



City of  
Burnaby

Office of the City Clerk

K. O'Connell, City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PUBLIC SAFETY COMMITTEE

DATE: 2018 MARCH 06

FROM: CITY CLERK

FILE: 43000-01

SUBJECT: **IMPLEMENTATION OF A BIKE PATROL UNIT TO OPERATE IN CITY  
PARKS AND PUBLIC SPACES**  
(ITEM NO. 6(1), MANAGER'S REPORTS, COUNCIL 2018 MARCH 05)

Burnaby City Council, at the Open Council meeting held on 2018 March 05, received the above noted report and adopted the following recommendations contained therein:

1. **THAT** Council authorize the Director of Public Safety and Community Services to implement a Bike Patrol Unit for a one year trial period as described in this report.
2. **THAT** a copy of this report be provided to the Public Safety Committee for information.
3. **THAT** a copy of this report be provided to the Financial Management Committee for information.
4. **THAT** a copy of this report be provided to the Parks, Recreation and Culture Commission for information.

In accordance with recommendation #2, please find attached a copy of the report.

Kate O'Connell  
City Clerk

KO:rj

Copy to: Director Public Safety and Community Services

**COUNCIL REPORT**

---

**TO:** CITY MANAGER **DATE:** 2018 Feb 26

**FROM:** DIRECTOR PUBLIC SAFETY AND  
COMMUNITY SERVICES

**SUBJECT: IMPLEMENTATION OF A BIKE PATROL UNIT TO OPERATE IN  
CITY PARKS AND PUBLIC SPACES**

**PURPOSE:** To request Council authorize a Bike Patrol Unit pilot program that will patrol  
Parks and Public Spaces.

---

**RECOMMENDATIONS:**

1. **THAT** Council authorize the Director of Public Safety and Community Services to implement a Bike Patrol Unit for a one year trial period as described in this report.
2. **THAT** a copy of this report be provided to the Public Safety Committee for information.
3. **THAT** a copy of this report be provided to the Financial Management Committee for information.
4. **THAT** a copy of this report be provided to the Parks, Recreation and Culture Commission for information.

**REPORT****1.0 BACKGROUND**

Mayor and Council requested staff undertake a review of City parks and public spaces in order to identify possible initiatives to enhance public safety and security in these areas. A report was subsequently submitted to the Public Safety Committee on 2017 October 03 co-signed by the Director of Parks, Recreation & Cultural Services and the Director of Public Safety & Community Services. The report was accepted and endorsed by the Public Safety Committee, which in turn submitted the report to Council.

The report detailed several possible safety enhancements, including the creation of a Bike Patrol Unit which would operate in the parks and public areas. The Bike Patrol Unit would be an expansion of the existing bylaw enforcement group and consist of 4 bylaw officers and be implemented as a one year pilot program. Upon completion of the pilot, analysis would be

undertaken to determine whether the bike patrol initiative should be implemented on a full time basis.

On 2017 October 16, Council received and approved in principle the additional safety measures in parks and public places, which included the Bike Patrol Unit. Council requested staff provide a further detailed report and present to Council. This work has now been completed for the Bike Patrol Unit and is presented for Council in this report. The remaining additional safety measures will be brought before Council in a separate report in the near future.

## **2.0 PROGRAM STAFFING, IMPLEMENTATION AND DUTIES**

### **2.1 Bike Patrol Unit Staffing**

The proposed Bike Patrol Unit will consist of four newly hired temporary city staff members employed as bylaw officers. These new bylaw officers will receive training on the safe operation of bicycles suitable for park trails and pathways. These bylaw officers will be placed in the Public Safety & Community Services Department and will report directly to the supervisor of the traffic bylaw section. Staff engaged in the Bike Patrol Unit will wear uniforms consistent with the existing bylaw uniforms which will easily identify them to the public and park patrons as City of Burnaby bylaw enforcement officers.

