

RESIDENTIAL ELECTRICAL SAFETY TOOLS USER GUIDELINES

PREFACE

Over the past few years, there has been a significant increase in number of marijuana grow operations in the residential neighbourhoods in British Columbia. As indicated in the British Columbia Safety Authority (BCSA) information bulletin number B-E1 050304 1, marijuana grow operations almost always involve unsafe electrical installations and pose significant public safety risks. To mitigate these risks, the Province of British Columbia has amended the *Safety Standards Act* (SSA). As a result of this amendment, a local government can now request power consumption information from electrical utilities in the Province and use this information to proactively deal with electrical safety risks posed by marijuana grow operations in its jurisdiction.

These user guidelines have been compiled by a multi-organisation steering committee and include information to assist a local government with its request for information and for the development of its own policies and procedures for a safety initiative using electrical consumption information made available under the SSA. The materials included in these guidelines have been developed by various members of the steering committee, some of which participated in pilot projects to examine new approaches to mitigating safety risks posed by grow operations.

As local governments across the Province may adopt different approaches to implementing a safety initiative, these guidelines do not include initiative specific information, but provide general information that would be useful to a local government. Any local government using electrical consumption information for identifying marijuana grow operations and implementing a safety initiative using electrical consumption information should seek its own legal advice for implementing its safety initiative.

It is important to note that adequate planning prior to a request for information from utilities is the key to success, and the issues that require careful consideration by local governments include:

- Public and employee safety;
- Adoption of any desirable by-laws;
- Availability of adequate resources for administration and implementation of the initiative;
- Development of implementation policies and procedures for secure processing, handling and sharing of sensitive information;
- Service delivery arrangements with all partners including the British Columbia Safety Authority and the police.

It is hoped that local governments will be able to use consumption information provided by the utilities to make our communities safer.

The steering committee wishes to thank everyone who contributed their valuable time and resources to this project.

Steering Committee Members

BC Hydro
British Columbia Safety Authority
City of Abbotsford
City of Chilliwack
City of Kamloops
City of Kelowna
City of Surrey
Ministry of Public Safety and Solicitor General
Office of Housing and Construction Standards
RCMP

INTRODUCTION

At the Union of British Columbia Municipalities convention in 2005, mayors and councillors across the Province highlighted safety risks in residential neighbourhoods posed by marijuana grow operations and local governments asked the Province for legislative tools to help mitigate these risks. To meet these requests, and to address fire safety concerns raised by the BC Fire Chiefs' Association, in May 2006, the SSA was amended to provide local government access to power consumption information for residential accounts, allowing for the identification of properties with unusually high power consumption that may pose electrical safety risks.

This document has been prepared as a guide for local governments to the general principles and the overall scheme of recent amendments to the Safety Standards Act. It is being provided for information purposes only and local governments should consult with their legal counsel in establishing policies and procedures for a safety initiative related to the new amendments.

The following sections include information for local governments who intend to use electrical consumption information for safety initiatives to meet their specific needs.

INFORMATION REQUEST

The SSA permits a local government to request from electricity distributors (BC Hydro, investor owned and municipal) residential electricity information and share this information with the authority administering the SSA and police. Upon receipt of residential electricity information, a local government can use this information along with other data to help identify potential locations for which an inspection would be required. The purpose of sharing residential electricity information with police is to ensure safety of all those participating in residential electrical inspections. Checking with police also ensures that an electrical safety inspection does not interfere with a criminal investigation.

Process to Request Information from Electricity Distributors

As BC Hydro is the holder of power consumption records in most jurisdictions in the Province, the following describes the process to request and obtain electricity consumption data from BC Hydro under the SSA. It is expected that other electricity distributors will establish processes which provide a similar level of security.

Bearing in mind the sensitive nature of the electricity consumption data, including its potential value to organized criminal groups and the need to ensure adequate privacy protection for customers' personal information under the *Freedom of Information and Protection of Privacy Act* (FOIPPA), BC Hydro has established strict security procedures for SSA requests for electricity consumption information. Each local government wishing to implement a safety focused grow-op initiative and obtain access to the electricity consumption data will need to register "designated requester(s)" with

BC Hydro by completing the Registration Form (see Appendix A). The one-time registration form must be signed by the Mayor and the Chief Administrator and be accompanied by the requested supporting documentation. Once this registration is complete, the local government's designated requester can request, from BC Hydro, the electricity consumption data, as defined in the SSA, by completing the Request Form (see Appendix B) and faxing it to (604) 623-4556.

