted a cyclist that had fallen off his bike in the Blundell Road and St. Albans area. Volunteers stayed with the cyclist until the ambulance and police arrived.
- On September 24, the Community Police Stations participated in a Project SWOOP throughout various locations in Richmond. Station volunteers, Crime Prevention and Road Safety officers participated in Speed Watch and Distracted Driving deployments. During Speed Watch deployments 4,825 vehicles were checked. During Distracted Drivers deployments 1,573 vehicles were checked.
- Volunteers participated in a theft from autos project to raise awareness and deter issues around the South Arm area. On September 25 and September 30, volunteers spoke one-on-one with 38 people and issued 279 crime prevention notices.
- On September 30, Volunteers participated in a Speed Watch deployment to address issues of excessive speeding and not stopping for pedestrians in the marked crosswalks in front of Garden City Elementary School. Volunteers had 336 vehicles go through the deployment with 134 vehicles driving at 0-50 km/hr, 175 vehicles driving at 51-60 km/hr and 27 vehicles driving over 61 km/hr through the school zone. 44 letters have been sent out to drivers to notify them of the infraction.

### Block Watch

Block Watch is a crime prevention program aimed at helping residents organize their neighborhoods to help prevent crime in the community.

#### *Activities for September 2015 include:*

- Alerts/Letters - There were 40 residential and 24 business break and enter email alerts and 207 residential and 18 business letters sent during this period to registered Richmond residents and businesses. These emails and letters inform home and business owners that a break and enter has occurred, provide crime prevention information, and direct residents and business owners to the crime prevention web pages.
- Block Watch - As of the end of September, there were 9,653 Block Watch participants in 408 groups with 543 Block Watch Captains and Co-Captains. This is an increase of 18 Block Watch participants.
- Residential break and enter email alerts – at the end of September there were 5,349 registered email addresses which is an increase of 79 Richmond residents that registered in September.
- Block Watch neighbourhood parties were held at three different locations in September:
  - September 6 – Barnard Drive/Robson Drive
  - September 12 – Granville Ave
  - September 12 – Branscombe Court
- An article on the Richmond RCMP's Business Link program was featured in the Richmond News City Page in the September 9 issue. The article spotlighted the

program's focus to educate businesses in crime prevention strategies to help reduce crime and encouraged business owners to sign up and receive email alerts. There are several resources for business owners:

- To receive an email alert should a commercial break and enter occur in the area email the business name and street address to:  
[RCMP Business Link@Richmond.ca](mailto:RCMP_Business_Link@Richmond.ca)
- For more information on securing a business, visit  
[www.Richmond.ca/Businesslink](http://www.Richmond.ca/Businesslink)
- To view Richmond neighborhood maps for current crime summaries and security tips visit [www.Richmond.ca/crime](http://www.Richmond.ca/crime)
- The Crime Prevention (Attachment 3) and Business Link newsletters (Attachment 4) for 3<sup>rd</sup> Quarter 2015 were published and distributed to Richmond residents and business owners by email. Paper copies are available at the Community Police Stations, the Detachment's Front Counter, and the City of Richmond's Front of House. Copies are available online at [www.richmond.ca/safety/police/news/bizwatch.htm](http://www.richmond.ca/safety/police/news/bizwatch.htm) or [www.richmond.ca/safety/police/news/crprevention-news.htm](http://www.richmond.ca/safety/police/news/crprevention-news.htm)

### Crime Prevention

#### *New Initiative – Community Response Team*

The Community Response Team (CRT) is a proactive and responsive team of volunteers within the Crime Prevention Unit. The team is comprised of trained volunteers who are deployed in response to emerging crime trends in specific areas of Richmond. The team will be directed based upon analytical intelligence, community input, and 'as needed' basis.

The goal of the CRT is to act as crime prevention ambassadors and present a professional and highly impactful visual presence. The main objective of the CRT is to create an enhanced sense of public safety and provide increased attention to areas in need of focused police support. The outreach delivered by these police volunteers will provide the Detachment the opportunity to connect to residents in a positive, helpful and constructive manner. The outreach will also provide the residents opportunity to interact with the volunteers and share local knowledge and exchange information.

