

File No.: 04-1000-20-2024-404

October 4, 2024

s.22(1)

Dear s.22(1)

Re: **Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")**

I am writing regarding your request of July 2, 2024 under the ***Freedom of Information and Protection of Privacy Act*** for:

Record of current Park Board polices, guidelines, and procedures (including in the form of but not limited to manuals, memos, training documents) regarding seizure and/or storage of belongings (including what is considered garbage) from encampment sites.

All responsive records are attached. Some information in the records has been severed (blacked out) under s.15(1)(c) & (l), s.22(1), and s.22(3)(d) of the Act. You can read or download these sections here:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

Under Part 5 of the Act, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (2024-404); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. You may also contact 3-1-1 (604-873-7000) if you require accommodation or do not have access to email.

Encl. (Response Package)

:ma

Safe Operating Procedure - Finding Suspected Explosive Devices, Firearms and Ammunition

Title: Finding Suspected Explosives, Explosive Devices, Firearms and Ammunition.

Business Unit: Vancouver Board of Parks & Recreation **Effective Date:** Dec 4, 2018

Branch: Park Rangers **Revision Date:** _____

Revision History

Rev #	Description	Revision Date	Revised by

I. PURPOSE AND SCOPE

This Safe Operating Procedure (SOP) has been developed to ensure the safety of workers finding suspected explosives, explosive devices, firearms and/or ammunition. This SOP provides guidance on the control and response to found suspect explosives, explosive devices, firearms and/or ammunition.

II. HAZARD ANALYSIS / RISK ASSESSMENT

Park Ranger crews may, during their daily duties, encounter suspicious devices that appear to be potentially explosive, or they may find abandoned firearms, or ammunition.

Hazard - Suspected explosives, firearms, and/or ammunition, can cause injury or damage to property. Explosives, firearms and/or ammunition are identified as hazardous to worker health and safety.

Probability/Severity – The probability of finding a suspected explosive, explosive device, firearm and/or ammunition is rare. The severity of injury if the explosive, explosive device, firearm and/or ammunition is handled incorrectly can cause extreme physical harm to Park Ranger crews and/ or the public.

Risk Assessment – The probability rating of “rare” and the severity rating of “extreme” results in a risk consequence of “critical”. A critical consequence requires work to stop and a supervisor must be notified.

Suspected Explosive and/or Explosive Devices

- Explosives may be homemade or legitimately manufactured. The following are examples of explosives.



Safe Operating Procedure - Finding Suspected Explosive Devices, Firearms and Ammunition

(Examples of Homemade Explosive Devices)



(Examples of Manufactured Explosives)

2. Suspected explosives can be anything that is reasonably believed to contain explosives, and Improvised Explosive Device (IED), or other hazardous materials that requires a bomb technician to further evaluate it. Examples include unexplainable wires or electronics, other visible bomb like components, unusual sounds, or vapors mists.

Firearms

1. Firearms can be handguns, long rifles or shotguns. Firearms can also be altered to change their size and appearance. The following are examples of firearms.



(Examples of firearms)



(Example of altered firearm)

Ammunition

1. Ammunition refers to the complete round/cartridge or its components, including bullets or projectiles, cartridge cases, primers/caps and propellants that are used in any small arms or light weapon.



(Examples of ammunition)

III. TOOLS / EQUIPMENT / MATERIALS REQUIRED

No tools are required to perform this SOP:

IV. PREREQUISITES

A. KNOWLEDGE / SKILLS / ABILITIES

- Awareness of potential suspected explosives, explosive devices, firearms and/or ammunition

B. TRAINING / CERTIFICATION


- Employee Orientation
- Review of this Safe Operating Procedure

V. PROCEDURE

Complete each step before proceeding to the next one. If at any time during the performance of this work, additional hazards (not identified by this SOP) contact your supervisor for further direction / instructions.

NOTE: Park Ranger employees who have previous knowledge, experience or qualification with explosives, firearms and/ or ammunition are not considered qualified to handle found suspected explosives, explosive devices, firearms and/or ammunition when completing work activity for the City of Vancouver.

