

DATE: June 28, 2021

FILE: 4710-01

TO: Chair and Directors
 Electoral Areas Services Committee

FROM: Russell Dyson
 Chief Administrative Officer

 Supported by Russell Dyson
 Chief Administrative Officer

R. Dyson
RE: Community Services – Operational Highlights
Purpose

To provide an update on key operational items not reflected in the strategic plan or management reports.

Recommendation from the Chief Administrative Officer:

This report is for information only.

Executive Summary

The following table highlights operational items each department in the Community Services Branch is currently involved with. The items are considered more of the day to day operations and intended to be items outside those identified by the board or strategic plans.

Table 1: Operational Highlights by Department

Department	Item	Additional Info
Community Services	Community Hall	<ul style="list-style-type: none"> Continued support for re-opening and washrooms.
Community Services	Hornby Island Community Economic Enhancement Corporation Agreement	<ul style="list-style-type: none"> New contract in place for three years.
Community Services	Denman Works!	<ul style="list-style-type: none"> Additional community grants managed by Denman Works! reviewed with Community Services.
Community Services	Restart Funds	<ul style="list-style-type: none"> To be determined under the direction of the Chief Administrative Officer.
Emergency Programs	Harmston Emergency Operations Centre (EOC) Radio Communications and Antennas Project	<ul style="list-style-type: none"> To ensure no impact on pre-existing buildings and technical infrastructure. A technical advisory group has been created to ensure lightning protection and grounding is to CSA and industry recommendations before installation can proceed.
Emergency Programs	Connect Rocket Community	<ul style="list-style-type: none"> Soft launch campaign continues. Will move to pop-up events at recreation facilities once the pandemic is over or enough health orders have been removed making it safe to do so.

Emergency Programs	Moving Emergency Support Services (ESS) Program and its volunteers into Harmston EOC Management Room	<ul style="list-style-type: none"> • Bringing the ESS Program to the Comox Valley Regional District (CVRD) to provide the Comox Valley Search and Rescue more space for operations. • On June 8 a tour and access orientation were completed by the CVRD. • CVRD staff are working on an access checklist and addressing questions received from volunteers.
Emergency Programs	Denman Island Wildfire Tabletop and Functional EX	<ul style="list-style-type: none"> • Part of the design team.
Emergency Programs	Building CVRD support for Comox Valley Emergency Program (CVEP) volunteers	<ul style="list-style-type: none"> • Administrative, OHS recruitment and community outreach.
Emergency Programs	Hiring replacement for Deputy Coordinator, CVEP	<ul style="list-style-type: none"> • Hiring replacement ongoing.
Emergency Programs	Modernized Emergency Management Legislation - extended until Spring 2022	<ul style="list-style-type: none"> • Spring 2022, Province of BC tentative timeframe to be provided.
Fire Services	FireSmart	<ul style="list-style-type: none"> • Public education campaign, with a news release and advertisements with FireSmart tips, to begin June 2021.
Fire Services	Open Burning and Smoke Regulation (Provincial)	<ul style="list-style-type: none"> • Communication with residents that apply for rural burn permits, that additional information and oversight are required by the Province.
Fire Services	NI911 User Agreements	<ul style="list-style-type: none"> • Working with NI911 to renew and update dispatch user agreements.
Parks	Denman Cross Island Trail	<ul style="list-style-type: none"> • Kirk Road stairs completed. • Survey and design work planned for 2021 between Owl Crescent and Gravelly Bay ferry terminal. • Statutory Right of Way opportunities being discussed.
Parks	One Spot Trail	<ul style="list-style-type: none"> • Staff working towards finalizing the licence agreement with the Ministry of Transportation and Infrastructure.
Parks	Fanny Bay Playground	<ul style="list-style-type: none"> • Community engagement and design for playground completed. • Volunteers completed site prep. • Construction is underway.
Parks	Seal Bay Bates Rd Parking	<ul style="list-style-type: none"> • Design completed.
Parks	Union Bay Connector	<ul style="list-style-type: none"> • Design completed. • Construction planned for June.
Parks	Seal Bay Signage	<ul style="list-style-type: none"> • Public survey to gather feedback on signage completed. • This will be used to inform final parks sign design to be used in other CVRD parks.
Parks	Asset Management	<ul style="list-style-type: none"> • Parks asset inventory being collected by Parks summer students as the first step towards more robust asset management.

Parks	Regional Parks Service	• Consultant hired to deliver comprehensive background study.
Parks	Bylaw	• Increased education and bylaw enforcement by Bylaw Department and Parks summer students.
Parks	Parks Planner	• Hiring replacement ongoing.

Concurrence:

D. DeMarzo

Doug DeMarzo
General Manager of Community
Services