The specific nature of the outreach will be tailored to the particular issue afflicting the area. The outreach activities include: volunteer patrols, direct engagement with residents, dissemination of crime prevention and awareness literature. The CRT will promote the recruitment of new members for related programs such as Block Watch and Business Link. The aim is to have a team trained and ready for the start of 2016.

### Victim Services

Victim Services provides victims and witnesses with professional and timely support to lessen the impact of trauma resulting from crime.



- During September, Richmond RCMP Victim Services provided services to 45 new clients and attended 13 crime and trauma scenes, in addition to maintaining an active caseload of 180 on-going files.
- Victim Services provided on-going emotional support to help victims of property crimes, assaults and a significant number of medical related sudden deaths. Referrals were provided for long term help. Victim Services provided support to victims of crime by providing court orientations and accompaniments to trial.

### Youth Section

#### *Activities for September 2015 include:*

- Two Youth Section officers provided an Internet Safety Talk to adults at the Richmond Library on September 2. The workshop was well received.
- Two Youth Section officers teamed up with an officer from the Road Safety Unit to conduct marine patrols on the Fraser River on September 4.
- One of the Youth Section officers delivered four note taking and report writing presentations to the Richmond Fire Rescue personnel.
- Youth Section officers went to the Lord Byng Elementary school on several occasions to perform talks, play sports and connect with the students at the school
- Two Youth Section officers went to Palmer Secondary School for Clubs Day where they learned about the different student clubs and played sports with the students.
- Drug Abuse Resistance Education (D.A.R.E.) was delivered to 33 classes and 988 students in September.
- At the request of a classroom teacher, one Youth Section officer went to Garden City Elementary school on September 25 and presented to grade 3 and 4 students about civic and social responsibility. The presentation was requested as there have been several petty thefts of money since the beginning of the school year.
- Traffic enforcement was done on September 25 at Garden City Elementary School to address concerns expressed by the school administration.
- A Youth Section officer went to three classes at Garden City Elementary School during September to discuss the role of police in the community.
- Three Youth Section officers went to the City Centre for patrols where they connected with youth.
- Two Youth Section officers participated in the Richmond Addiction Services first annual Bike-a-Thon.
- On September 30 one of the Youth Section officers went to Blundell Elementary School for a welcome back BBQ and on September 31 visited the kindergarten class and first grade students.

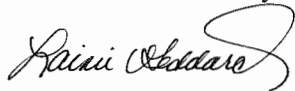
- On September 31 one of the Youth Section officers teamed up with the Detachment's Road Safety Unit and Speed Watch volunteers to enforce speeds outside the Garden City Elementary School.

### **Financial Impact**

None.

### **Conclusion**

The Officer in Charge, Richmond Detachment continues to ensure Richmond remains a safe and desirable community.



Lainie Goddard  
Manager, RCMP Administration

- Att. 1: Crime Statistics  
2: Crime Maps  
3: 3<sup>rd</sup> Quarter 2015 Crime Prevention Newsletter  
4: 3<sup>rd</sup> Quarter 2015 Business Link Newsletter



## SEPTEMBER 2015 STATISTICS

This chart identifies the monthly totals for all founded Criminal Code incidents, excluding Traffic Criminal Code. Based on Uniform Crime Reporting (UCR) scoring, there are three categories: (1) Violent Crime, (2) Property Crime, and (3) Other Criminal Code. Within each category, particular offence types are highlighted in this chart. In addition, monthly totals for Controlled Drugs and Substances Act (CDSA) incidents are included.

The Average Range data is based on activity in a single month over the past 5 years. If the current monthly total for an offence is above average, it will be noted in **red**, while below-average numbers will be noted in **blue**.

Year-to-Date percentage increases of more than 10% are marked in **red**, while decreases of more than 10% are **blue**. Please note that percentage changes are inflated in categories with small numbers (e.g.: Sexual Offences).

