



Community Safety Committee

Anderson Room, City Hall
6911 No. 3 Road

Tuesday, June 14, 2011
4:00 p.m.

Pg. # ITEM

MINUTES

- CS-5** *Motion to adopt the minutes of the meeting of the Community Safety Committee held on Tuesday, May 10, 2011.*



NEXT COMMITTEE MEETING DATE

Tuesday, July 12, 2011, (tentative date) at 4:00 p.m. in the Anderson Room

PRESENTATION

Fire Chief John McGowan, Richmond Fire-Rescue, to present stork pins.

LAW AND COMMUNITY SAFETY DEPARTMENT

- CS-11** 1. **COMMUNITY BYLAWS – APRIL 2011 ACTIVITY REPORT**
(File Ref. No. 10-8060-01) (REDMS No. 3228005)

[TO VIEW eREPORT CLICK HERE](#)

See Page **CS-11** of the Community Safety agenda for full hardcopy report

Designated Speaker: Wayne Mercer

STAFF RECOMMENDATION

That the Community Bylaws Monthly Activity Report, dated June 1, 2011, from the General Manager, Law & Community Safety, be received for information.



- CS-19** 2. **RCMP'S MONTHLY REPORT – APRIL 2011 ACTIVITIES**
(File Ref. No. 09-5000-01) (REDMS No. 3213270)

TO VIEW eREPORT CLICK HERE

See Page **CS-19** of the Community Safety agenda for full hardcopy report

Designated Speaker: Deanne Burleigh

STAFF RECOMMENDATION

That the OIC's report, dated May 25, 2011, entitled "RCMP's Monthly Report – April 2011 Activities", be received for information.



- CS-31** 3. **2012 FIRE CHIEFS ASSOCIATION OF BC ANNUAL CONFERENCE**
(File Ref. No. 09-5140-01) (REDMS No. 3199017)

TO VIEW eREPORT CLICK HERE

See Page **CS-31** of the Community Safety agenda for full hardcopy report

Designated Speaker: John McGowan

STAFF RECOMMENDATION

That the financial support and in-kind contributions for the Fire Chiefs Association of British Columbia (FCABC), the Emergency Vehicle Technicians Association of British Columbia (EVTABC) and the British Columbia Fire Training Officers Associations (BCFTOA) conferences, to be held jointly in Richmond from June 1st to June 7th in 2012 be authorized.



- CS-35** 4. **RCMP COMMUNITY SAFETY BUILDING: 2012 VIDEO SURVEILLANCE REQUIREMENTS IN POLICE BUILDINGS**
(File Ref. No. 06-2052-25-CSB) (REDMS No. 3225387)

TO VIEW eREPORT CLICK HERE

See Page **CS-35** of the Community Safety agenda for full hardcopy report

Designated Speaker: Greg Scott

STAFF RECOMMENDATION

- (1) *That an increase to the project scope of for a video surveillance upgrade required for the RCMP Community Safety Building (CSB) project to meet the new 2012 proposed standards for police buildings valued at \$179,000, be approved as part of the RCMP CSB project;*
- (2) *That an increase to the project scope for a secure room required for the RCMP's Live Scan system valued at \$20,000, be approved as part of the RCMP CSB project, and be funded from the Capital Building and Infrastructure Reserve; and*
- (3) *That the 5 Year Financial Plan (2011-2015) be amended accordingly.*



5. **FIRE CHIEF BRIEFING**

(Oral Report)

Designated Speaker: Fire Chief John McGowan

None.

6. **RCMP/OIC BRIEFING**

(Oral Report)

Designated Speaker: Insp. Deanne Burleigh

None.

7. **MANAGER'S REPORT**

ADJOURNMENT





Community Safety Committee

Date: Tuesday, May 10, 2011

Place: Anderson Room
Richmond City Hall

Present: Councillor Derek Dang, Chair
Councillor Ken Johnston, Vice-Chair
Councillor Evelina Halsey-Brandt
Councillor Greg Halsey-Brandt
Councillor Bill McNulty
Mayor Malcolm Brodie

Also Present: Councillor Sue Halsey-Brandt

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

MINUTES

It was moved and seconded

That the minutes of the meeting of the Community Safety Committee held on Tuesday, April 12, 2011, be adopted as circulated.

CARRIED

NEXT COMMITTEE MEETING DATE

Tuesday, June 14, 2011, (tentative date) at 4:00 p.m. in the Anderson Room

DELEGATION

With the aid of a PowerPoint presentation (copy on file, City Clerk's Office), David Guscott, President & CEO, accompanied by Doug Watson, Vice-President of Operation, E-Comm, provided an update on E-Comm's activities.

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Mr. Guscott highlighted the following information:

- E-Comm has exceeded its set target levels for service;
- E-Comm has recently upgraded several operational components in an effort to continue to improve service; and
- emergency services with municipalities is a top priority and E-Comm is working with individual municipalities to identify and address concerns.

Mr. Guscott advised that a new strategic plan is underway and is intended to guide E-Comm until 2020. He noted that improved services and company growth are at the forefront of E-Comm's new direction and that these initiatives should result in lower costs for member municipalities.

Also, he spoke of E-Comm's budget and reviewed statistics related to call volumes.

Mr. Guscott concluded by commenting on E-Comm's call procedures as they relate to motor vehicle incidents.

LAW AND COMMUNITY SAFETY DEPARTMENT

1. **NON-FARM USE FILL APPLICATIONS BY 0826239 BC LTD. FOR PROPERTIES LOCATED AT 20100 WESTMINSTER HIGHWAY AND 6980 NO. 9 ROAD**

(File Ref. No.: 12-8080-12) (REDMS No. 3061912)

Magda Laljee, Supervisor, Community Bylaws, provided background information.

In reply to queries from Committee, Ms. Laljee and Lori Larsen, Professional Agrologist, Senior Project Manager, Keystone Environmental Ltd., advised the following regarding the proposed application:

- in the event wasabi farming does not take place on the subject site, the proposed fill would still be suitable for other types of farming;
- the applicant anticipates that the proposed project take two years to complete;
- as a condition, the applicant will be required to post a performance bond in a form and amount deemed acceptable by the Agricultural Land Commission (ALC);
- the performance bond is intended to guarantee that all required mitigation and monitoring measures are completed as prescribed, as well ensure the rehabilitation of the land in the event the project is not completed; and

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- granular top soil from British Columbia is anticipated to fill the subject site.

Yad Kallu, President WCH Ltd., advised that it is anticipated that the proposed project be completed in several phases, filling approximately five acres at a time. Also, Mr. Kallu noted that once farming begins, the soil would be continuously replenished and refertilized in order to keep it viable for farming.

In reply to a query regarding wildlife in the area, Ms. Larsen advised that the Agrologist Report was conducted with a Registered Professional Biologist, and placement of the fill was designed to not overcrowd the site's surrounding ditches.

It was moved and seconded

- (1) *That Council endorse the non-farm use applications submitted by 0826239 BC Ltd to fill the properties located at 20100 Westminster Highway and 6980 No 9 Road to an agricultural standard suitable for the purpose of wasabi farming; and*
- (2) *That the endorsed applications be forwarded to the Agricultural Land Commission (ALC) for consideration with the recommendation that the ALC incorporate as a condition of permit:*
 - (a) *The requirement for a performance bond, in a form and amount deemed acceptable to the ALC as a mitigation measure until the satisfactory completion of the proposed project and;*
 - (b) *The requirement for quarterly inspections and monitoring by a professional agrologist as well as the submission of quarterly activity reports to the ALC with a copy to the City.*

CARRIED

Mayor Brodie left the meeting (4:33 p.m.) and did not return.

2. COMMUNITY BYLAWS – MARCH 2011 ACTIVITY REPORT

(File Ref. No.: 12-8060-01) (REDMS No. 3196259)

Discussion ensued regarding the City's bylaws as they relate to fireworks. As a result of the discussion, the following **referral** was introduced:

It was moved and seconded

That staff report back on the congruence of the City's Noise and Fireworks Regulation Bylaws as they relate to fireworks displays.

CARRIED

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Phyllis Carlyle, General Manager, Law & Community Safety, advised that staff have met with E-Comm to sharpen the protocol surrounding fireworks, and E-Comm personnel will now be notified of approved fireworks display permits in Richmond.

In reply to a query from Committee, Ms. Laljee advised that tickets have been issued to fraudulent SPARC tag users. Also, Ms. Laljee spoke of dangerous dog regulations.

It was moved and seconded

That the Community Bylaws Monthly Activity Report dated April 20, 2011, from the General Manager, Law & Community Safety, be received for information.

CARRIED

3. RCMP'S MONTHLY REPORT – MARCH 2011 ACTIVITIES

(File Ref. No.: 09-5000-01) (REDMS No. 3193178)

Deanne Burleigh, Operations Officer, Richmond RCMP, replied to queries from Committee and advised that (i) the video game theft suspects have not been apprehended; and (ii) concerns related to policing in the Hamilton community have diminished.

It was moved and seconded

That the OIC's report entitled "RCMP's Monthly Report – March 2011 Activities" dated March 11, 2011, be received for information.

CARRIED

4. RCMP AUXILIARY CONSTABLE PROGRAM

(File Ref. No.: 09-5000-01) (REDMS No. 3195373)

In response to a comment made by Committee, Steve Ilott, Auxiliary Constable Coordinator, advised that a troop of 25 new Auxiliary Constables would ensure that the program continues to fulfill its mandate – to support community police activities relating to public safety and crime prevention within the City of Richmond.

It was moved and seconded

That the report entitled "RCMP Auxiliary Constable Program" (dated April 18, 2011 from the OIC, RCMP) be received for information.

CARRIED

5. STATUS OF THE EQUIPMENT REPLACEMENT RESERVE FUND

(File Ref. No.: 02-0650-07) (REDMS No. 3086058)

John McGowan, Fire Chief, Richmond Fire-Rescue, provided background information.

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It was moved and seconded

That the report entitled "Status of the Equipment Replacement Reserve Fund" from the Fire Chief dated April 26, 2011 be received for information.

CARRIED

6. 2011 FIRST QUARTER REPORT – FIRE-RESCUE

(File Ref. No.:) (REDMS No. 3198846)

Fire Chief McGowan drew attention to Page 3 of the staff report and noted that the estimated building loss total for the first quarter was \$291,350.

In reply to a query regarding the fire at 9360 Cambie Road, Fire Chief McGowan advised that a memorandum dated May 5, 2011 (copy on file, City Clerk's Office) has been circulated to Council.

It was moved and seconded

That the report on Fire-Rescue's operations for the 1st Quarter ending March 31, 2011 be received for information.