For most residential customers, meters are read once every two months. Accordingly, new consumption data would not be available for all accounts until two months after the last request. After one month, approximately 50 percent of the data would be "new." To contain the administrative costs associated with compiling data requests on high consumption accounts and allocating these accounts to the correct local government jurisdictions, data will be refreshed on a monthly basis. If a local government submits a new request within one month of its last request, it is likely that no new data will be available.

INFORMATION DELIVERY

BC Hydro will deliver electricity consumption data to local governments using Canada Post's encrypted e-mail delivery service, PosteCS. For more information on the Canada Post service visit,

<http://www.canadapost.ca/business/offerings/postecs/can/default-e.asp>.

Once BC Hydro has verified the request and assembled the available data, the designated local government requester will receive an e-mail notification that the encrypted data is available for pick-up. A unique pass phrase, which will be made known to each verified local government requester through separate secure communication, will be required to access the file. Local government staff must acknowledge the receipt of the transmission via e-mail, phone, or fax within 24 hours to ensure that data has reached the intended recipients only. Should local government requesters have questions for BC Hydro, they may telephone (604) 623-3824.

INFORMATION SECURITY

Information provided to local governments under the SSA contains personal information as defined by FOIPPA. As such, it should continue to be treated by local governments in a fashion which respects their own obligations under FOIPPA for the protection of personal information. Moreover, the electricity consumption data is potentially of high value to organized criminal groups who might seek either to avoid detection or to conduct "grow-rips" (whereby competing grow-ops are raided in a violent fashion to steal cash or the crop itself). The latter motivation creates acute information security concerns, since the consumption data provided to a local government will contain many locations which in fact have perfectly legitimate uses for high quantities of electricity (e.g. electric heated homes and large mansions). For further information on statutory obligations and procedural guidelines in respect of handling personal information, please visit:

http://www.oipcbc.org/sector_public/resources/index.htm.

INFORMATION HANDLING

As power consumption information provided by the power companies will be at a level of detail that will allow local governments to infer something about the habits and lifestyles of the residents of the premises, a disclosure of this type imposes specific privacy and security obligations on the local government. The security precautions for treatment of this information should at least be at a level of security for the following local government data:

- Bylaw enforcement files;
- Water / Sewer Utility account information (where the service is being provided by a local government);
- Solid waste collection service accounts (where the service is being provided by a local government).

Local governments should employ data security measures, including data encryption, access control, access audit trails and physical security to ensure that power consumption information is only accessible to staff that require it in the performance of their duties. The local government's legal obligations to protect the information are outlined the following sections of the FOIPPA:

- Obligation to protect – Section 30;
- Storage and access restricted to Canada – Section 30.1;
- Obligation to retain – Section 31;
- Use of information – Section 32;
- Disclosure – Section 33.

Security provisions for the handling of the power consumption data received should acknowledge specific measures designed to ensure the protection of the information in each of the following states:

- Transmission of data from the power utility to the local government;
- Storage and access of power consumption data on local government owned data networks;
- Storage and retention of power consumption data on backup media;
- Use of power consumption data during special safety inspections or other field operations.

Disclosure of this information to persons outside the organization or to applicants in response to a request made under the SSA may be declined, citing some or all of the following sections of FOIPPA:

- Disclosure harmful to law enforcement - Section 15;
- Disclosure harmful to business interests of a third party - Section 21;
- Disclosure harmful to personal privacy - Section 22.

Local government will need to work with electricity distributors, their own *FOIPPA* staff, their municipal solicitor, and with the RCMP or their municipal police department to develop policy and procedure for secure handling and storage of information received from utility companies.

CONSUMPTION ANALYSIS

The Province has, through regulation, set a threshold level above which BC Hydro and other electricity distribution utilities will be required to provide consumption data to those municipalities that wish to launch a safety-focused initiative to address the risks posed by grow-ops in residential neighbourhoods. As indicated in the BC Safety Authority Bulletin, grow-ops are likely to contain unsafe electrical wiring. It is, however, important to note that high electricity consumption, if channelled through professionally installed and permitted main switches and wiring, is not necessarily unsafe in and of itself. The threshold level for abnormal residential energy consumption is meant to be indicative of a significant probability of the presence of a commercial-sized grow-op in a residence. This data provides safety officials with one means of identifying potential grow-ops which would in turn allow them to target potentially unsafe electrical consumption.