	CURRENT MONTH	5-YR AVERAGE	5-YR AVERAGE RANGE	YEAR-TO-DATE TOTALS			
	Sep-15	September		2014	2015	% Change	Change in # of Incidents
<b>VIOLENT CRIME</b> (UCR 1000-Series Offences)	<b>113</b>	<b>110.8</b>	<b>98-124</b>	<b>923</b>	<b>913</b>	<b>-1.1%</b>	<b>-10</b>
<i>Robbery</i>	6	6.6	5-8	51	50	-2.0%	-1
<i>Assault Common</i>	43	38.6	30-47	324	351	8.3%	27
<i>Assault w/ Weapon</i>	<b>17</b>	11.8	8-15	89	94	5.6%	5
<i>Sexual Offences</i>	<b>9</b>	5.6	3-8	72	48	<b>-33.3%</b>	<b>-24</b>
<b>PROPERTY CRIME</b> (UCR 2000-Series Offences)	<b>722</b>	<b>585.6</b>	<b>515-656</b>	<b>6298</b>	<b>6171</b>	<b>-2.0%</b>	<b>-127</b>
<i>Business B&amp;E</i>	32	36.2	23-49	287	259	-9.8%	-28
<i>Residential B&amp;E</i>	41	57.6	37-79	634	545	<b>-14.0%</b>	<b>-89</b>
<i>MV Theft</i>	<b>38</b>	27.4	19-36	266	274	3.0%	8
<i>Theft From MV</i>	<b>231</b>	157.4	131-184	1935	1749	-9.6%	-186
<i>Theft Other</i>	<b>117</b>	101.0	90-112	1015	1183	<b>16.6%</b>	<b>168</b>
<i>Shoplifting</i>	<b>68</b>	45.6	34-57	502	478	-4.8%	-24
<i>Fraud</i>	<b>52</b>	39.4	32-46	425	538	<b>26.6%</b>	<b>113</b>
<b>OTHER CRIMINAL CODE</b> (UCR 3000-Series Offences)	<b>217</b>	<b>184.8</b>	<b>157-212</b>	<b>1710</b>	<b>1825</b>	<b>6.7%</b>	<b>115</b>
<i>Arson - Property</i>	7	6.0	4-8	52	45	<b>-13.5%</b>	<b>-7</b>
<b>SUBTOTAL</b> (UCR 1000- to 3000-Series)	<b>1052</b>	<b>881.2</b>	<b>803-960</b>	<b>8931</b>	<b>8911</b>	<b>-0.2%</b>	<b>-20</b>
<b>DRUGS</b> (UCR 4000-Series Offences)	<b>46</b>	<b>75.6</b>	<b>45-106</b>	<b>467</b>	<b>532</b>	<b>13.9%</b>	<b>65</b>

Prepared by Richmond RCMP.

