

# Appendix A - Completed “Nomination Form for Cities and Local Governments to Participate in the Campaign”

City / Local Government (Please indicate the year the numbers were provided.)	
City name	District of Oak Bay
Location (short description)	The District of Oak Bay is located on the southern end of Vancouver Island, British Columbia, Canada.  Oak Bay Municipal Hall: 2167 Oak Bay Avenue Victoria, BC V8R 1G2 (Latitude: 48° 25' 35" N / Longitude: 123° 19' 22" W)
Size (year)	10.38 km <sup>2</sup> (2008)
Population (year)	18,459 (2008)
GDP	\$45,103 (BC GDP/capita - 2008)
Hazard type(s)	Earthquakes, Severe Winter Storms, Fire, Pandemic, Tsunami, Marine Transport Incident
Name of Mayor / Commissioner / Governor / Community leader	
Christopher Causton	
Which part of the city administration will be the focal point for the Campaign?	
District of Oak Bay Fire Department	
Contact details Focal Point	
Name	Dave Cockle
Function	Deputy Fire Chief
Address	1703 Monterey Avenue Victoria, BC V8R 5V6
Email	dcockle@oakbay.ca
Telephone	(250) 592-9121 office / (250) 883-0624 cell
Fax	(250) 598-2749

<p><b>Which local institutions will be engaged in the Campaign?</b> (In addition to the local government.)</p>	
<p>Royal Roads University - Master of Arts in Disaster and Emergency Management Program</p>	
<p><b>Major Disaster Risks</b> (Please indicate major disasters that have occurred, prevailing hazards and vulnerable conditions.)</p>	
<p>The District of Oak Bay rests within a zone of medium to high amplification of ground motion hazard if an earthquake were to hit the area. Several key buildings including the municipal hall; police, fire, Monterey Recreation Centre and public works yard are located within this zone. Most of these buildings are lacking the reinforcement required to sustain the impact of an earthquake. Additionally, the demographic makeup of the community shows an aging population which is at-risk sector in disaster and emergency situations. Many of these residents reside in older homes which may not meet the seismic upgrades requirements to withstand even a moderate earthquake.</p>	
<p><b>Achievements and plans in relation to the ten essentials areas</b>  <i>A - Make an estimation of the <b>status</b> per essential as follows:  1 - poor/nothing in place, 2 - some progress in place, 3 - in place, well functioning, or N/A  B - Please describe main areas of <b>progress</b> and <b>achievements</b>.  C - Please identify <b>activities</b> and <b>plans</b> your city will pay special attention to <b>improve the current situation</b> during the campaign and beyond. Additionally, feel free to propose special events or activities your city would like undertake to raise awareness on disaster resilience. Please select the respective Essential(s).</i></p>	
<p><b>Essential 1 – Risk reducing organization and coordination in place</b></p>	<p>Status - 3</p>
<p>Progress and achievements –  The District of Oak Bay residents are actively involved in different organizations including the Oak Bay Emergency Program (OBEP), Emergency Social Services (ESS), and Emergency Communications. OBEP played an important role in the production of the Emergency Program Strategic Plan, which presents an objective-based work plan for disaster risk reduction. There is an impressive network of volunteers who will soon benefit from a computer-based volunteer management system that will ease communication and permit better coordination of local volunteer capacity. This network of volunteers is a gateway to out-of-community resources. For example, the Emergency Communications group does a cross-municipality communication test every Wednesday and represents an impressive network of resources. Volunteers also take advantage of opportunities to network with volunteers from other municipalities. This was recently the case when a delegation of OBEP volunteers participated in the Vancouver Island Emergency Preparedness Conference.</p> <p>The District of Oak Bay municipal council is also very supportive of disaster risk reduction initiatives including the "Making Cities Resilient" program for which this report was produced. The involvement of department heads in the Emergency Planning Policy Committee also demonstrates how municipal resources are engaged in disaster risk reduction and preparedness.</p>	
<p>Plans -  1.1 Formation of the District of Oak Bay Emergency Planning Partners Group: This would engage</p>	

community organizations, schools and local businesses and provide them with an active voice and a better understanding of the emergency management needs and activities that may impact their respective organizations.

1.2 Development of a Comprehensive Oak Bay Volunteer Management System (VMS): This would allow for the recording and tracking of activities related to volunteers as well as equipment and materials.

1.3 Formation of Block Watch Strengthening Preparedness Amongst Neighbours (SPAN) Teams (including Citizen and Business SPAN Teams): This will empower residents to organize and obtain training on key disaster and emergency management (DEM) topics such as rapid damage assessment, first aid, reception centre operations, search and rescue and gathering local disaster impact intelligence.