The proposed Bike Patrol Unit will consist of four members working in teams of two, deployed on staggered shifts and will operate seven days a week including statutory holidays, subject to staff availability. Daily operational hours will be from 8 am to 9 pm on Friday, Saturday and Sunday and 1 pm to 9 pm Monday to Thursday. The daily schedule takes into account peak park use-age (evenings and weekends) and will be adjusted to reflect seasonal requirements. During periods of inclement weather and/or seasonal down times these staff can be temporarily reassigned to augment other bylaw enforcement staff teams.

### **2.2 Implementation Date**

The target implementation date for this new program is 2018 May 19, which coincides with the start of the *May Long Weekend*, the traditional unofficial public commencement of summer activities. A communication plan (social media, press release, etc.) announcing the deployment of the Bike Patrol Unit will be developed with the assistance of Corporate Services Communications. The public will be informed of the Bike Patrol Unit in the weeks leading up to the deployment, to ensure park users are aware of the Bike Patrol Unit and the role they will be playing to enhance public safety in our parks and public spaces.

### **2.3 Scope of Duties**

The Bike Patrol Bylaw Officers will be responsible for bike mounted patrols within parks and public spaces in order to provide a heightened visual presence and deter nuisance and/or illegal activities in these locations.

The pilot program will place an emphasis on patrols in the larger parks spaces such as Central Park, Deer Lake Park and Robert Burnaby Park, however additional public spaces including Civic Square, and seasonally used parks space like Barnet Beach, will also be covered. While patrolling these areas, the bike patrols will also focus on trails and forested spaces that are not typically accessible by motor vehicle and are somewhat secluded.

The unit will be equipped with cellphones in order to maintain close communication with the RCMP to ensure a prompt response should illegal activity be encountered. The team will be authorized to issue Bylaw Violation Notices for bylaw offences ranging from Animal Control, Parks, and Street and Traffic bylaws.

The Bike Patrol Unit will be located at the Still Creek Works Yard, where they will commence and end each shift. The unit will be provided a suitable vehicle from the existing City fleet which will be equipped with a bike rack, providing the unit transportation from the Still Creek Works Yard to the park or area to be patrolled. When required, the vehicle will also be used throughout the shift to transport the unit to various patrol locations throughout the City.

### 3.0 BUDGET

The total anticipated cost for a one year Bike Patrol Unit pilot program is \$334,000.00 (funded from Gaming Reserve) and is included in the 2018 Operating Budget.

Salary and Benefits (4 Patrollers)	305,000
Communication (cellphones)	2,000
Training	5,000
Purchase of Equipment (bikes/gear/etc.)	13,000
Maintenance of Equipment	4,000
Uniforms	5,000
<b>Total Program Cost</b>	<b>334,000</b>

### 4.0 POLICY SECTION

The Bike Patrol Unit initiative is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

#### A Safe Community

- Transportation

#### A Connected Community

- Social connection
- Geographic connection

#### An Inclusive Community

- Create a sense of community

To: City Manager  
From: Director Public Safety and Community Services  
Re: Bike Patrol of City Parks  
2018 Feb 26 ..... Page 4

A Healthy Community

- Healthy life
- Healthy environment

A Dynamic Community

- City facilities and infrastructure

To learn more about the City of Burnaby's Corporate Strategic Plan, please visit [www.burnaby.ca/CSP](http://www.burnaby.ca/CSP).

## 5.0 RECOMMENDATIONS

This report presents information regarding the implementation of a Bike Patrol Unit that will enhance public safety in City parks and public spaces. It is recommended that Council authorize the Director of Public Safety and Community Services to implement a Bike Patrol Unit for a one year trial period as described in this report.

It is further recommended that a copy of this report be provided to the Public Safety Committee, the Financial Management Committee, and the Parks, Recreation & Culture Commission, for information.



Dave Critchley

DIRECTOR PUBLIC SAFETY AND COMMUNITY SERVICES

DC:dl

Copies to: Director Finance  
Director Parks, Recreation & Cultural Services  
Director Corporate Services  
OIC Burnaby Detachment