CARRIED

7. FIRE CHIEF BRIEFING

(Oral Report)

Items for discussion:

(i) Transcaer Training Incident

Fire Chief McGowan highlighted that Richmond Fire-Rescue participated in a Transcaer training incident hosted by Delta.

Councillor Johnston left the meeting (5:08 p.m.) and did not return.

(ii) Richmond Sockeye Alumni Association

Fire Chief McGowan noted that the Richmond Sockeye Alumni Association presented Richmond Fire-Rescue with a scholarship notification.

8. RCMP/OIC BRIEFING

(Oral Report)

Items for discussion:

(i) Live Scan

Ms. Burleigh announced that a Live Scan machine has arrived at the Richmond RCMP detachment and has already processed over 50 fingerprinting requests. She noted that detachment staff are still being trained on the new device and that the backlog of fingerprint requests will be addressed.

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(ii) RCMP Marine Vessel

Ms. Burleigh highlighted that the Richmond RCMP are collaborating with local elementary schools to have students in grades five through seven participate in naming the new RCMP marine vessel.

9. MANAGER'S REPORT

Discussion ensued regarding the provincial response to Richmond's resolution submission to the Union of British Columbia Municipalities regarding Victim Services.

ADJOURNMENT

It was moved and seconded
That the meeting adjourn (5:12 p.m.).

CARRIED

Certified a true and correct copy of the
Minutes of the meeting of the Community
Safety Committee of the Council of the
City of Richmond held on Tuesday, May
10, 2011.

Councillor Derek Dang
Chair

Hanieh Floujeh
Committee Clerk



City of Richmond


Report to Committee

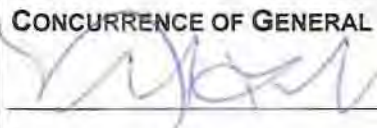
To: Community Safety Committee
From: Phyllis L. Carlyle
General Manager, Law & Community Safety
Re: Community Bylaws - April 2011 Activity Report

Date: June 1, 2011
File: 12-8060-01/2011-Vol 01

Staff Recommendation

That the Community Bylaws Monthly Activity Report dated June 1, 2011, from the General Manager, Law & Community Safety, be received for information.


Phyllis L. Carlyle
General Manager, Law & Community Safety
(604.276.4104)

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

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

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

1. Parking Program

Customer Service Response

The average number of calls for service fielded per day by administration staff on parking issues for April 2011 was 35 – this includes voice messages, directly answered calls as well as emails; This number is at par when compared to the number of service calls reported for the month of March 2011.

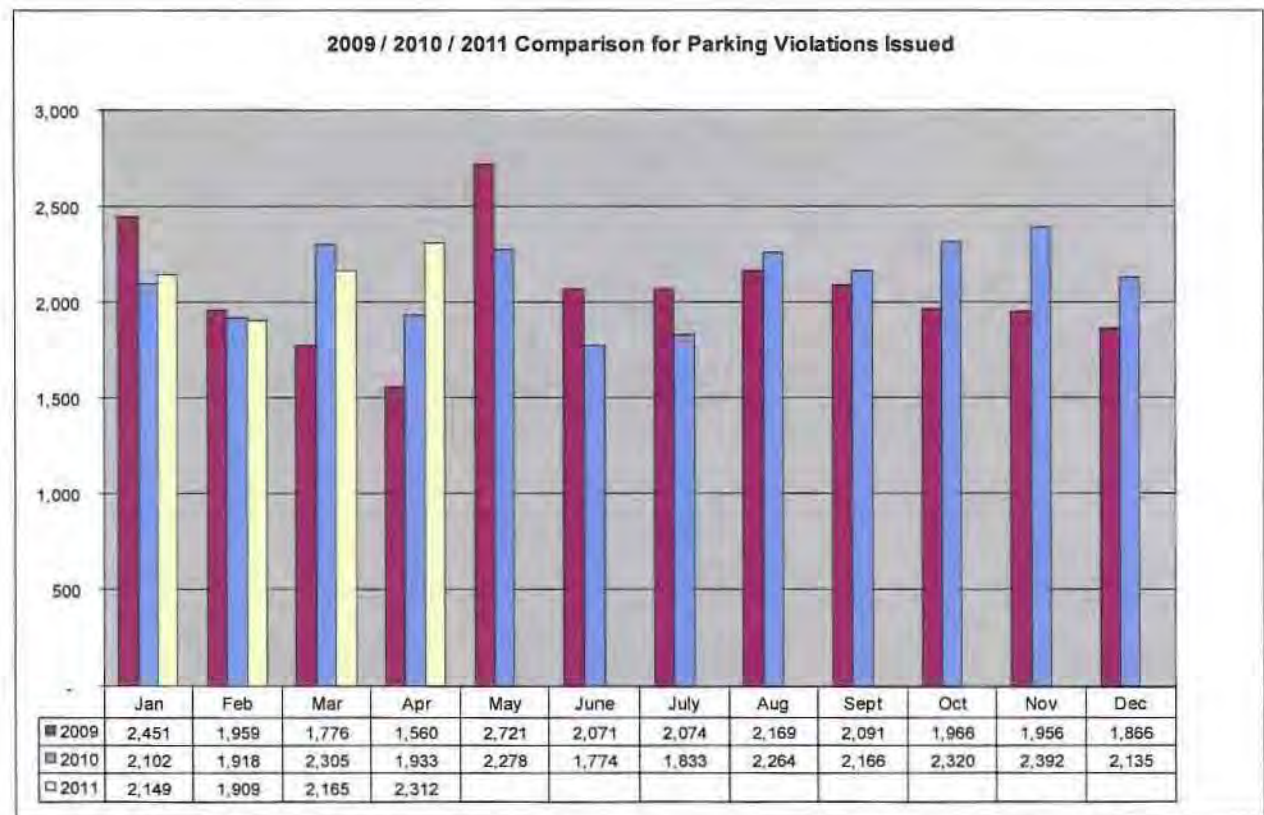
Enforcement Activity

- The number of parking violations that were either cancelled and/or changed to a warning for the month of April 2011 was 120 – approximately 5.2% of the violations issued in April 2011. The following chart provides a breakdown of the most common reasons for the cancellation of bylaw violation notices pursuant to Council's Grounds for Cancellation Policy No. 1100 under specific sections:

Section 2.1 (a) Identity issues	3%
Section 2.1 (c) Poor likelihood of success at adjudication	30%
Section 2.1 (d) Contravention necessary for health and safety	1%
Section 2.1 (e) Multiple violations issued for one incident	3%
Section 2.1 (f) Not in public interest	39%
Section 2.1 (g) Proven effort to comply	24%

- A total of 2,312 notices of bylaw violation were issued for parking / safety & liability violations within the City during the month of April 2011 – an increase of approximately 7% when compared to the number of violations issued during the month of April 2010. Monthly ticketing volume has increased due to the full contingent of full time officers and two auxiliary officers.

Following are month-to-month comparison charts on the number of violations that have been issued for the years 2009, 2010 and 2011:



- Community Bylaws continues to provide operational guidance to the Oval Corporation with the transition of the pay parking conversion project.
- 8100 block of Saba is now operating as a pay parking zone; it was formerly an underutilized 5 minute zone.
- The perceived abuse of privileges related to disability parking permits issued by the Social Planning and Research Council of BC (SPARC) and the Richmond Centre for Disability (RCD) continues to be a major concern; staff is presently documenting the use of SPARC permits in pay parking zones and working closely with RCD management.
- Signage for the City's 'AutoPAY' cellular-based payment system has recently consolidated under a single zone ID number; this has resulted in improved user-friendliness for customers as well as improved patrol efficiency for officers.
- Privately-owned vacant lots along Alexandra Road continue to negatively impact the City's pay-parking revenue; Community Bylaws staff, in conjunction with other internal City departments, is working towards a plan to help mitigate further negative impact.
- Meter vandalism continues to be an issue, this month we have had 3 meters drilled resulting not only in lost revenue but also an approximate repair cost of \$5,000.

2. Property Use

Customer Service Response

The average number of calls for service fielded per day by administration staff on property use issues for April 2011 was 13 – this includes voice messages, directly answered calls as well as emails; a decrease of approximately 57% when compared to the number of service calls reported for the month of March 2011.

For April 2011, 81 inspection files were created and assigned for investigation and appropriate enforcement – a decrease of approximately 12% when compared to April 2010.

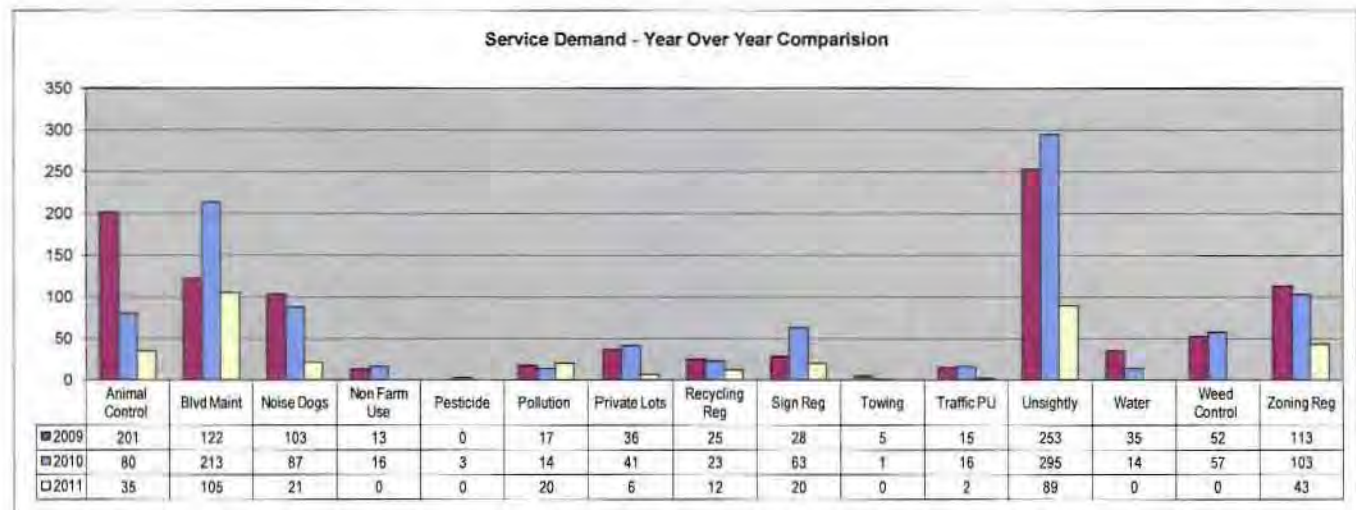
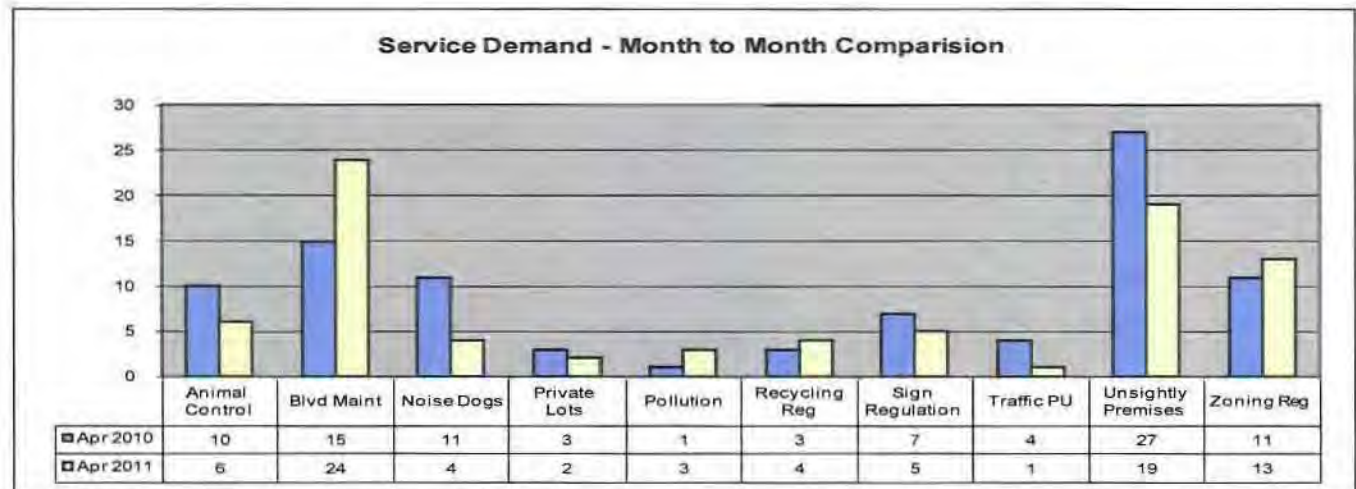
Enforcement Activity