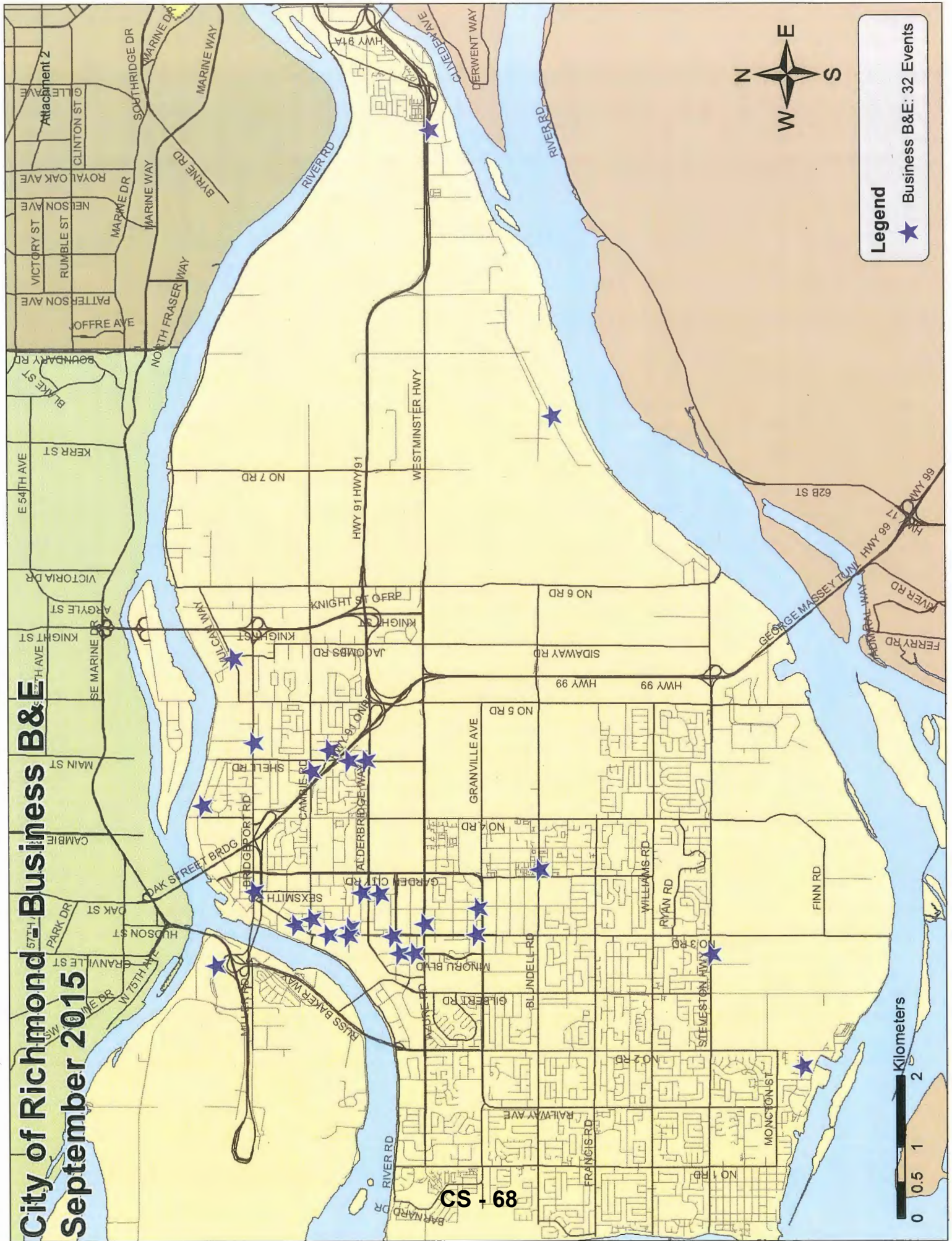
Data collected from PRIME on 2015-10-21. Published 2015-10-21.

This data is operational and subject to change. This document is not to be copied, reproduced, used in whole or part or disseminated to any other person or agency without the consent of the originator(s).