The threshold level of 93 kWh of electricity per day is designed to indicate the quantity of energy that might be consumed by a typical small scale commercial grow-op. The average non-electrically heated residential single family dwelling in BC uses less than 30 kWh per day. Thus the small commercial grow operation detailed above would use three times the amount of electricity as does the average residence.

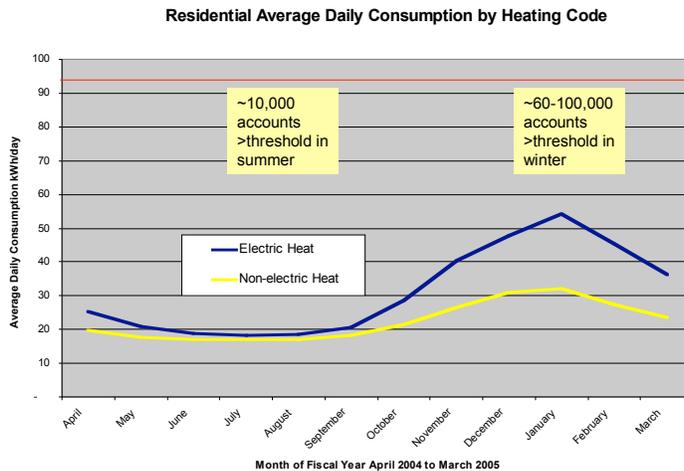
There are a number of legitimate uses of electricity which could contribute to residential consumption at or above 93 kWh per day. In the winter months, BC Hydro estimates that 60,000 -100,000 customers with electric space heat (or supplemental electric space heat) would use in excess of 93 kWh per day. In summer months, however, these customers should return to normal consumption levels. For this reason, it is important that municipalities and safety officials consider the full 24 months of account data with a focus on identifying high consumption which persists throughout the year to screen out locations that may in fact have electric heat.

Many luxury residences with swimming pools, fountains, greenhouses, or medium to large pumps also consume in excess of 93 kWh per day on a year-round basis. In the non-heating months, approximately 11,000 BC Hydro residential customers, in single family dwellings, would consume in excess of 93 kWh per day. Based on a sampling of high summer consumption accounts in one Lower Mainland municipality, it is anticipated that approximately 10 percent of these accounts would in fact have legitimate uses such as swimming pools, fountains or other energy intensive end-uses. A standard hot-tub would not consume energy at this rate. However, a much higher proportion might have legitimate uses if this analysis were replicated in an area of luxury homes.

Accordingly, local government safety officials will need to complement analysis of consumption data with a review of building permits, property assessments and, most importantly, visual inspection of the property before determining whether an inspection is warranted.

During summer months, a province-wide list would contain over 11,000 customers with consumption above 93 kWh per day, of which approximately 90 percent might reasonably be expected to contain grow operations. However, in winter months, the same threshold might yield from 60,000 to 100,000 homes of which the vast majority would be electrically heated. Accordingly, high winter consumption is not a meaningful predictor of the possibility of a grow-op in a residence. During winter months, safety officials would be well advised to focus on the summer and fall data contained within the 24 months of consumption information.

Average Residential Electricity Consumption (Kwh / day, April 04 – March 05)



It is important to note that the foregoing analysis is based on current consumption patterns. These patterns may change if criminal elements alter their consumption patterns in response to the proposed legislation. Once a critical mass of local governments are utilizing the consumption data and pursuing aggressive safety-focused enforcement actions, it would be reasonable to expect that grow-ops will adjust their consumption habits to avoid detection. This may well take the form of theft of electricity. Accordingly, the total number of customers consuming in excess of 93 kWh per day, and more importantly the proportion of those customers likely to actually be housing grow-ops, should be expected to decline over time.

Please note, that although electric utilities will make reasonable efforts to ensure the accuracy of the consumption information provided and its conformity to the requester's jurisdictional boundaries, it is possible that some of the information may be unreliable due to meter reading errors, billing system issues, or human error. Consequently, it is important that all of the historical consumption information be used in conjunction with other information available to local government officials prior to the drawing of a conclusion about the safety or legality of electricity use at a particular residence.