- Bylaw Liaison Property Use Officers continue to be committed to the delivery of professional by-law enforcement in a timely and effective manner. The mandate is to achieve compliance with the City's regulatory by-laws; through education, mediation and, as necessary, through progressive enforcement and prosecution.
- Illegal hotels/rooming houses update: Property Use Officers inspected 6 properties for illegal suites during the month of April 2011. All 6 of the properties inspected were confirmed to contain illegal accommodation; two of the properties had illegally converted garages into bedrooms. Community Bylaws has completed the translation of a 36 page document sent in by a concerned resident, the document delineates advertisements for available short term 'hotel'/'family inn' accommodations in the Richmond, Burnaby and Vancouver area. The list only provides telephone contact and description of accommodations but does not divulge address location. The Property Use section will be setting up a targeted program to investigate the location of these properties in order to follow up with due diligence inspections and mitigate this activity. In addition, all of the properties where an illegal suite has been confirmed will be forwarded to Engineering and Public Works to ensure that a water meter is installed.
- On April 2, 2011 staff conducted a 'sign scoop' patrol for unauthorized signs on the west side of Richmond. The roadways patrolled included: Alderbridge Way west of Garden City Road, Lansdowne Road, Hollybridge Way, Gilbert Road, Blundell Road, No. 1 Road, 2nd Avenue, Moncton Road, Moresby Drive, No 2 Road, Steveston Highway, No 5 Road, No 3 Road, Garden City Road, Bridgeport Road, Sweden Way and Hazelbridge Way. No patrols were conducted east of Garden City Road.

A total of 134 signs were removed from City property as follows:

- 31 Sandwich Boards – Alderbridge Way had the highest number of signs at 32% with Bridgeport Road at 23% and 2nd Avenue at 19% following closely.
- 40 Free Standing Signs – over 55% of these signs were Real Estate.
- 63 Pole Signs – Steveston Highway had the highest number at 27% followed by Number 1 Road at 24% and SwedenWay at 24%.

The following charts delineate Property Use service demand, by type, for April 2010 and April 2011 as well as a year-over-year running comparison:



3. Grease Management Program

The Grease Management Inspector conducted 20 regulatory inspections during the month of April 2011. The inspections conducted are usually unannounced and routine. During these inspections, grease trap maintenance records are reviewed and the overall condition of the grease trap is assessed. All of the 20 food establishments inspected in April were found to be in compliance.

On April 20, 2011 the Grease Management Inspector conducted a joint inspection with the City's Environmental Sustainability staff and Environment Canada at 12751 Vulcan Way to address concerns the management of waste water by a number of food processing businesses in the area. The initial inspection found that three food processing businesses in the area all take in more than 300 cubic metres of water a month each, and do not have permits to discharge to sanitary. A future update will be provided based on a joint inspection, including Metro Vancouver Inspectors as well as City staff conducted on May 25, 2011.

4. Adjudication Program

There was no Adjudication Hearing held during the month of April 2011.

5. Animal Control

- For the month of April 2011, there were 4 dog bite incidents reported. One investigation resulted in the related dog being deemed as dangerous; the evidence and statements provided on another case confirmed that the dogs involved were in an off leash park and involved in play; thus, the alleged attack did not constitute aggressive pursuit. One of the dog bite incidents was reported for information with no concrete evidence to follow up with and one incident is currently still under investigation. Community Bylaws continues to work closely with Canada Post on reported attacks on carriers with 3 incidents resulting in fines of \$300 each for unlicensed dogs.
- Staff issued 104 new dog licences during April 2011 to bring the total number of dogs licensed in Richmond for 2011 to 4,836. The number of dangerous dog licences issued or renewed in Richmond as of April 2011 is 62.

6. Revenue and Expenses

The following information is an analysis for the month of April 2011 compared to April 2010.

Consolidated Parking Program Revenue The total of meter, monthly permit and enforcement revenue is up approximately 1% over 2010. Revenues for April 2011 are \$106,426 compared to \$105,421 for the same period last year. This steady flow of revenue is due largely to the efforts of our parking enforcement staff, and ongoing additional revenue generated by our rate increases in the hourly meter rate, as well as the base price of parking fines that came into effect mid last year.

Meter Revenue is down less than 1% for the same period last year. Revenues for April 2011 are \$35,654 compared to \$35,774 for 2010.

Permit Revenue is up 47% over the same period last year. Revenues for April 2011 are \$15,253 compared to \$10,370 for 2010. This is due to the prepayment of monthly permit fees by some of our existing customers.

Enforcement Revenue is down approximately 12% over the same period last year. Revenues for April 2011 are \$52,098 compared to \$59,277 for 2010. This is likely a result of payment timing, since the number of violations issued in April was up significantly as shown in the graph at the top of page 3.

Richmond Oval Parkade Management Fee Revenue: For the month of April 2011, the City netted \$3,421 from the proceeds generated from pay parking at the Richmond Oval. This fee is based on 15% of gross revenue.

Expenses are on target.

The following chart provides a consolidated revenue comparison with prior years:



Conclusion

Community Bylaws staff continues to strive to maintain the quality of life and safety of the residents of the City of Richmond through coordinated team efforts with many City departments and community partners while promoting a culture of compliance.

Wayne G. Mercer
 Manager, Community Bylaws
 (604.247.4601)

ML:ml



City of Richmond

Report to Committee

To: Community Safety Committee
From: Rendall Nasset
Officer In Charge,
Richmond RCMP Detachment



Date: May 25, 2011
File: 09-5000-01/2010-Vol
01
(11.38)

Re: RCMP's Monthly Report – April 2011 Activities

Staff Recommendation

That the OIC's report entitled "RCMP's Monthly Report – April 2011 Activities" dated May 25, 2011, be received for information.

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

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CONCURRENCE OF GENERAL MANAGER 		
REVIEWED BY TAG	YES  <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES  <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Origin

The Officer In Charge of the Richmond RCMP Detachment acknowledges and supports that the City of Richmond should be kept informed on matters pertaining to policing in the community and has developed a framework to provide regular reporting cycles.

Analysis

Below is the RCMP's Monthly Report – April 2011 Activities.

Noteworthy Files:

Street Racers Caught

On February 18th at approximately 5:30 p.m. a Richmond RCMP officer was conducting patrols in the area of Bridgeport and No 3 Road when he observed a white Mercedes pass him from behind at a high rate of speed. The speed was estimated in excess of 100 km/h. The Mercedes made no attempt to stop or slow down after passing a marked police car. Moments later the officer was passed by a red Ferrari being driven as fast as the Mercedes. The dangerous driving continued as both vehicles performed lane changes without slowing down or signalling, cutting off all other traffic on the road. As the officer activated the emergency equipment on his police car in order to pull over the speeding vehicles, another police car operated by a member of the Integrated Road Safety Unit who was in the area became involved as well. Together the officers pulled over the vehicles at which time they were impounded for seven days. Both drivers were issued violation tickets for Driving Without Due Care and Attention and one driver also received a violation ticket for Failing to Display an "N" Sign. Once apprehended neither driver seemed to be phased by the fact they were ticketed, or the fact that their vehicles had been impounded.

Charges Recommended for Hateful Graffiti

Richmond RCMP is recommending that charges be laid against two Richmond youths believed to be responsible for graffiti incidents. On March 5th the Detachment received three reports that racist graffiti was found in different locations throughout the city. The graffiti was located on a pump station at the west end of Blundell Road, on a travel trailer in the 8600 block of Seafair Drive and on Gilmore Elementary School. In all three instances the graffiti consisted of racial slurs, swastikas and white supremacy markings. The BC Hate Crimes Section was contacted and assisted with the investigation. Charges of Mischief and Wilfully Promoting Hatred are being recommended for two Richmond youths, a 15-year-old male and a 16-year-old male. A court date has not been set, as charges have not yet been approved. The identities of the accused are protected under the Youth Criminal Justice Act and will not be released if charges are approved.

Auxiliary Constables

As of the end of April, Richmond had a strength of 40 Auxiliary Constables and recorded 2,280 volunteer hours as indicated in the following table:

Month	Community Policing	Training/Admin	Ride-Alongs	Total
January	76	290	204	570
February	267	259	120	646
March	116	159	111	386
April	205	261	213	679
Total	664	969	648	2281

Numbers will fluctuate due to report of Auxiliary Constables.

Summary of Auxiliary Constable Duties for March 2011:

In April the Auxiliary Constables concentrated on community policing programs, such as Hamilton and Steveston Foot Patrols, Home Security Checks, Speed Watch, and SAFE Schools, in addition to assisting regular members with General Duty, Traffic, and Liquor and City Bylaw Enforcement duties. The coming spring and summer months will see an increase in community events that the Auxiliary Constables have committed to.