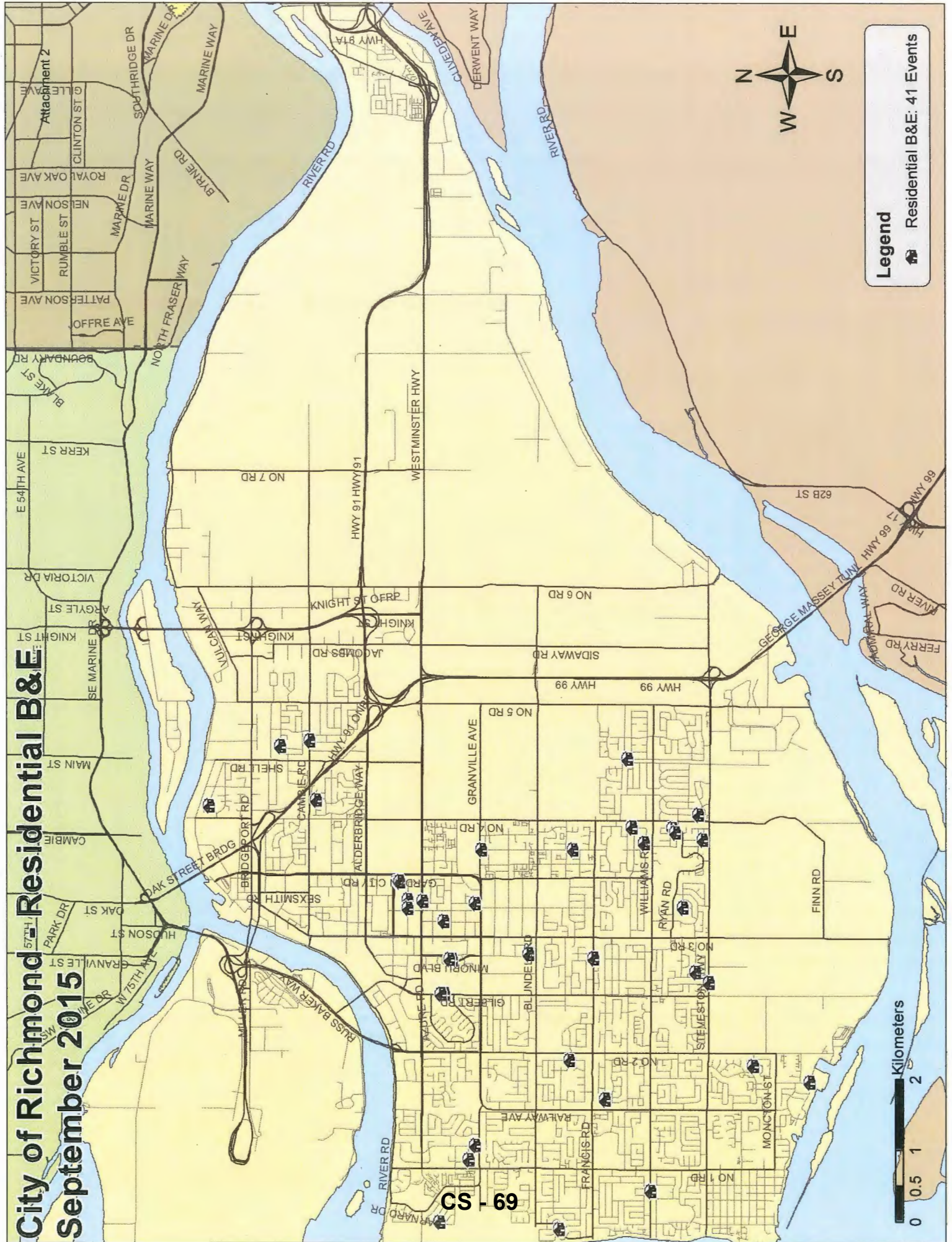
# City of Richmond - Business B&E September 2015