1.4 Build Alliances with Local Schools to Provide Disaster and Emergency Management (DEM) Volunteer Opportunities to Students: These students would be extremely valuable volunteers across the entire District of Oak Bay Emergency Management Program and would have an opportunity to learn about DEM, while improving their community's preparedness for disaster.

**Essential 2 – Budget assigned**

Status - 2

Progress and achievements –

The District of Oak Bay has dedicated funds for the Emergency Program. In so doing, they have identified the requirement for the funding of disaster risk reduction strategies. For example, the municipal budget identifies funds for program initiatives such as the School Preparedness Program. Funds allocated for Emergency Social Services also support local programs including the Community Emergency Preparedness Outreach Team. Additionally, the District of Oak Bay has prioritized expenditures to address local vulnerabilities by applying for and obtaining funds under the Joint Emergency Preparedness Program (JEPP) as well as a grant for the Oak Bay Senior's Mitigation and Preparedness Project.

The District of Oak Bay has enacted a provincially mandated Emergency Management by-law, which identifies the structure of the Emergency Management organization and the key personnel, involved. The by-law also provides the authority for the Emergency Management Coordinator and Committee to function and conduct planning. This structure has been exercised at the municipal level and appears to be functioning well. The municipal council is receptive to emergency management initiatives and works closely with the Emergency Program staff to support new and ongoing initiatives.

Plans -

2.1 Provide incentives for homeowners to enter home risk reduction renovation projects, i.e. seismic upgrading: The incentives for making the improvements include waiving or reducing building permit fees when starting the project, and one-time property tax reductions for completed projects. This program has the advantage of being developed locally, allowing for community input and heritage preservation. Also, incentive programs for volunteers to cover cost of training and professional development. The activities supported by this program can range from courses taught

by experts from within or outside of the community, as is presently done, to assistance for those already enrolled in college or university programs with tuition or textbooks costs.	
<b>Essential 3 – Risk assessment prepared</b>	Status - 3
<p>Progress and achievements –</p> <p>The District of Oak Bay has identified local hazards in accordance with the provincial framework through the completion of a Hazard, Risk and Vulnerability Assessment (HRVA) in 2004. This document identifies and prioritizes hazards, examines the impact of these hazards on the community and conducts a risk assessment. The Capital Regional District (CRD) of Vancouver Island, which includes the District of Oak Bay, conducted a risk assessment and identified risks that could impact the 13 municipalities associated to a variety of disaster / emergency events. This document has been made available to all communities but is presently only a draft document.</p> <p>The District of Oak Bay has also identified local vulnerabilities and has paid particular attention to the at-risk demographic in the area. One example of this the development of a vulnerability map utilizing a geographical information system (GIS) interface, which identifies senior’s residences in the area. Using the vulnerability map, the Oak Bay Emergency Program has developed strategies to address the needs of this at-risk population in times of an emergency such as the Oak Bay Senior’s Mitigation and Preparedness Project. Additionally, the District of Oak Bay has identified another vulnerability within their schools. In order to reduce the risk in this population, the Oak Bay Emergency Program is working closely with the schools through the School Preparedness Program.</p>	
<p>Plans -</p> <p>3.1 Complete a Hazard, Vulnerability and Risk Assessment (HVRA): This action would increase the public’s awareness of the hazards and risks facing their community.</p>	
<b>Essential 4 – Investment in risk reducing infrastructure</b>	Status - 2
<p>Progress and achievements –</p> <p>The District of Oak Bay has identified limited Critical Infrastructure (CI) capacity as defined by the National Strategy for Critical Infrastructure (NSCI). The Oak Bay Fire Hall, Police Station and new water distribution lines are examples of key CI that have been successfully identified by Oak Bay community planners. Information pertaining to other Oak Bay CI, such as transportation, communication, energy and utilities currently exist as separate, independent, sources of information, which makes it more difficult to prioritize investment and develop long-term strategies.</p> <p>Concrete steps have been taken to improve resiliency, replacement, and redundancy/backup in select CI. This was recently accomplished by the procurement of mobile generators that will provide a degree of power generation options in the event of an emergency. Yet another excellent example of redundant capabilities within Oak Bay was the establishment of a back-up Emergency Operations Centre within the Municipal Hall. Furthermore, the recognized need to upgrade the community sewage system; including the lift station adjacent to Windsor Park are excellent examples of how Oak Bay is improving resiliency, and replacement of select CI.</p>	
<p>Plans -</p> <p>4.1 Develop Critical Infrastructure assurance: This includes a catalogue of infrastructure that is</p>	

critical to the continuity of the community and essential social services such as temporary accommodation facilities (e.g. recreation centres, schools), potential infant care centres, medical clinics and potential life-saving centres and sources for potable water, food and fuel, police & fire services/facilities, emergency medical transport/facilities, pharmaceutical facilities, communications (voice/data) distribution network (e.g. emergency services dispatch connections) and financial services network (e.g. commercial banks and their respective business continuity plans).