Road Safety Unit**Richmond Detachment Traffic Statistics**

Name	Act	Example	Feb	Mar	Apr
Violation Tickets	Provincial Act Offences	Speeding	1208	914	1300
Notice & Orders	Equipment Violations	Broken Tail-light	585	578	572
Driving Suspension	Motor Vehicle Act	24 hour driving prohibition for alcohol or drugs	18	41	20
Parking Offences	Municipal Bylaw	On or off the street Municipal parking offences	30	9	13
MTI's	Municipal Ticket Information	Any other Municipal Bylaw offence	3	8	2

For the April Violation Tickets statistics, the total of 1300 includes, although not limited to the following:

- 4 – 90 day Immediate Roadside Prohibition's
- 16 – Excessive speeding violations that includes vehicle impound of 3 days.
- 53 – Cell phone violations.
- 50 – Seatbelt violations.

South Arm Community Police Station

Richmond Detachment Stolen Auto Recovery and Lock out Auto Crime Statistics for 2011

Month	Vehicles Viewed For Signs Of Auto Crime Only	Vehicles Scanned Through Stolen Auto Recovery (SAR)	Vehicles Issued A Crime Prevention Notice	Patrol And Admin Hours
January	4,898	4,368	530	96
February	2,265	1,657	608	60
March	3,261	1,630	1,082	80
April	3,356	2,529	828	54
Total	13,780	10,184	3,048	290

Stolen Auto Recovery (SAR)

Volunteers are given a palm pilot, which has been downloaded with a complete list of all stolen vehicles in British Columbia. During patrols by volunteers vehicle plates are compared to the list on the palm pilot and when there is a match the volunteer calls the Detachment to report the recovery. At no time do the volunteers become involved with either the vehicle or its passengers. Regular members are called to investigate.

Crime Prevention Notices

Notices are issued by a community volunteer and left on every car in the parking lot. They are supplied by ICBC and look like a ticket. The notice will have the issuer's name, crime prevention tips, location and date written on it as well as a list of questions that have been checked yes or no for example:

- Does the vehicle have an anti-theft device (such as an alarm, immobilizer or steering wheel lock)?
- Are there any Personal belongings in plain view?
- Is the vehicle locked?
- Have all suitable steps been taken to prevent auto crime?

Richmond Detachment Speed Watch Statistics for 2011

Month	# Of Speed Watch Deployments	Total Vehicles Checked	Over 10 Km/h	Visibility And Admin Hours	Number of Warning Letters Issued
January	6	2,728	375	54	204
February	13	6,281	950	76	390
March	13	6,207	1,098	80	311
April	12	6,321	1,060	92	347
TOTALS	44	21,537	3,483	302	1,252

Richmond Detachment Distracted Drivers Statistics for 2011

Month	Number of Letters Sent
January	Started Feb. 1st
February	50
March	73
April	64
TOTAL	187

Distracted Drivers

Volunteers of the South Arm Crime Prevention Unit position at various locations in Richmond and observe drivers that are driving while distracted. This may include talking, using electronic devices, reading a newspaper, putting on makeup and dogs sitting on laps. The volunteer then writes the date, time, locations and what the driver is doing. A letter is then sent to the owner of the vehicle bearing the license plate that was recorded by the volunteer. The letter, which serves as a warning/information, indicates the date, time and location of the distraction with a list of possible fines had there been a violation ticket issued by a police officer.

Victim Services

In April of 2011, Victim Witness Services provided support to 38 new clients in addition to an active caseload of over 161 ongoing files. Victim Services aided 21 crime and trauma scenes over this time period. Sudden deaths and family problems dominated calls for service. Of significant note, Victim Services responded to a high number of sudden death files this month. There were 10 sudden death calls, which was due to unforeseen medical issues resulting in families and friends being quite shocked and emotional. Victim Services supported a number of witnesses in the immediate aftermath.

Crime Statistics

Crime Stats – see Appendix “A”.

Crime Maps – see Appendix “B”

Financial Impact

There is no financial impact associated with this report.

Conclusion

The Officer in Charge, Richmond Detachment has developed a framework and will continue to provide a monthly reporting cycle to the Community Safety Committee.



Lainie Goddard
Manager, RCMP Administration
(L.4767)



APRIL 2011 STATISTICS

This chart identifies the monthly totals for all founded Criminal Code offences, 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 offences are highlighted in this chart. In addition, monthly totals for Controlled Drugs and Substances Act (CDSA) offences are included.

The Average Range data is based on activity in a single month over the past 5 years. The only exception is Metal Theft, which only has 4 years of available data. 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 RANGE	YEAR-TO-DATE TOTALS		
	Apr-11	April	2010 YTD	2011 YTD	% Change
VIOLENT CRIME (UCR 1000-Series Offences)	116	119-163	560	482	-13.9%
Robbery	8	6-11	30	40	33.3%
Assault	43	35-63	189	166	-12.2%
Assault w/ Weapon	8	10-15	50	52	4.0%
Sexual Offences	6	2-8	33	23	-30.3%
PROPERTY CRIME (UCR 2000-Series Offences)	619	653-781	2875	2597	-9.7%
Business B&E	29	39-49	179	132	-26.3%
Residential B&E	46	32-57	201	274	36.3%
MV Theft	36	27-53	164	144	-12.2%
Theft From MV	173	167-211	861	621	-27.9%
Theft	87	85-149	438	410	-6.4%
Shoplifting	57	43-59	256	257	0.4%
Metal Theft	4	3-16*	22	13	-40.9%
Fraud	57	35-61	205	222	8.3%
OTHER CRIMINAL CODE (UCR 3000-Series Offences)	177	152-213	793	609	-23.2%
Arson - Property	2	5-9	30	19	-36.7%
SUBTOTAL (UCR 1000- to 3000-Series)	912	1006-1075	4228	3688	-12.8%
DRUGS (UCR 4000-Series Offences)	94	58-98	345	313	-9.3%

* Metal Theft only has 4 years of available data.

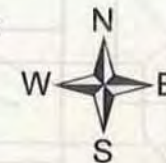
Prepared by Richmond RCMP.

Data collected from PRIME on 2011-05-12. Published 2011-05-19.

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).

Business Break & Enters April 1st - April 30th, 2011

Appendix 'B'