CS - 68





# City of Richmond Residential B&E September 2015



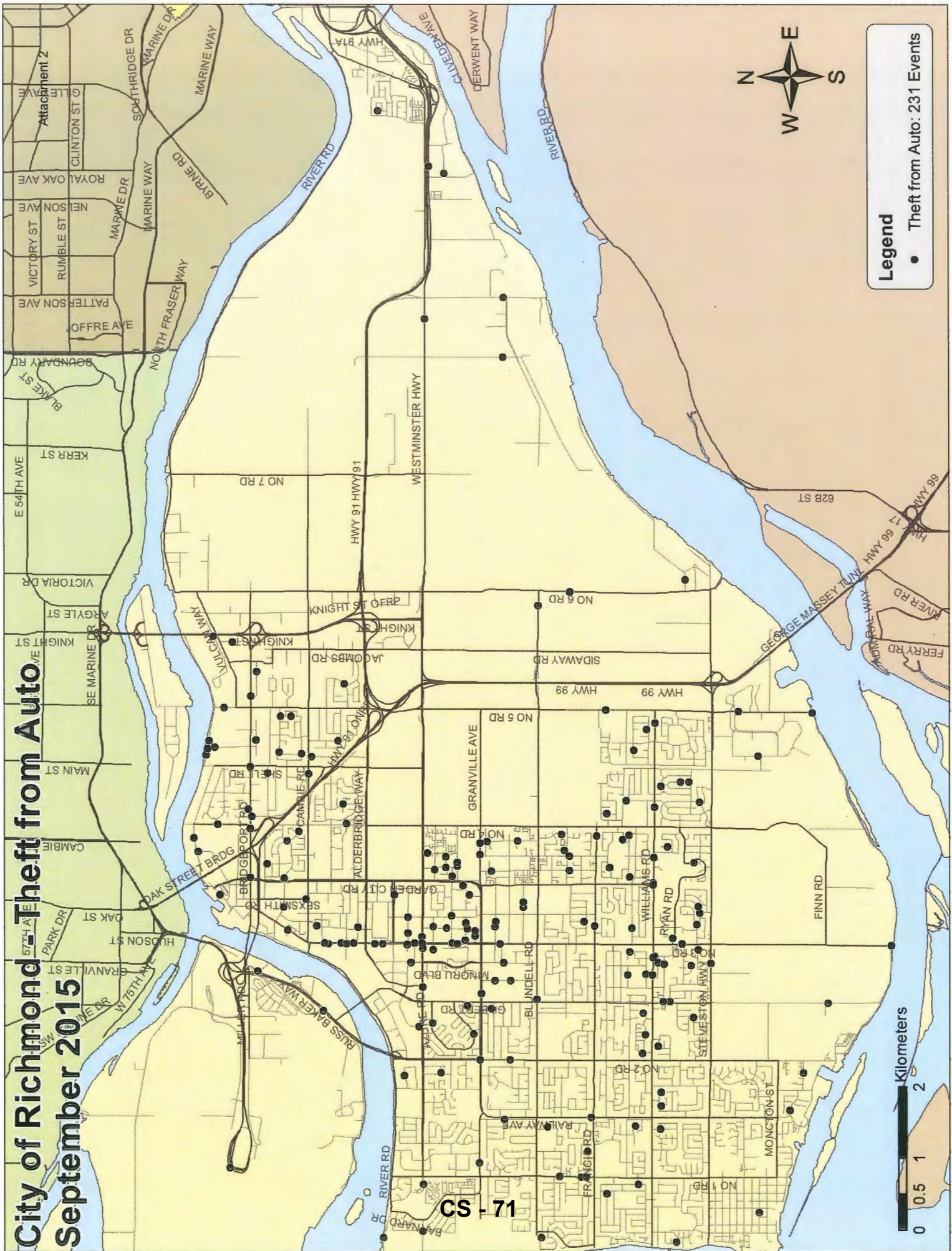


Attachment 2





# City of Richmond - Theft from Auto September 2015



CS - 71



CITY OF RICHMOND

3rd Qrt. 2015

# CRIME PREVENTION

WORKING TOGETHER TO PREVENT CRIME

NEWSLETTER

## Top 10 Cyber Crime Prevention Tips

From the RCMP web page [www.rcmp-grc.gc.ca/tops-opst/tc-ct/cyber-tips-conseils-eng.htm](http://www.rcmp-grc.gc.ca/tops-opst/tc-ct/cyber-tips-conseils-eng.htm)

### 1. Use strong passwords

Use different user ID/password combinations for different accounts and avoid writing them down. Make the passwords more complicated by combining letters, numbers, special characters (minimum 10 characters in total) and change them on a regular basis.

### 2. Secure your computer

- **Activate your firewall:** Firewalls are the first line of cyber defence; they block connections to unknown or bogus sites and will keep out some types of viruses and hackers.
- **Use anti-virus/malware software:** Prevent viruses from infecting your computer by installing and regularly updating anti-virus software.
- **Block spyware attacks:** Prevent spyware from infiltrating your computer by installing and updating anti-spyware software.

### 3. Be social-media savvy

Make sure your social networking profiles (e.g. Facebook, Twitter, YouTube, MSN, etc.) are set to private. Check your security settings. Be careful what information you post online. Once it is on the Internet, it is there forever!

### 4. Secure your mobile devices

Be aware that your mobile device is vulnerable to viruses and hackers. Download applications from trusted sources.

### 5. Install the latest operating system updates

Keep your applications and operating system (e.g. Windows, Mac, Linux) current with the latest system updates. Turn on automatic updates to prevent potential attacks on older software.

### 6. Protect your Data

Use encryption for your most sensitive files such as tax returns or financial records, make regular back-ups of all your important data, and store it in another location.

### 7. Secure your wireless network

Wi-Fi (wireless) networks at home are vulnerable to intrusion if they are not properly secured. Review and modify default settings. Public Wi-Fi, a.k.a. "Hot Spots", are also vulnerable. Avoid conducting financial or corporate transactions on these networks.

### 8. Protect your e-identity

Be cautious when giving out personal information such as your name, address, phone number or financial information on the Internet. Make sure that websites are secure (e.g. when making online purchases) or that you've enabled privacy settings (e.g. when accessing/using social networking sites).

### 9. Avoid being scammed

Always think before you click on a link or file of unknown origin. Don't feel pressured by any emails. Check the source of the message. When in doubt, verify the source. Never reply to emails that ask you to verify your information or confirm your user ID or password.