BC Hydro has prepared a consumption analysis tool which can help local governments display the electricity consumption information which will be provided in response to a SSA information request in a format which will facilitate analysis. A detailed user guide accompanies the analysis tool and provides significant additional training on interpretation of electricity consumption data. The analysis tool and detailed user guide will be provided to verified local government requesters using the information request process described above. BC Hydro is providing this tool to local governments as a public service and to help protect the interests of legitimate customers. However, BC Hydro can not accept any liability in relation to the accuracy of the tool.

Local governments should note that the raw data provided to requesters by utilities under the SSA is not decipherable in any useful way without correct usage of the analytical tool as described in the user guide. Local governments should note also that correct understanding of the analyses produced by the analytical tool is not possible without careful reference to the user guide. Failure to correctly use either the analytical tool or the user guide may, in turn, prevent effective use of the raw data provided by utilities in accordance with the SSA. Correct usage of both the analytical tool and the user guide is the responsibility of local government.

INFORMATION SHARING

Once a local government has received power consumption information from a utility under the SSA provisions, a local government may share this information with police and the SSA administrators. The information sharing is intended to: avoid misidentification of properties for inspection, avoid interference with ongoing law enforcement operations, and provide protection for safety officers. It is not intended to facilitate criminal law enforcement investigations.

To safeguard the privacy of households with legitimate uses for large amounts of electricity consumption, information should be screened for legitimate high consumption due to electrical heating and other permitted uses, and only addresses and names for locations that are likely to be scheduled for an inspection should be shared with law enforcement authorities. Prior to inspection a local government should ensure that an up to date response has been received from the police.

To ensure appropriate handling, processing and use of information by the authorities receiving information from a local government, a local government may consider signing written agreements with the authorities with whom it wishes to share information received under the SSA. This document could inform the purpose for which the information is being provided i.e. to protect the safety of inspectors and to avoid interference with police investigation.

INSPECTIONS

The authority for the electrical inspections is provided under the SSA. Under this authority a person having the powers of a Safety Officer may inspect electrical installations for compliance with the Electrical Safety Regulation. These inspections are subject to notification provision under the SSA which require that an owner or occupant of the residence must be notified.

Inspection Bylaws

In addition to the inspections conducted under the SSA, local governments can also conduct inspections and recover costs under the local government bylaws. Such bylaws may be developed using the model bylaw included in Appendix C. Any regional district wishing to implement a safety initiative using the information made available to a local government should contact the Ministry of Community Services with respect to custom designed regulatory authority to address particular needs of the regional district.

Notification requirements for inspections under the local bylaws may differ from the notification requirements under the SSA. For any inspections conducted under the local bylaws, applicable owner notification requirements under the local bylaws would apply.

When implementing their electrical safety initiative, it is advisable that a local government seek advice from its legal counsel regarding adoption of any local bylaws.

Inspection Guidelines

Due to the risks associated with the inspection of properties that may be suspected of housing marijuana grow operations, it is important to take appropriate steps to avoid misidentification of properties for inspection, and to provide protection for the inspection teams. To guard against any hazards associated with inspections, some local governments that participated in pilot projects have developed their own operational guidelines that may be used as models by other local governments to develop their own operational guidelines. Some items that require special attention include:

- Screening of properties for electrical installation permits and any police investigations;
- Coordination of inspection teams; and
- Development of inspection procedures.

Local governments should develop their guidelines to meet their specific requirements. Appendix D includes a list of resources that may be able to provide additional information on development of operational guidelines.

SERVICES OF OTHER AUTHORITIES

The following section includes information on general expectations of authorities that may be involved in screening and inspection activities.

British Columbia Safety Authority Requirements

In situations where the BCSA has jurisdiction, local governments would need to outline in a proposal as outlined in Appendix E the services they would like the BCSA to undertake, such as screening of electrical permits that may have been issued and conducting joint inspections. A service contract with the BCSA will be required once the proposal has been accepted.

Police Investigations

Before proceeding with any inspections local governments should get clearance from local police to proceed with safety inspections. Power consumption information may be shared with police for this purpose. Most local governments would need to provide information to police departments by a hand to hand transfer. In some cases, it may be possible to set up an encrypted e mail between the local government and the police or a secure fax between the local government and the police.