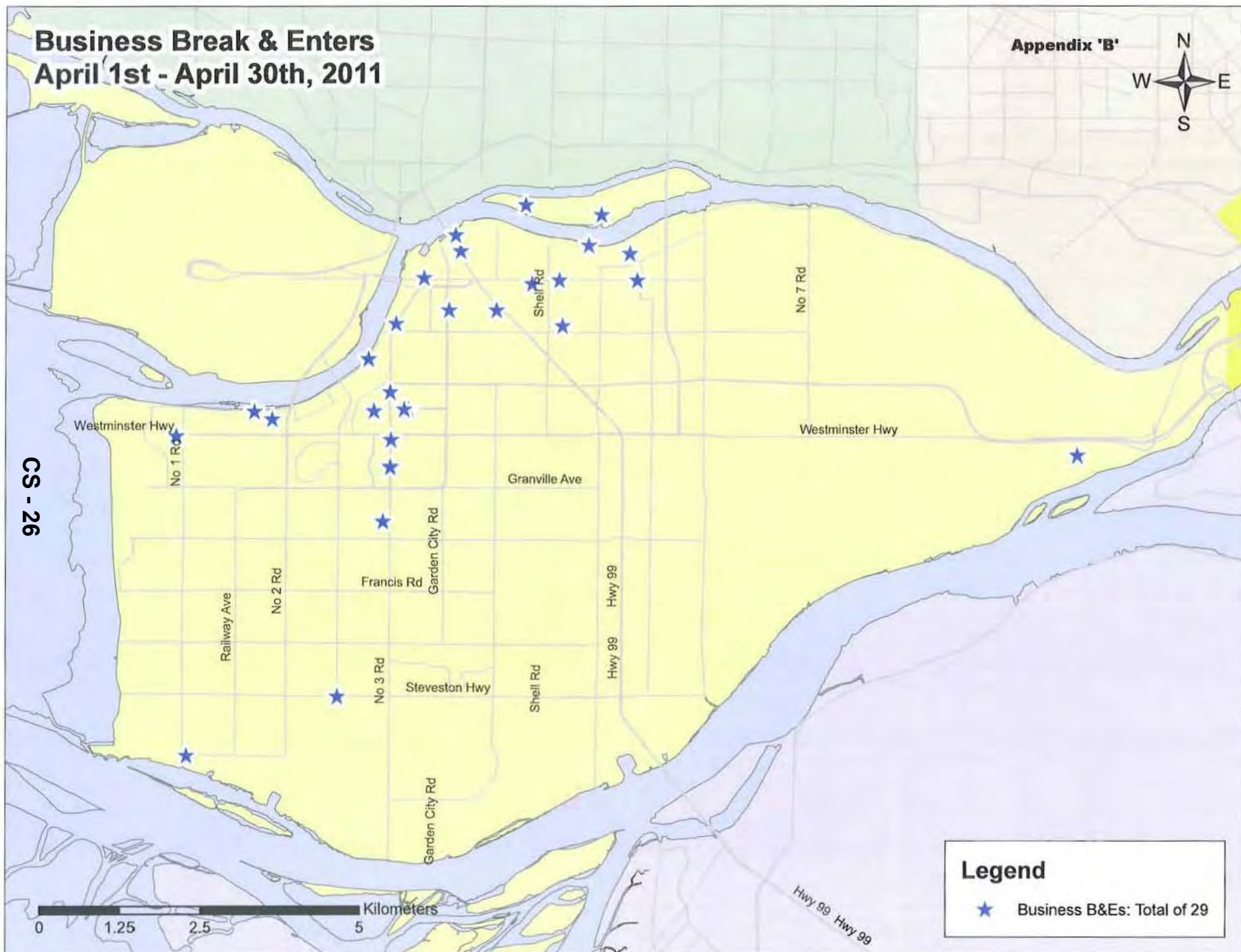


CS - 26

0 1.25 2.5 5 Kilometers

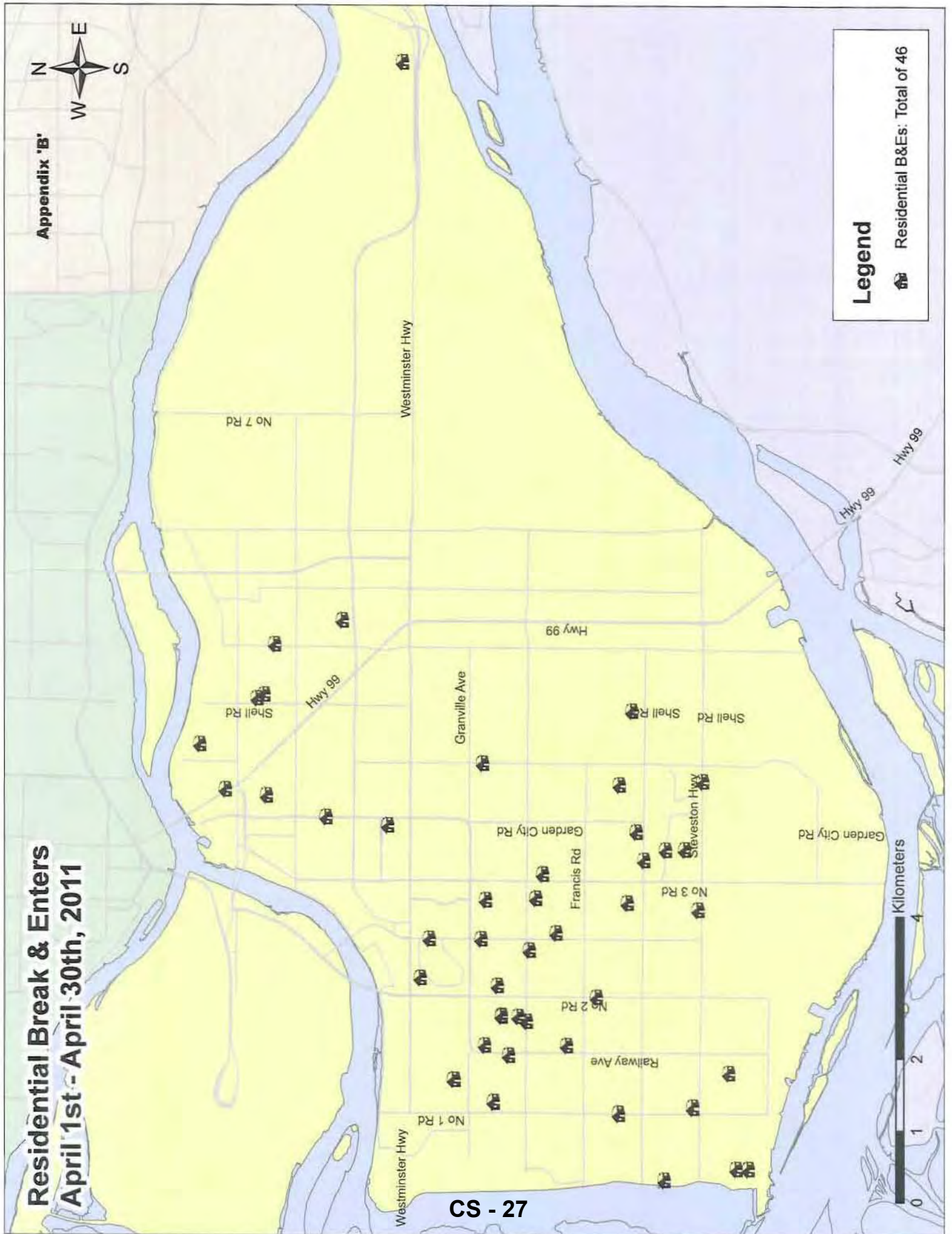
Legend

★ Business B&Es: Total of 29



Residential Break & Enters April 1st - April 30th, 2011

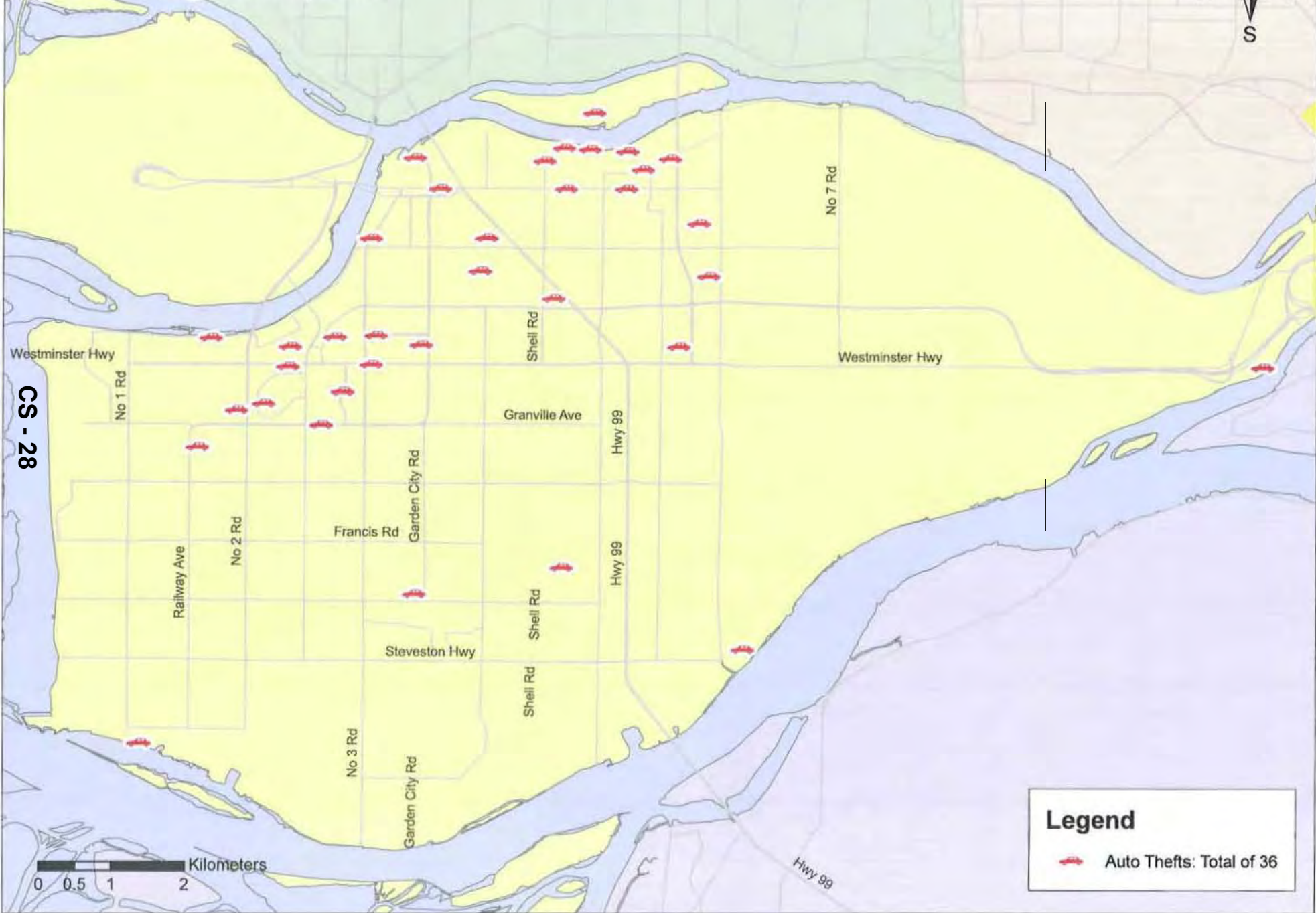
Appendix 'B'



CS - 27

Auto Theft April 1st - April 30th, 2011


Appendix 'B'



CS - 28

0 0.5 1 2 Kilometers

Legend

 Auto Thefts: Total of 36

Thefts From Vehicles April 1st - April 30th, 2011

Appendix 'B'



Vancouver

Burnaby

CS - 29

Westminster Hwy

No 1 Rd

Railway Ave

No 2 Rd

No 3 Rd

Francis Rd

Steveston Hwy

Garden City Rd

Granville Ave

Garden City

Shell Rd

No 7 Rd

Westminster Hwy

Hwy 99

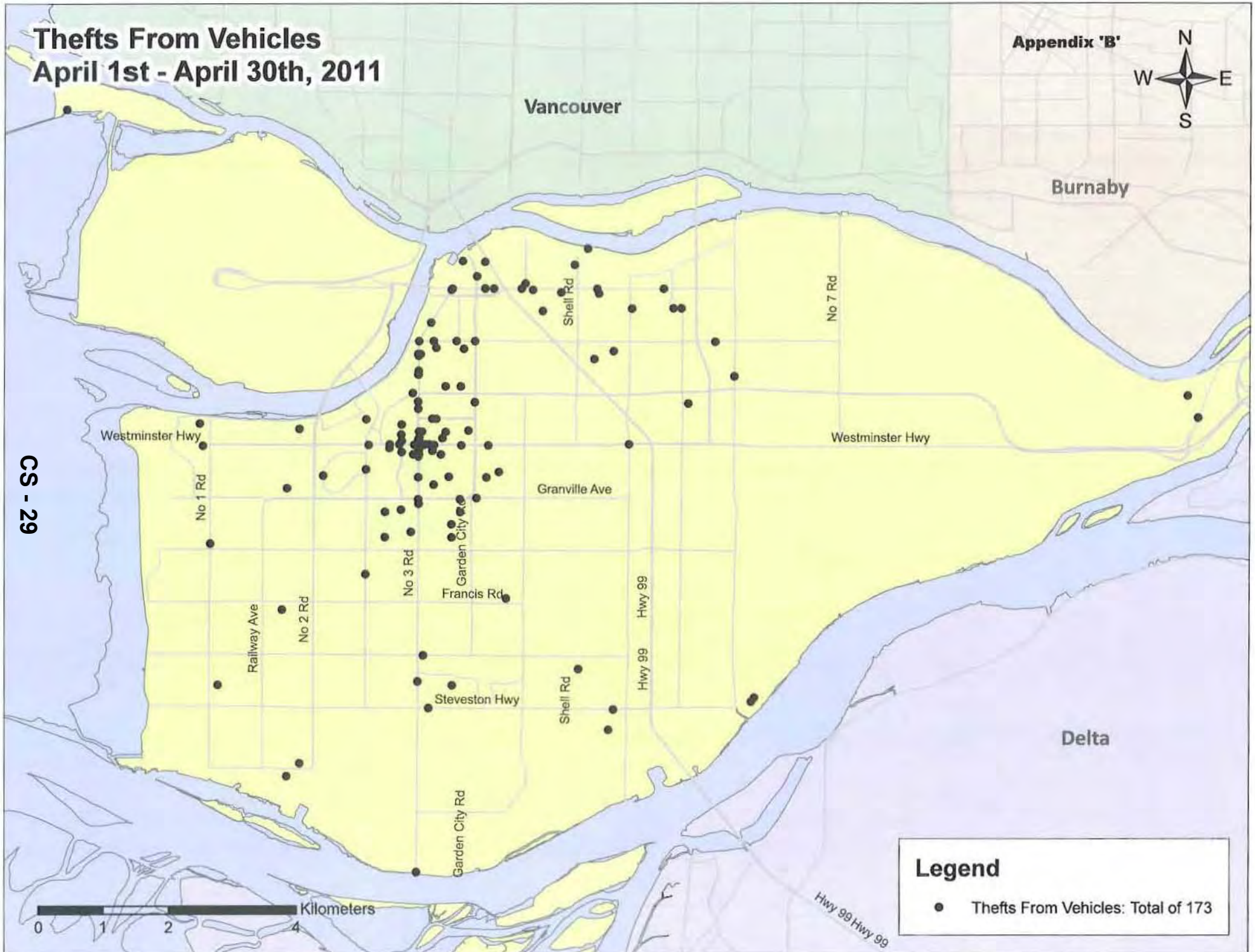
Delta

Legend

- Thefts From Vehicles: Total of 173

0 1 2 4 Kilometers

Hwy 99 Hwy 99





City of Richmond

Report to Committee

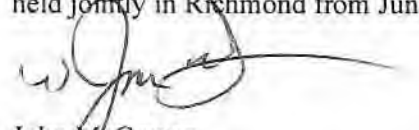
To: Community Safety Committee
From: John McGowan
Fire Chief, Richmond Fire-Rescue