### 10. Call the right person for help

Don't panic! If you are a victim, if you encounter illegal Internet content (e.g. child exploitation) or if you suspect a computer crime, identity theft or a commercial scam, report this to your local police. If you need help with maintenance or software installation on your computer, consult with your service provider or a certified computer technician.

## Neighbourhood Small Grants

Neighbourhood Small Grants is a unique program that helps build community and strengthen connections right where people live—in their neighbourhoods. The program supports ordinary residents—like you!—who have small but powerful ideas to bring people together and make their community vibrant. Through the support of a small grant (from \$50-\$1000), residents are able to tap into their creativity and leadership skills to develop projects that benefit the community.

For more information, please visit:

[www.neighbourhoodsmallgrants.ca](http://www.neighbourhoodsmallgrants.ca). Applications will open again in early 2016.

## Drones in Canada

Will the proliferation of domestic drone use in Canada raise new concerns for privacy?

For more information regarding Drones, please visit

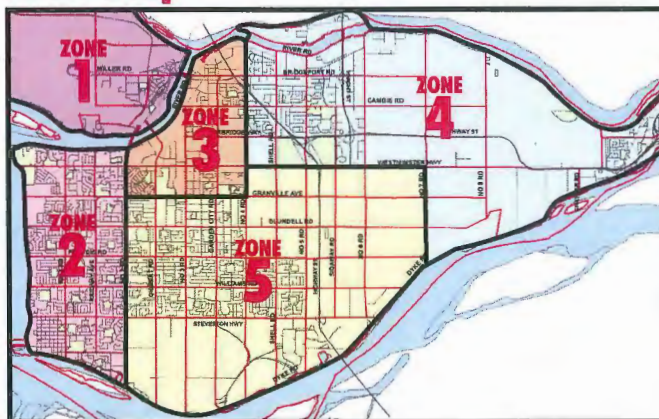
[www.priv.gc.ca/information/research-recherche/2013/drones\\_201303\\_e.asp](http://www.priv.gc.ca/information/research-recherche/2013/drones_201303_e.asp)



# Richmond Residential Break and Enters

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Jan 2015	0	40	10	7	31
Jan 2014	3	25	14	4	39
Feb 2015	0	16	13	9	31
Feb 2014	0	19	18	14	20
Mar 2015	0	7	17	14	25
Mar 2014	1	20	16	10	26
Apr 2015	0	15	13	1	22
Apr 2014	0	11	10	4	22
May 2015	1	10	16	8	32
May 2014	0	27	15	2	23
Jun 2015	0	19	10	6	28
Jun 2014	0	16	5	7	22
Jul 2015	0	7	5	2	26
Jul 2014	0	23	9	5	33
Aug 2015	0	6	19	4	20
Aug 2014	0	25	12	3	38
Sep 2015	0	9	17	4	13
Sep 2014	0	43	21	5	33
Oct 2015					
Oct 2014	0	19	10	11	39
Nov 2015					
Nov 2014	0	47	22	9	51
Dec 2015					
Dec 2014	0	53	7	10	74

## Zone Map



The above map outlines the five zones in Richmond. The chart to the left provides details on the number of Residential B&Es that have occurred in each zone.

Visit [www.richmond.ca/crime](http://www.richmond.ca/crime) for neighbourhood crime information and [www.richmond.ca/homesafety](http://www.richmond.ca/homesafety) for home security tips.

If your home has been broken into, do not touch anything. If a suspect is present, call 9-1-1. If no suspect is present, call the Police non-emergency number at 604-278-1212.

Report all suspicious or criminal activity to the police.

## Point of Entry Breakdown (Sept. 2015)

<b>Zone 1</b>	0 break and enters	
<b>Zone 2</b>	9 break and enters	3 thru doors, 2 thru unlocked doors, 3 thru windows, 1 thru an unlocked sliding door
<b>Zone 3</b>	17 break and enters	15 thru doors, 1 thru an unlocked window, 1 other point of entry
<b>Zone 4</b>	4 break and enters	1 thru a door, 1 thru a window, 2 thru a sliding door
<b>Zone 5</b>	13 break and enters	8 thru doors, 2 thru unlocked doors, 1 thru a window, 2 other points of entry

## Email Break & Enter Alerts

Email your name and street address to: [blockwatch@richmond.ca](mailto:blockwatch@richmond.ca) to receive an email alert should a residential break and enter occur in your neighbourhood.