**Essential 5 – Safe schools and health facilities**

Status - 2

Progress and achievements –

The District of Oak Bay is not directly responsible for schools and health facilities within their area. However, a provincially sponsored effort, the Seismic Mitigation Program, of the British Columbia Ministry of Education has targeted educational facilities, including those within the District of Oak Bay. Thus far two schools have been seismically upgraded and a third is scheduled for upgrade in the near future.

A new eight story Patient Care Tower at Royal Jubilee Hospital has recently been opened and designed to robust seismic standards. The District of Oak Bay and the Regional Health Authority Emergency Advisory Committee are working closely together to ensure that all healthcare facilities are issued operating licences, and are conforming to basic guidelines.

The Oak Bay Fire Department, utilizing the British Columbia Fire and Building Codes, has reported that Fire and Life Safety standards are meeting or exceeding guideline requirements on school and healthcare facilities that they are inspecting. Building evacuation plans, and general health and safety issues are in good order. Additionally, two private schools, Glenlyon Norfolk and St. Michael's, have robust Emergency Response Plans that could also be used as a guiding source within the District of Oak Bay.

Plans -

5.1 Creation of a School and Health Facilities DEM Safety Profile Database for the District of Oak Bay: This database would build on existing technology and store both personal data and structural information that could be retrieved before or during a disaster event.

5.2 Establish a School Emergency Planning Mentorship Program: This program would mentor and guide the public school administrators in the development of their emergency plans.

**Essential 6 – Risk-compliant building regulation and land use applied**

Status - 3

Progress and achievements –

The District of Oak Bay possesses and enforces excellent land-use planning and Building Code By-laws. They maintain a well designed land-use information and education capability in which the public website is easy to find and navigate. In general, the District of Oak Bay has very restrictive land-use and zoning laws, and there is no informal settlement or construction within the community.

Community groups, such as the Heritage Oak Bay Foundation, play important roles in impacting land-use and infrastructure building and restoration efforts. Furthermore, the general public is

encouraged to participate on a very regular basis through bi-monthly opportunities of attending council meetings and directly engage council on land-use issues or concerns. Additionally, the Oak Bay council maintains a very proactive hands-on approach to all land-use legal issues through, such as the issuance of building permits, Oak Bay By-Law 3531.

Plans -

6.1 Educate the Community about the habitation risks of their surroundings, such as unreinforced concrete masonry buildings and/or waterfront property: With this knowledge, individuals are able to decide what level of risk they are prepared to tolerate and what they will do to manage the risks that they have been made aware of.

6.2 Identify Critical Infrastructure buildings and buildings of historical significance that require seismic upgrade and create a plan to reduce associated risks: To maintain existing structures and support risk reduction, the Heritage Oak Bay Foundation could work with municipal staff and officials to create community guidelines for the maintenance and potential upgrade of existing heritage structures and to find creative solutions to protecting and preserving historical buildings.

6.3 Introduce building regulations and incentives that promote the upgrade of existing, unreinforced concrete masonry buildings: This includes a one-time property tax breaks to owners who have undertaken infrastructure or property safety improvements that reduce the risk to themselves and to the community . For heritage buildings, partnerships could be explored with Heritage BC and Heritage Canada that would provide allowances and tax breaks for heritage building owners who wish to upgrade their structures to reduce risk.

**Essential 7 – Education programs and training in place**

Status - 3

Progress and achievements –

The District of Oak Bay has a thriving and robust energy for community and school education training programs that embrace disaster risk reduction. Utilizing educational program initiatives that are delivered by the Red Cross, community volunteers, and parent advisory committees, Oak Bay is a leader in delivering age appropriate education to pre-school, and grade three to five students. Additionally, these students are encouraged to bring home the disaster risk reduction kits, and share them with their families. Eighty percent of the schools in Oak Bay maintain a shipping sea container that hold enough food, water and supplies for all children and staff in case disaster strikes. This enormous venture is the catalyst for developing and creating lasting dialogue between students, teachers, and the community.

The District of Oak Bay reaches its senior citizens, faith bases organizations, and local community by delivering pertinent disaster risk reduction education through community meetings, open houses, and engaging nursing homes. One Oak Bay senior’s facility mandates that all residents must have a grab and go bag established to maintain occupancy.

The District of Oak Bay employs civil servants and professionals who have embraced the message of disaster preparedness, and truly foster a spirit of collaboration that empowers and connects all departments to the community and its people.