Information in police custody would be handled in the same fashion as all other information that comes into the possession of the police and would be subject to the same rules with regards to disclosure and privacy.

Local government guidelines should address the issue that if electrical safety inspections trigger further police probe, there is no further communication between the safety inspectors and the police.

DISCONNECTION OF POWER

In cases where inspection authorities determine that power should be disconnected for safety reasons, the disconnection may only be performed by personnel authorized by BC Hydro. In cases where a diversion is suspected, the electrical safety officer should request that the utility disconnect service at the pole.

In instances where an electrical safety officer requests BC Hydro to perform a disconnection, it is critical that BC Hydro be provided with information on all relevant safety and personal security concerns. BC Hydro employees must be afforded the same level of security and safety precautions employed by inspection teams.

When services are disconnected and wires and/or meters are removed by BC Hydro or its contractors, there is normally a paper-trail with notations on the BC Hydro computer systems to explain the reasons. Even in the event of an emergency such as fires, there are notations on the computer systems. In the event of electrical safety officers “pulling the meters” to disconnect the premises there are often no BC Hydro records until after the disconnection has taken place. This may become a problem if the affected customer calls BC Hydro to enquire about the reasons for the disconnection or if the affected customer calls to get reconnected before the paper work catches up with the event (e.g. they might claim their meter was stolen and BC Hydro might dispatch a crew to quickly re-install a meter). To facilitate the process of disconnections, it is paramount that communications between the electrical safety officer and BC Hydro are performed as quickly and as accurately as possible to ensure the computer systems are updated with the most current on-site conditions.

In the event that meters are removed by the local government electrical safety officers (who have received training and authorization from BC Hydro), these meters need to be properly tagged with premises information and must be handled carefully as they are delicate and sensitive revenue instruments subject to the *Canadian Weights and Measures Act*. Meter readings and meter locations of removed meters need to be communicated to BC Hydro by fax, phone or e-mail as quickly as possible following the disconnect action and the electric meters must be returned to BC Hydro as quickly as practical.

In light of the safety, security, administrative and logistical challenges involved, it would be advisable to schedule a coordination meeting with BC Hydro before launching any large scale inspection initiative in a particular jurisdiction.

In cases where power has been disconnected on the request of an inspection authority, customers will require inspection of the premises, approvals and/or “contractor authorizations” or “permits” from the electrical safety officer prior to reconnection.

APPENDIX A



BC Residential Electricity Information

INFORMATION REQUESTER REGISTRATION FORM

(Please Print)

On behalf of _____
(the name of the municipality/jurisdiction requesting the information)

I/we hereby request that the individual(s) listed below be:

- placed on the list of registered individuals as the **Primary** municipal staff to receive the residential electricity consumption information
- placed on the list of registered individuals as the **Alternative** municipal staff to receive the residential electricity consumption information
- removed** from the list of the registered municipal staff

with respect to the handling of such information in accordance with the BC Safety Standards Act. I/we understand that the municipality/jurisdiction needs to handle the received information in full compliance with the BC Freedom of Information and Protection of Privacy Act. I/we have signed this form in the space provided, below, in accordance with the signing authority requirements specified by the by-laws, or other relevant authorizations, of my/our municipality/jurisdiction (i.e. one or two signatories required). A copy of the relevant by-law/authorization is attached to this form.

Signature of (1) the Mayor and/or (2) the Chief Administrator: (1)	Date Signed:
(2)	Date Signed:

Please Print Name(s) and Title(s): (1)
(2)

MUNICIPAL INFORMATION REQUESTER INFORMATION

Applicant 1 Last name:	First:	Middle:	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Add for the municipality
Job Title:			<input type="checkbox"/> Alternate Contact	<input type="checkbox"/> Remove for the municipality

Signature of the Applicant:

Office Address:

P.O. Box:	City:	British Columbia	Postal Code:
Business Phone : ()	FAX Number: ()	E-Mail Address:	

Applicant 2 Last name:	First:	Middle:	<input type="checkbox"/> Primary Contact	<input type="checkbox"/> Add for the municipality
Job Title:			<input type="checkbox"/> Alternate Contact	<input type="checkbox"/> Remove for the municipality

Signature of the Applicant:

Office Address:

P.O. Box:	City:	British Columbia	Postal Code:
Business Phone : ()	FAX Number: ()	E-Mail Address:	