CITY OF RICHMOND

3rd Qrt. 2015

# BUSINESS LINK

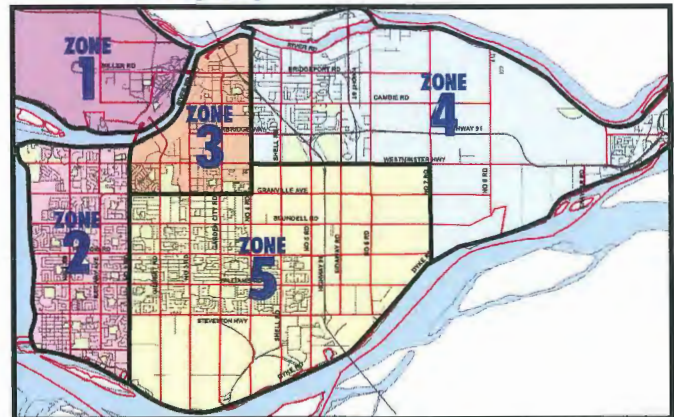
WORKING TOGETHER TO PREVENT CRIME

NEWSLETTER

## Richmond Commercial Break and Enters

	Zone 1	Zone 2	Zone 3	Zone 4	Zone 5
Jan 2015	0	0	11	16	3
Jan 2014	0	2	7	11	2
Feb 2015	0	1	5	9	1
Feb 2014	0	2	10	12	5
Mar 2015	0	0	4	12	5
Mar 2014	0	0	5	5	0
Apr 2015	0	0	8	5	3
Apr 2014	0	0	9	7	3
May 2015	0	0	10	11	4
May 2014	0	1	15	6	6
Jun 2015	0	0	3	2	1
Jun 2014	0	1	15	5	1
Jul 2015	0	2	10	13	2
Jul 2014	0	5	4	9	3
Aug 2015	0	0	4	7	3
Aug 2014	1	0	18	7	4
Sep 2015	2	0	16	6	1
Sep 2014	0	3	7	9	4
Oct 2015					
Oct 2014	0	1	9	11	1
Nov 2015					
Nov 2014	0	2	15	5	2
Dec 2015					
Dec 2014	0	2	17	12	4

Criminal Activity Map



The above map outlines the five zones in Richmond. The chart to the left provides details on the number of Commercial B&Es that have occurred in each zone.

Visit [www.richmond.ca/crime](http://www.richmond.ca/crime) for an interactive web page where you can view Richmond neighbourhood maps for current crime summaries and business security tips.

If your business has been broken into, do not touch anything. If a suspect is present, call 9-1-1. If no suspect is present, call the Police non-emergency number at 604-278-1212. Report all suspicious criminal activity to Police.

For more information on securing your business, please visit [www.richmond.ca/businesslink](http://www.richmond.ca/businesslink)

## Drones in Canada

Will the proliferation of domestic drone use in Canada raise new concerns for privacy?

For more information regarding Drones, please visit [www.priv.gc.ca/information/research-recherche/2013/drones\\_201303\\_e.asp](http://www.priv.gc.ca/information/research-recherche/2013/drones_201303_e.asp)

## BE AWARE

Be aware of suspicious activity/persons within your business as thieves routinely check out businesses before they commit a break and enter.

Ensure any video surveillance within your business is working properly and is aimed to capture the very best images of any suspect(s).

Always do a thorough examination of your business prior to closing, especially examine any alarm sensors that could have been tampered with while your business was open.

Work with the property management company to have any vacant units alarmed.

Ask your alarm companies what products they have to help increase your security.

Remove, cover or secure your property when your business is closed so your property is not visible through the window.

Ensure all doors are locked.

## Email Break & Enter Alerts

To receive email alerts of neighbourhood commercial break and enters, register your business name and street address at:  
[RCMP\\_Business\\_Link@richmond.ca](mailto:RCMP_Business_Link@richmond.ca)