<p>Plans -</p> <p>7.1 Continue toward utilizing social networking sites (SNS) as part of overall communications: The use of SNS in all stages of emergency management is accepted and is considered a viable solution to the problem of information distribution and communications.</p> <p>7.2 Include video clips on website to provide education regarding specific hazards: The video clips could provide training, advice, and information on known hazards. For example, a video could be used to train community members to drop, cover and hold on during an earthquake.</p>	
<p><b>Essential 8 – Ecosystems and natural buffers protected</b></p>	<p>Status - 2</p>
<p>Progress and achievements –</p> <p>The District of Oak Bay values their green space and have demonstrated the importance of nature conservation by addressing it in the Community Plan. At the municipal level, the responsibility for protecting natural areas and maintaining them in their natural state is given to Parks Services. In addition, many environmental preservation initiatives stem from the community. For example, the Oak Bay Green Committee came together to protect mature and aging trees, and their actions resulted in the adoption of the Tree Protection bylaw. The District of Oak Bay also participates in initiatives that were started by the Capital Regional District, such as sensitive ecosystem mapping. The Bowker Creek Initiative is an example of how the District of Oak Bay works with surrounding communities to bring different stakeholders together for the purpose of restoring and protecting this important watershed. The Land Use bylaw allows a certain range of activities and modifications to the land. The community recognizes that this level of protection is not sufficient to ensure the conservation of critical ecosystems, and has recently come together in a new association to advocate for the protection of the sensitive Garry Oak ecosystem of Uplands Park.</p>	
<p>Plans -</p> <p>8.1 Create specific and explicit protections for existing ecosystems and natural buffers: These protections include those with potential for restoration, through amendment to municipal by-laws addressing protection of recreational spaces.</p> <p>8.2 Assess climate change impacts specific to the community: This assessment could be used in disaster risk reduction planning and practices, such as informed land-use planning, or critical infrastructure built to accommodate climate change and to extend the life of the infrastructure.</p>	
<p><b>Essential 9 – Early warning systems installed</b></p>	<p>Status - 2</p>
<p>Progress and achievements –</p> <p>The District of Oak Bay has a comprehensive public information and emergency management capacity as identified through community consultation, and review of the District of Oak Bay Emergency Response and Recovery Plan (ERRP). A three phase approach to public information is utilized that depending on the hazard can activate several notification processes. As outlined in the ERRP, all 16 identified hazards list public information as a priority in initial stages of operations. The usage of radio, television, Oak Bay website, door to door notification, and established municipal aid agreements with neighbouring municipalities creates an effective system for informing the public that meets the needs of the community.</p> <p>The District of Oak Bay has signed Municipal Disaster Mutual Aide Agreements with 11 surrounding</p>	

municipal partners and has participated in the biggest earthquake preparedness drill on record in Canada called The great British Columbia Shake Out – where on January 26th, 2011 over 470,000 participants participated in an earthquake preparedness drill that taught people how to “ Drop, cover, and hold on.” The District of Oak Bay officials were leaders in developing and this initiative.

Plans -

9.1 Register with Multi Agency Situational Awareness Systems MASAS: The federal Ministry of Defence through Defense Research and Development Canada has oversight of a nation wide model for alerting and situational awareness. This is currently available at no cost by registering via the website and supports emergency management staff with alerts and situational awareness notifications.

9.2 Register with Common Alerting Protocol - Canadian Profile (CAP-CP) and fill in templates with information that they wish the media to receive: The Common Alerting Protocol is an internationally approved method for collecting and automatically relaying all types of hazard warnings and reports locally, regionally and nationally into multiple dissemination systems very quickly.

9.3 On line preparedness drills for staff & public: On line educational models and preparedness drills are increasingly available via the internet. The District of Oak Bay could access low cost or free training modules and educational tools via the internet.

9.4 Enhance & Build Social Media Expertise of Staff within Emergency Management: Cultivate and build social media capacity within the municipality for use in emergency management activities and public education.

**Essential 10 – Needs-based (survivors) reconstruction**

Status - 2

Progress and achievements –

The District of Oak Bay has developed the Emergency Management Program from simply meeting provincial compliancy to a more comprehensive program focusing on community resiliency and disaster risk reduction. They have developed a comprehensive Emergency Response and Recovery Plan (ERRP) based upon community participation, using an all-hazards approach through the engagement of several community based organizations; this plan was last updated in 2011 to reflect the current level of readiness in the District of Oak Bay.

The District of Oak Bay, in partnership with the local Emergency Social Service and Community Disaster Assistance Teams, have clearly identified the resources (human/material) that are needed at the three different levels of activation during the response and relief phases. The clarity of the ERRP allows for someone from outside the District of Oak Bay to competently manage the basic needs of the community through the operation of a reception and/or evacuation centre as required, in partnership with identified community based organizations, and without any prior knowledge of the ERRP. District of Oak Bay hosts an annual exercise and participates regularly in exercises with neighbouring municipalities or community partners. The exercise scenarios vary and are exercised at any level of response, relief or recovery.

Plans -

10.1 Develop a recovery plan: Engage with community stakeholders and Capital Regional District partners in developing a comprehensive recovery plan.