IDENTITY VERIFICATION (BC HYDRO USE ONLY)

(To be completed by a BC Hydro representative who will contact the requester(s) and ask for 2 pieces of Government issued IDs)

Applicant 1 Above :

Identification Document 1 (e.g., Driver’s License) :

Document ID Number:	Issued by:	Issue Date:
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Verified by (BC Hydro representative):	Verification Date
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Signature of the BC Hydro verifier:

Identification Document 2 (e.g., Passport or Birth Certificate) :

Document ID Number:	Issued by:	Issue Date:
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Verified by (BC Hydro representative):	Verification Date
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Signature of the BC Hydro verifier:

Applicant 2 Above :

Identification Document 1 (e.g., Driver’s License) :

Document ID Number:	Issued by:	Issue Date:
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Verified by (BC Hydro representative):	Verification Date
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Signature of the BC Hydro verifier:

Identification Document 2 (e.g., Passport or Birth Certificate) :

Document ID Number:	Issued by:	Issue Date:
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Verified by (BC Hydro representative):	Verification Date
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Signature of the BC Hydro verifier:

MAILING INSTRUCTION

Send this application form and a copy of the relevant by-law/authorization to:

Freedom of Information Manager
Freedom of Information Coordinating Office
BC Hydro
333 Dunsmuir Street, Vancouver BC V6B 5R3
FAX: 604 623 4556
Queries: 604 623 3824

APPENDIX B

**BC Residential Electricity Information
INFORMATION REQUEST FORM**

On behalf of _____,
(the name of the municipality requesting the information)

I hereby request that BC Hydro provide the residential electricity consumption information in accordance with the *BC Safety Standards Act* as amended in 2006, with respect to the records applying to (the name of the municipality) _____.

I understand that such a request is subject to the limitations placed by the *BC Freedom of Information and Protection of Privacy Act* and the *Hydro and Power Authority Act*. Furthermore, I acknowledge and agree that, once it receives the requested consumption information from BC Hydro, the above-named municipality must and will handle that requested consumption information in accordance with the provisions of the *BC Freedom of Information and Protection of Privacy Act*.

Registered Requester's Signature:

Request Date:

REQUESTER INFORMATION

(To be filled by the information requester - Please Print)

Registered Requester's Last name:

First:

Middle:

Primary Requester for the municipality Alternative Requester

Street Address of the Municipal Office:

P.O. Box:

City:

British Columbia

Postal Code:

Business Phone : ()

FAX Number: ()

E-Mail Address:

PROCESSING STATUS

(For BC Hydro Use Only)

SSA Number:

File reference:

Request verified with (name of the municipal requester):

Verification Date:

Initials:

BC Hydro SSA Number assigned and the Log Entry Completed

Entry Date:

Initials:

Secure E-mail sent to the Municipality about the data being ready for pick up:

Notification Date:

Initials:

Receipt Acknowledgement:

Delivery Date:

Initials:

MAILING INSTRUCTIONS

Send this request form to:

Freedom of Information Manager

The Freedom of Information Coordinating Office

BC Hydro

333 Dunsmuir Street, Vancouver, BC V6B 5R3

FAX: 604 623 4556

Queries: 604 623 3824

Comments:

APPENDIX C

Model bylaw

http://www.civicinfo.bc.ca/library/bylaws/controlled_substances/model_controlled_substance_bylaw--September_2005.pdf

APPENDIX D

LOCAL GOVERNMENT CONTACTS

City of Abbotsford
Rod Clemons,
Public Safety Inspection Division Coordinator
Tel.: 604-864-5506
Email: rclemons@abbotsford.ca].

Len Garis
Fire Chief
City of Surrey
604-543-6701
lwgaris@surrey.ca

APPENDIX E

REQUIREMENTS FOR A SERVICE CONTRACT

The BC Safety Authority (BCSA) is prepared to support Local Governments (LG) in their initiatives to reduce the risk to the public of unsafe electrical installations that result from marijuana grow operations in residential neighbourhoods. The assistance will need to be confirmed through a Service Contract. The types of services the BCSA could provide include:

- a. Conduct search for existing permits in the BCSA registry and provide results to LG;
- b. Attend meetings with team as required;
- c. Prepare/issue Notice of Inspection (Local Government responsible for delivery);
- d. Participates in inspection activities;
- e. Perform inspection to electrical code when access given;
- f. Provide written disconnection order to utility where appropriate;
- g. Prepare/issue Certificate of Inspection;
- h. Prepare/issue Compliance Order when no response from notice of inspection (Local Government responsible for delivery);
- i. Provide notification to LG when Compliance Order has not been responded;
- j. Provide inspection as required when site is cleared.