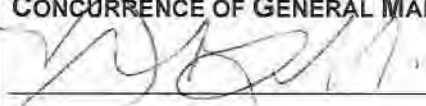
Date: May 18, 2011
File: 09-5140-01/2011-Vol 01

Re: 2012 Fire Chiefs Association of BC Annual Conference

Staff Recommendation

That Council authorize the financial support and in-kind contributions for the Fire Chiefs Association of British Columbia (FCABC), the Emergency Vehicle Technicians Association of British Columbia (EVTABC) and the British Columbia Fire Training Officers Associations (BCFTOA) conferences, to be held jointly in Richmond from June 1st to June 7th in 2012 .


John McGowan
Fire Chief, Richmond Fire-Rescue
(604-303-2734)

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER	
Intergovernmental Relations & Protocol Unit	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Budgets	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
Enterprise Services	Y <input checked="" type="checkbox"/> N <input type="checkbox"/>		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	REVIEWED BY CAO	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Staff Report

Origin

The purpose of this report is to seek approval from Council for the City to support financially and with in-kind contributions for the Fire Chiefs Association of British Columbia (FCABC), the Emergency Vehicle Technicians Association of British Columbia (EVTABC) and the British Columbia Fire Training Officers Associations (BCFTOA) conferences, to be held jointly in Richmond in 2012.

This report supports Council term goals to:

Effectively manage local economic development issues and opportunities through the creation of clearly articulated economic development objectives for this term of office that include initiatives for economic development.

Advance the City's destination status and ensure our continued development as a vibrant cultural city with well established festivals and the arts through:

- *Increased major events on a regular basis*
- *Maximizing the use of the Oval with sport and special event programs*

Findings Of Fact

Annually, the Fire Chiefs (FCABC), the Emergency Vehicle Technicians (EVTABC) and the Fire Training Officer (BCFTOA) Associations of British Columbia deliver a conference that is hosted at a different municipality each year within the Province of British Columbia. This year, the three associations are collectively holding conferences in Abbotsford June 1 to June 9, 2011.

It is estimated that the conference will draw approximately 350 to 400 delegates and 750 trade show attendees, delegates, trade show representatives, firefighters and community members. Delegates will be primarily from British Columbia however, the trade show, with approximately 150 vendors, will attract safety related companies, associations and municipalities from across the country.

The FCABC is a non-profit organization that provides a forum for the exchange of ideas and educational information relative to the Fire Service of British Columbia. The FCABC strives to improve Fire and Life Safety in the Province and reduce the loss of life and property from the devastating impact of fire. The purpose of the BCFTOA and the EVTABC are similar to the FCABC.

In the past, the FCABC Conference organizers have had limited expectations from the host fire departments. However, the City of Abbotsford and Tourism Abbotsford, understanding the benefits of hosting and being involved in decision-making to ensure a quality conference, have decided to strategically have an increased level of involvement. For the 2011 joint conference, the Abbotsford Fire Department and Tourism Abbotsford have invested the following to support the 2011 conferences:

Tourism Abbotsford :

- a grant of \$8000 towards transportation
- supply of gift bags for participants
- support to the partners program in arranging events

Abbotsford Fire Department:

- \$2500 as a Gold sponsor
- \$1600 in participant promotional items (suit bags) for Chiefs/Training Officers/EVT's
- \$500 promotional pens
- in-kind support of:
 - o Honour guard participation
 - o volunteer hours for staff supporting registration desk fire expo
 - o vehicles for transportation
 - o training venues

Richmond has been selected to host the three conferences from June 1st to June 7th, 2012. The expectation from FCABC for conference support is minimal - Honour Guard participation and volunteer staff to be in uniform and be hosts at the conference. The City of Richmond has a choice regarding the level of commitment to the conferences.

Hosting a conference with provincial wide delegates/partners and trade show delegates from across the country will provide the City of Richmond with numerous potential economic and marketing benefits. The City of Richmond's support for the conferences will provide opportunities to:

1. Influence the organizing committee's decisions and plans to showcase the City and leverage other opportunities for Richmond
2. Attract businesses to the city.
3. Promote Richmond as a tourism destination.
4. Attract economic impacts.
5. Be seen as a leader in the field and showcase facilities such as the Richmond Olympic Oval and LEED Fire Halls and other innovation.
6. Demonstrate leadership from Richmond City Council to address the conference and share Richmond's unique location and successes.

Analysis

Richmond Fire-Rescue has the capacity and resources to provide in-kind support with the Honour Guard participation, use of Fire-Rescue vehicles for transportation, supply of promotional items and a staff person to be Fire-Rescue's representative and coordinator. IAFF Local 1286 has agreed to be involved in the conference and therefore provide potential volunteer staff time as drivers, hosts, registration desk attendants and other required staff resources.

In addition, Enterprise Services and Intergovernmental Relations and Protocol have expertise and capacity to assist with enhancing the local business involvement through donations and planning the protocol and social components.

Tourism Richmond is very pleased that the Fire Chiefs of BC Conference is being held in Richmond in 2012. The conference hotel is the Delta Vancouver Airport Hotel and Tourism Richmond will support the event organizers with additional hotel room blocks and delegate information packages. Tourism Richmond's meeting and events sales team will continue to work closely with conference organizers to ensure all delegates have an exceptional guest experience and a successful event while in Richmond.

The support from Tourism Richmond and the City will help to ensure the 2012 Annual Fire Chiefs (FCABC), the Emergency Vehicle Technicians (EVTABC) and the Fire Training Officer (BCFTOA) Associations British Columbia joint conferences are an event that Richmond will be proud of and the benefits listed above are achieved to help advance the long term goals of the City of Richmond.

Financial Impact

\$2500 from Fire-Rescue's 2012 operating budget to support the conference as a Gold sponsor.

Conclusion

It is recommended that Community Safety Committee authorize the financial support and in-kind contributions from Richmond Fire-Rescue, Enterprise Services and Intergovernmental Relations and Protocol Unit, to enhance the Fire Chiefs Association of British Columbia (FCABC), the Emergency Vehicle Technicians Association of British Columbia (EVTABC) and the British Columbia Fire Training Officers Associations (BCFTOA) conferences, to be held in Richmond from June 1st to June 7th, 2012.

A handwritten signature in blue ink, reading "K Howell".

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

KH:kh




City of Richmond

Report to Committee




To: Community Safety Committee
From: Greg Scott, P. Eng., LEED A.P.
Director, Project Development
Date: May 30, 2011
File: 06-2052-25-CSB/Vol
01
Re: RCMP Community Safety Building: 2012 Video Surveillance Requirements in
Police Buildings

Staff Recommendation

1. That an increase to the project scope of for a video surveillance upgrade required for the RCMP Community Safety Building (CSB) project to meet the new 2012 proposed standards for police buildings valued at \$179,000, be approved as part of the RCMP CSB project; and
2. That an increase to the project scope for a secure room required for the RCMP's Live Scan system valued at \$20,000, be approved as part of the RCMP CSB project, and be funded from the Capital Building and Infrastructure Reserve; and
3. That the 5 Year Financial Plan (2011-2015) be amended accordingly.


Greg Scott, P. Eng., LEED A.P.
Director, Project Development
(604-276-4372)

Att. 1

FOR ORIGINATING DEPARTMENT USE ONLY			
ROUTED TO:		CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Budgets		Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	
RCMP		Y <input type="checkbox"/> N <input type="checkbox"/>	
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	REVIEWED BY CAO
			YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
			

Staff Report

Origin

In 2009/10 the City of Richmond pursued the relocation of the RCMP from the current location in the City Hall Precinct to the No. 5 Road location. During this period the City made assumptions regarding the standards the City would need to meet for this facility. In the case of video surveillance and recording systems, the assumption was that staff would relocate the existing system and modify, as needed. The estimated maximum budget figure of \$80,000 was allocated for this work in 2009.

In January of 2010, the City received a letter (Attachment A) stating that as result of a Coroner's inquest that the Police Services Division is proposing a standard that requires all municipalities to provide its police services with an operational digital video surveillance and recording system that meets new guidelines. The Draft Guidelines for Video and Surveillance systems was presented to the City this year and has a financial impact that is outside of current capital funding for RCMP building project.

In addition, this year City Council approved the purchase of a fingerprinting machine, referred to as Live Scan. Live Scan allows the RCMP to take fingerprints and submit them to Ottawa for verification electronically. The turnaround time for this is now approximately 10 days, where it used to take up to 180 days. RCMP is able to report that Live Scan is up and running for Civil Prints only and it came with no costs attached. However when the Live Scan machine arrived, it came with a Technician from Ottawa who explained that we were required to have the machine in a secured lockable room. The machine is essentially a computer and stores an abundance of very sensitive and very personal information. Therefore a room is needed to be constructed, complete with a security system in the new detachment for this equipment for which a budget has not been defined.

Analysis

As recent as two weeks ago we received the final requirements for the Video Equipment Program. The cost of this system is \$259,000. The Video Equipment Program that meets the Solicitor General proposed regulations and standards put forth by the BC Police Services Division is to be put in place by the end of 2012. To save overall capital funds and limit the operational impact on the RCMP, Staff propose completing this work before the RCMP occupies the facility in the Fall of 2011. The Video Equipment Program, that meets the Solicitor General proposed regulations and standards put forth by the BC Police Services Division, requires the following:

1. Closed Circuit Video Equipment (CCVE)

CCVE is the general term used to refer to video equipment used to view, record and display video images. Typical equipment includes cameras and recording devices.