The BCSA involvement will adhere to the following principles:

- The safety of BCSA staff is paramount; these inspections will only be performed if well-defined safeguards are in place and the participating safety officer is convinced that his/her personal safety is not at risk;
- The inspections by the BCSA are only done in order to reduce the risk associated with unsafe electrical installations;
- The LG owns the process: officials make and execute a plan that includes an analysis of every targeted site to warrant safe operations;
- The BCSA participates on a cost-recovery basis.

Important: LG shall be responsible for arranging lawful access to the premises to be inspected. Most often this would be by obtaining the consent of the owner or the occupant of the premises. The scope and nature of the assistance the LG wants from the BCSA will need to be confirmed through a Service Contract.

The program chosen will have an impact on the costs to be charged to the LG. The programs the BCSA currently is aware of are:

- a) Criminal based, led by the police as part of a criminal investigation;
- b) Community Charter, the *Fire Services Act*, and a local government Controlled Substance Property Bylaw;
- c) Community Charter, the SSA and the associated Electrical Safety Regulations; and a local government bylaw.

Local Governments are encouraged to contact the Regional Business Manager of the BCSA as soon as possible to discuss their proposed program.

Pearse Walsh
Regional Business Manager - Southern Interior
Client Safety Services
BC Safety Authority
1913 Kent Road
Kelowna, BC V1Y 7S6

Phone Office: 250-861-7320

E-mail: Pearse.Walsh@safetyauthority.ca

David Haskins, MBA
Regional Business Manager - Vancouver Island
Client Safety Services
BC Safety Authority
380 - 4243 Glanford Ave
Victoria BC V8Z 4B9

Phone Office: 250-952-4441

E-mail: David.Haskins@safetyauthority.ca

Mike Presley
Regional Business Manager – Northern Interior
Client Safety Services
BC Safety Authority
3235 Westwood Drive
Prince George, BC V2N 1S4

Phone Office: 250-614-9966

E-mail: Mike.Presley@safetyauthority.ca

Lew Rogers
Regional Business Manager - Lower Mainland
Client Safety Services
BC Safety Authority
20635 Fraser Highway
Langley City, BC V3A 4G4

Phone Office: 604-532-3641

E-mail: lew.rogers@safetyauthority.ca

ATTACHMENT A

OUTLINE FOR A LOCAL GOVERNMENT'S PROPOSAL IN SUPPORT OF SEEKING ASSISTANCE FROM THE BC SAFETY AUTHORITY (BCSA)

Once the Local Government (LG) is aware of the scope and nature of the assistance that they will want from the BCSA; they are encouraged to meet with the representative of the BCSA to discuss their needs. The following outlines the minimum items that must be contained in the LG's proposal to the BCSA. The specific deliverables are subject to the model chosen by the LG:

1. Identification of the legal authority or model under which the inspections will take place.
2. The objectives of the agreement.
3. The roles and responsibilities of team members.
4. The planning process and criteria to ensure security for BCSA staff. At all times, the local enforcement agent must accompany BCSA staff at all times while on site.
5. The lines of authority and reporting relationships.
6. Confirmation of compliance with WorkSafe BC regulations and the right of BCSA staff to refuse work if their personal safety would be at risk.
7. An outline of team communication policies.
8. Emergency and rescue plans developed by the LG.
9. Details on gaining access to premises where the owner or occupant of a residence does not co-operate.
10. Operational hours for inspections and timelines for responses.
11. Process for briefing meeting prior to site visit.
12. Process for the LG notifying the owner/occupant of the premises.
13. Inspection procedures for non BCSA staff (BCSA staff will adhere to BCSA inspection procedures).
14. Training of team members provided by the LG.
15. Media Protocol and Policy on releasing information.
16. Performance measures regarding BCSA's involvement.
17. Process for sharing of individual hazard assessments.
18. Confidentiality provisions.
19. Process for dealing with complaints against team members.
20. Measures that will be taken to protect the identity of the team members.