Based on the current floor plan the new detachment requires the following number of cameras:

- 47 cameras under the Cell Block Policy program
- 8 cameras under the Interview Room Audio/Video Equipment Program
- 19 cameras under the Building Security Video Equipment Program

2. Cell Block Policy Video Equipment Program

The Cell Block Policy Video Equipment Program follows pending RCMP policy based on the request from the Ministry of Public Service and Solicitor General to meet the proposed regulations and standards put forth by the BC Police Services Division by the end of year 2012. The regulations and standards proposed are contained in the document Video Surveillance Recordings in Police Buildings.

Early plans for the new Richmond Detachment called for 33 cameras, based on the floor plans and designs reviewed on 2010.12.13. Upon further review of the detachment design in early 2011, the following changes were required:

- 10 camera location changes, of the original 33 cameras planned
- 14 camera additions, increasing the total camera count to 47

Rationale for the 14 additional cameras follows criteria outlined by the policy to cover areas where routine interactions with detained persons are likely to occur. This requires interview rooms located near the reception area of the detachment each contain a dedicated camera separate and distinct from any other camera used in the interview room to record audio and video statements. Further, pathways from an interview room through the detachment area to the cellblock entrance must also be viewed and recorded by CCVE equipment.

Note: procurement, installation and operation of the 14 additional cameras are not required until end of year 2012; however, the construction rough in and wiring should be installed during the current construction phase.

3. Building Security Video Equipment Program

These cameras augment the safety and security of personnel and assets inside the detachment building and outside on the detachment property. Early plans specified 20 cameras to serve this purpose.

The existing equipment is deemed not suitable for use in the Cell Block Policy Video Equipment program due to the following:

Suitability of the Existing DVR Equipment. The existing DVR can only accept input from up to 16 cameras. The new cellblock will require 47 cameras to complete the coverage required at the new detachment location. This requires the purchase of two additional recording devices to provide enough camera connections to meet the 47 cameras required.

Support and Maintenance of Existing DVR Equipment. The DVR equipment is considered "legacy" by the manufacturer and it is difficult and costly to source and procure compatible equipment to expand this system. Costs spent on purchasing the additional legacy recording devices can be offset by purchasing recording devices with updated technology, where one recording device can replace the requirement for three legacy-recording devices.

Retention of Video Data. The existing system, due to its legacy status, is not capable of expanding to meet the requirement of 2 years worth of recorded video data. A new recording device can take advantage of current data storage technology, by allowing the use of larger capacity hard drives and by using data redundancy methods that allow the system to reliably meet the 2 year storage requirement.

Condition of existing cameras. The cameras installed at the existing detachment range in service time, from a few years to several years in service. As most cameras have an average service life of 5 to 7 years, a number of the existing cameras are already at or nearing their expected service life.

Type of existing cameras. The cameras currently installed in the existing cells (referred to as the in cell cameras) are not approved for installation and use as an RCMP in cell camera. These cameras cannot be used as in cell cameras at the new detachment.

The video surveillance system, that will meet the requirements of the Solicitor General, has a total cost of \$259,000. There is currently \$80,000 allocated for this work in the project budget resulting in a required increase of \$179,000. The RCMP has recently offered to the respective municipalities to fund such improvements as a result of the new requirements coming into place in 2012 from the current municipal contract. Therefore, E-Division will fund this expense by granting the equivalent amount back to the City from the annual operating funds it receives from the City through the current contract.

Live Scan

Live Scan is not to be used or accessed by anyone who is not trained on its use nor have a member of the public viewing the personal data and information of a person who has come in and is getting their fingerprints taken. Once all the personal information is input, prior to fingerprints being taken, the client is asked to verify that all is correct, leaving information on the screen for some time as a conversation between the client and the person taking the fingerprints takes place. Again, for privacy reasons, this can not be done where members of the public could overhear the conversation or see the screen.

Also, the biometric and operational software data of the Live Scan must be safe guarded at all times when not in use. Therefore, the room needs to be locked, and only those trained on its use are to turn it on and submit prints (there is a cost associated to each submission).

The municipality charges a fee for most of these services (\$55, except for volunteers). In the case of a citizenship application the applicant is given 60 days to submit their fingerprints, obtain a response and then return them. Under the old process we, at Richmond, could not process these in the allotted time frame so they went elsewhere. The potential income from this equipment is estimated at \$34,320 annually for the City. The capital cost of constructing a room for this equipment is \$20,000. The City has the option of using an interview room, however in a short amount of time the demands on the interview room will be such that the level of service will require the Live Scan room to be built.

Budget Amendments

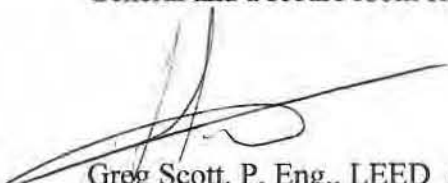
As per City Policy 3001, an increase of this value to the project scope requires a resolution from Council.

Financial Impact

The financial impact of this change in project scope will increase the project's budget by \$199,000 with \$179,000 funded by the operating surplus of the contract between the City and RCMP, resulting in the City receiving a 10% savings (\$17,900) and the remaining \$20,000 funded by the City's Capital Building and Infrastructure Reserve. The 5 Year Financial Plan (2011-2015) will need to be amended accordingly.

Conclusion

Staff recommend that the scope and budget of the RCMP Community Safety Building project be increased to include an upgraded video surveillance system to meet the requirements of the Solicitor General and a secure room for the Live Scan system.



Greg Scott, P. Eng., LEED A.P.
Director, Project Development
(604-276-4372)

GS:gs

Attachments - 1

Attachment A

January 20, 2010 letter from the Solicitor General



RECEIVED

381489
JAN 21 2010MINISTRY OF PUBLIC SAFETY
AND SOLICITOR GENERAL
POLICE SERVICES DIVISION

January 20, 2010

To: Mayors of ~~RCMP~~ Municipal Contracts with Jurisdictions Over 5,000 in Population
(Distribution list enclosed)

Dear Mayors:

Following the death of Mr. Ian Bush, formerly of Houston, British Columbia, the Coroners Service, Ministry of Public Safety and Solicitor General, announced that there would be an inquest into the shooting. On July 6, 2007, the results of the findings of the five member jury were released. One of the jury's recommendations pertained to the installation and mandatory use of audio and visual recording equipment in police buildings.

In August of 2007, former Solicitor General John Les announced that Police Services Division (PSD) would develop standards regarding the installation and mandatory use of video recording equipment in interview rooms and areas of police buildings where detained persons routinely interact with police personnel. Since that time, PSD staff has conducted research, site visits, consultation with police jurisdictions, and led a working group of individuals from both the RCMP and several independent municipal police departments.

Based on these activities, PSD is proposing a standard that requires that **each municipality provide its police service with an operational digital video surveillance and recording system** in the following locations:

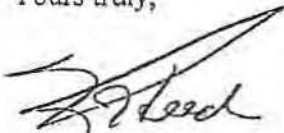
- Sally port;
- Outside locations that may be used for unloading or for release of prisoners;
- Prisoner booking area;
- Hallways and elevators inside cell block;
- Cells and holding rooms;
- Interview rooms (inside *and* external to the cell block);
- Fingerprint rooms (used for compelled or in-custody persons); and
- Breathalyser Test Apparatus (BTA) rooms.

.../2

I am submitting the proposed standards for consideration as a *Police Act* regulation under section 74(2)(g). The regulatory process may take some time. In the meantime, I have written to the Chiefs of Police for the independent municipal police departments requesting that their agencies begin to implement the proposed standard, pending regulation.

Please be advised that the RCMP participated in the development of the standard and have been requested to work towards implementation. Please consider this correspondence confirmation of my Ministry's request that your municipality meet the proposed standard. Details of the proposed standards are attached in this letter, as is a copy of the accompanying guideline which provides further information and policy suggestions. I thank you in advance for your support and compliance with this very important public safety initiative.

Yours truly,



Kash Heed
Solicitor General

Enclosure

pc: David Morhart
Mr. Kevin Begg
Ms. Lynne McNally
Ms. Tanya Allen

Video Surveillance Recordings in Police Buildings *Proposed Standards*

AUTHORITY

Police Act section 74 (2)(g):

"Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

(g) prescribing requirements respecting offices buildings, places of detention, and equipment and supplies to be provided by municipalities;"

RATIONALE

The intent of the proposed *Video Surveillance Recordings in Police Buildings* standards is to (1) increase the safety of officers and the public; (2) provide evidence for any investigation; and (3) contribute to the consistent application of this technology throughout the province.

The principle behind the proposed standard is to ensure a digital video surveillance and recording system is present in all interview rooms and areas of police buildings where detained persons routinely interact with police personnel.

DEFINITIONS

In the proposed *Video Surveillance Recordings in Police Buildings* standards,

"Sally Port" means the secure driveway or parking bay that is immediately adjacent to a police building where a detained person is loaded or unloaded into and out of transporting vehicles.

"Cells and holding rooms" includes cells; holding rooms; observation rooms; and/or "drunk tanks."

"Interview rooms (inside *and* external to the cell block)" includes:

- All investigative and patrol interview rooms whether identified as a "hard" or "soft" interview room; and whether or not they have existing cameras for *investigative* recording;
- Multi-purpose rooms that may be used for interviews, legal consultation, telephone access, visit and/or bail hearings;
- Polygraph rooms (used for detained persons); and/or
- Statement and bail hearing rooms.

"Fingerprint rooms (used for compelled or in-custody persons)" means any room in a police building used for compelled fingerprints or for fingerprinting in-custody persons. Fingerprint rooms used exclusively for volunteer fingerprinting are not included in these standards.

LEGISLATIVE REQUIREMENTS

That each municipality provide its police service with an operational digital video surveillance and recording system that has the capacity to record at a sufficient rate of speed to provide seamless coverage of movement.

That each of the following locations within or immediately around a police building have an operational digital video surveillance and recording system in place with the capacity to record at a sufficient rate of speed to provide seamless coverage of movement all persons within each location:

- Sally port;
- Outside locations that may be used for unloading or for release of prisoners;
- Prisoner booking area;
- Hallways and elevators inside cell block;
- Cells and holding rooms;
- Interview rooms (inside *and* external to the cell block);
- Fingerprint rooms (used for compelled or in-custody persons); and
- Breathalyser Test Apparatus (BTA) rooms.

COMING INTO FORCE PROVISIONS:

- For immediate implementation:
 - Prisoner booking area.
- Year 1 ~ Fall 2010:
 - Sally port;
 - Outside locations that may be used for unloading or for release of prisoners; and
 - Interview Rooms (external to the cell block).
- Year 2 ~ Fall 2011:
 - Hallways and Elevators inside cell block;
 - Cells (including "Drunk Tanks", holding rooms & observation rooms); and
 - Interview Rooms (inside the cell block).
- Year 3 ~ Fall 2012:
 - Fingerprint Rooms (used for compelled or in-custody persons); and
 - Breathalyser Test Apparatus (BTA) rooms.

Video Surveillance Recordings in Police Buildings Guidelines to Accompany Proposed Standards

AUTHORITY

Police Act section 74 (2)(g):

"Without limiting subsection (1), the Lieutenant Governor in Council may make regulations as follows:

(g) prescribing requirements respecting offices buildings, places of detention, and equipment and supplies to be provided by municipalities;"

LEGISLATIVE/REGULATORY REQUIREMENTS

The proposed standards pertaining to *Video Surveillance Recordings in Police Buildings* require that each municipality provide its police service with an operational digital video surveillance and recording system that has the capacity to record at a sufficient rate of speed to provide seamless coverage of movement.

The proposed standards also require each of the following locations within or immediately around a police building have an operational digital video surveillance and recording system in place with the capacity to record at a sufficient rate of speed to provide seamless coverage of movement all persons within each location:

- Sally port;
- Outside locations that may be used for unloading or for release of prisoners;
- Prisoner booking area;
- Hallways and elevators inside cell block;
- Cells and holding rooms;
- Interview rooms (inside *and* external to the cell block);
- Fingerprint rooms (used for compelled or in-custody persons); and
- Breathalyser Test Apparatus (BTA) rooms.

British Columbia Independent Municipal Police Departments are subject to the provisions of the *Freedom of Information and Protection of Privacy Act* [RSBC 1996] Chapter 165. A central tenet of this Act is that an individual who is the subject of surveillance has a right to request access to his or her recorded personal information under s. 5 of the *Act*. As such, the *Act* requires agencies to retain recorded information for one year if it contains personal information about an individual that is used to make a decision that directly affects the individual (s. 31 of the *Act*).

The legislation also contains: provisions for the collection and security of recorded information, parameters surrounding use and disclosure of such information, and exceptions to disclosure. Department personnel who oversee, use, or draft policy regarding the surveillance system should consult the *Act* directly for further information. The Office of the Information and Privacy Commissioner for British Columbia has also created *Public Surveillance System Privacy Guidelines* which may aid in interpreting the Act and drafting related policy.

The RCMP detachments within the Province of British Columbia are subject to the provisions of the federal *Access to Information Act* (R.S., 1985, c. A-1), *Privacy Act* (R.S., 1985, c. P-21) and *Privacy Regulations* (SOR/83-508), which encompass similar provisions to BC's information and privacy legislation with one main exception: that records used to make a decision that directly affects an individual must be retained for two years (see *Privacy Regulations* 4(1)(a)).

DEFINITIONS

In the proposed *Video Surveillance Recordings in Police Buildings* standards,

"Sally Port" means the secure driveway or parking bay that is immediately adjacent to a police building where a detained person is loaded or unloaded into and out of transporting vehicles.

"Cells and holding rooms" includes cells; holding rooms; observation rooms; and/or "drunk tanks."

"Interview rooms (inside and external to the cell block)" includes:

- All investigative and patrol interview rooms whether identified as a "hard" or "soft" interview room; and whether or not they have existing cameras for *investigative* recording;
- Multi-purpose rooms that may be used for interviews, legal consultation, telephone access, visit and/or bail hearings;
- Polygraph rooms (used for detained persons); and/or
- Statement and bail hearing rooms.

Note: Interview rooms used exclusively for internal investigations and/or for legal consultation are not required to have surveillance cameras.

"Fingerprint rooms (used for compelled or in-custody persons)" means any room in a police building used for compelled fingerprints or for fingerprinting in-custody persons. Fingerprint rooms used exclusively for volunteer fingerprinting are not included in these standards.

RATIONALE

The intent of the proposed *Video Surveillance Recordings in Police Buildings* standards is to (1) increase the safety of officers and the public; (2) provide evidence for any investigation; and (3) contribute to the consistent application of this technology throughout the province.

The principle behind the proposed standards is to ensure a digital video surveillance and recording system is present in all interview rooms and areas of police buildings where detained persons routinely interact with police personnel.

COMING INTO FORCE PROVISIONS

Timelines for compliance with the proposed standards will be staggered over three years to allow departments time to prepare internal policy and procedures that will result from this proposal and in recognition that implementation may be costly for some departments.

- For immediate implementation:
 - Prisoner booking area.
- Year 1 ~ Fall 2010:
 - Sally port;
 - Outside locations that may be used for unloading or for release of prisoners; and
 - Interview Rooms (external to the cell block).
- Year 2 ~ Fall 2011:
 - Hallways and Elevators inside cell block;
 - Cells (including "Drunk Tanks", holding rooms & observation rooms); and
 - Interview Rooms (inside the cell block).
- Year 3 ~ Fall 2012:
 - Fingerprint Rooms (used for compelled or in-custody persons); and
 - Breathalyser Test Apparatus (BTA) rooms.

EXPLANATORY NOTE ON DIRECTOR'S GUIDELINES

Guidelines are issued by the Director of Police Services to assist in the coordination of policing and law enforcement within the province. The Director's Guidelines supplement the provincial policing standards. They are based on research and best practices, and developed in consultation with subject matter experts within policing and other relevant fields.

In addition to the provisions of the proposed *Video Surveillance Recordings in Police Buildings* standards, police services are advised to follow the Director's Guidelines outlined below or a comparable equivalent that is determined to better reflect local needs. A rationale documenting such a determination is recommended. Compliance with both the legislative and regulatory requirements and the Director's Guidelines may be considered during audits and inspections by Police Services Division.

1 POLICY & PROCEDURES

Every police service should maintain policy and procedures that:

- Limit locations for release procedures and entry/exit routes for detained persons;
- *When inside police buildings*, restrict locations of interaction with detained persons – including booking, interviews, detention, signing paperwork, and release – to areas under surveillance.
- Minimize contact with civilian staff and facilities when escorting detained persons through hallways and passageway inside the police building;
- Are in compliance with FOIPPA provisions regarding monitoring, access, security and retention of recordings; and
- Ensure appropriate safeguards are in place so solicitor-client privilege is not breached during legal consultation (i.e., cover the camera).
- Ensure appropriate safeguards are in place to protect the safety of confidential sources (i.e., cover the camera).
- Allow for interviews of police members to take place without surveillance.
- Allow for a declaration to be signed if a victim or witness refuses to participate in an interview with surveillance recording. The victim or witness must sign a declaration stating that they have requested no surveillance coverage – then the interview may take place without surveillance (this includes interviews for internal investigations purposes).

The BC Office of Information and Privacy Commissioner (OIPC) have drafted *Public Surveillance System Privacy Guidelines* (January 26, 2001), which includes suggestions for creating surveillance system policies (Section 4.2 and 4.4). The Director of Police Services supports and anticipates compliance with the OIPC Guidelines. Department personnel who oversee, use, or draft policy regarding the surveillance system should consult the OIPC Guidelines directly for further information.

For clarification, some of the guidelines pertaining to departmental policies include (but are not limited to) the following. Departments should develop comprehensive written policies that:

- Govern the use of video surveillance equipment, including:
 - Locations of cameras;
 - Location of monitors and storage equipment (in a controlled area);
 - Personnel authorized to access and/or operate the system;
 - Times when surveillance will be in effect.
- Govern the use and retention of recorded information, including:
 - Who may access the information (whether for monitoring purposes, retrieving copies or extracts, and/or reviewing for investigative purposes).
 - Circumstances information may be accessed.
 - Minimum and maximum retention periods for extracts and general storage.
- Specify that authorized personnel maintain a log of all instances of access to and use of recorded material.

- Specify the use of a record release form to be completed before disclosure of recorded material to members of the police department.
 - This release form should include the purposes for disclosing the recording, who it is being disclosed to, when disclosure occurred and if the recording will be returned or destroyed after use. Recordings should be numbered and monitored to ensure safeguards are in place.
- Dictate the secure disposal of old storage devices and recordings by shredding, burning or magnetically erasing the device.

2 EQUIPMENT

Recording speed: A minimum of 7.5 frames per second is recommended but not mandatory provided that recorded motion appears fluid.

Camera housing: A department may select any style of camera housing provided that the entire scope of the location is covered to comply with the standards.

- Box-style housing and/or cameras within box-style housing may need to be adjusted to ensure there is no blind spot or gap immediately under the camera housing.
- Pan tilt zoom cameras should be accompanied by additional cameras to ensure the recording of seamless coverage of movement across the entire scope of the room.

Activation: The recording mode for all locations listed in the standards should be motion-start or continuous 24/7 activation, with the following exceptions:

- Cells and holding rooms that are equipped with motion-start activation must have an automatic or manual 24/7 override.

An override is necessary to ensure continuous recording of detained persons even if they are sleeping or if they remain still for a period of time. An override is to be used anytime a person is detained inside the cell or holding room.

An example of an effective automatic override mechanism is one that begins anytime a sensor detects that the cell or holding room door is closed.

- Interview rooms may be equipped with a manual activation instead of motion-start or continuous 24/7 activation.

However, if a police service opts for manual activation, policies and procedures must be in place to ensure that the system is recording anytime a person is interviewed and/or detained inside the interview room.

An example of an effective manual activation mechanism is one that is connected to the light switch to ensure that anytime a person turns on the light to enter the room the

surveillance camera will begin recording.

- Appropriate mechanisms must be in place within interview rooms so that solicitor-client privilege is not breached during legal consultation.

An example of an appropriate mechanism is a magnetic or a Velcro flap which may be used to cover the face of the camera during the interview or consult.

Computer software: To facilitate extraction and sharing of recordings in appropriate circumstances (e.g., for use as evidence), the recording system's software platform should be compatible with any media player and extracts should be able to be viewed without the procurement of additional proprietary and/or specialized software. The software should enable the time and date stamp on original recordings and any copies or extracts that are made.

3 MONITORING AND EVALUATION

The department should review the functionality, use and security of its digital video surveillance and recording system – including recording equipment, monitors, storage devices and accompanying policies and procedures. This review should be conducted at least once per annum to ensure the integrity of the system and compliance with the proposed *Video Surveillance Recordings in Police Building* standards and FOIPPA requirements. The results of each review should be documented in detail and any concerns should be addressed promptly and effectively.