Suspected Explosives, Explosive Devices, Firearm and/or Ammunition Found

- 1) **DO NOT** touch, tamper with, or move the device, firearm, or ammunition.
 - i) Always assume the explosive device or ammunition can potentially explode or the firearm can discharge a live round.
 - ii) s.15(1)(c) 
- 2) Move away from the immediate area of the device, firearm and/or ammunition.
- 3) Immediately report the find to your supervisor.
- 4) Call 911 or VPD Non-Emergency (604-717-3321) and report the find including the location and description.
- 5) Keep the device, firearm and/ or ammunition location under observation.



Safe Operating Procedure - Finding Suspected Explosive Devices, Firearms and Ammunition

- 6) If safe to do so, try to cordon off the area to keep you, other staff, and the public from entering the area.
- 7) Assist the emergency services when they arrive at the location.

VI. REFERENCES

I. Regulatory References

- *OH&S Regulation:*

Part 21 Blasting Operations

21.7 Training

A worker engaged in loading, unloading, or conveying explosives must be trained in the proper means for handling the explosives, the hazards of fire and mishandling and the procedures to follow in the event of a fire or explosion.

VII. EMERGENCY PROCEDURES

*Refer to First Aid Procedure

Approved by:

Approved by:

	Signature: _____
	Date: _____

Reviewed by:

_____ / _____	_____ / _____
Employer Co-Chair	Employee Co-Chair



Working with Vulnerable Populations

Module 2: Shelters - Removal and Storage

2024





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INTRODUCTION

The Park Ranger program removes temporary shelters and personal items within Vancouver parks that are in violation of the Parks Control By-law section 11(B).

The purpose of the removals are to:

- a) Allow public safe access to any portion of a park and/or park facility.
- b) Enable city employees and/or contractors to work without impediment.
- c) Protect the ecological integrity of Vancouver parks and beaches.

ENFORCEMENT THROUGH EDUCATION

The Park Ranger's main objective is not to remove all shelters in violation of section 11(B). It is to engage with the occupant, educate and seek voluntary compliance to the by-law violation.

Voluntary compliance is obtained when the occupant dismantles their shelter, packs up their items, and is in a mobile state. There is no expectation for the individual to leave the park.

PARKS CONTROL BY-LAW SECTION 10 – 12

Amended - Temporary Shelters in Parks

The Vancouver Board of Parks and Recreation enacted the amendment to the Parks Control By-law, section 11, 12, 13, on April 9, 2024. This by-law was to take effect on the date of its enactment.

The following is also defined in the by-law as it pertains to the above sections:

(h) "GENERAL MANAGER" means the General Manager of Parks and Recreation of the Board as duly appointed by the Board "and includes any person authorized to carry out the powers and duties of the General Manager.

(i) "HOMELESSNESS" means the state of having no access to permanent or temporary housing, accommodation, or shelter.

(p) "TEMPORARY SHELTER" means a tent or canopy that provides overnight shelter to a person experiencing homelessness and that is capable of being dismantled and moved by one person.

10. No person shall conduct himself or herself in a disorderly or offensive manner, or molest or injure any other person, or loiter or take up a temporary abode overnight in any place on any portion of any park except as provided in section 11A, or obstruct the free use and enjoyment of any park or place by any other person, or violate any



by-law, rule, regulation, notice or command of the Board, the General Manager, Peace Officer, or any other person in control of or maintaining, superintending, or supervising any park of or under the custody, control and management of the Board; and any person conducting himself or herself as aforesaid may be removed or otherwise dealt with as in this by-law provided.

11. No person shall erect, construct or build or cause to be erected, constructed or built in or on any park any tent, building, shelter, pavilion or other construction whatsoever without the permission of the General Manager, except that this provision does not apply to a temporary shelter that complies with the provisions of this by-law.

11A. A person experiencing homelessness may take up temporary abode in a park if that person: (a) is in a park or a specified area of a park in which a temporary shelter is not prohibited by this by-law; (b) erects a temporary shelter that complies with the provisions of this by-law; and (c) dismantles and moves the temporary shelter in accordance with the provisions of this by-law.

11B. A temporary shelter:

(a) must not be erected:

i. within 25 metres of:

- A. a playground or school; or*
- B. licensed childcare facilities,*

ii. in, on or within a:

- A. parking lot;*
- B. trail, bridge, seawall, roadway or park entrance;*
- C. natural area;*
- D. garden or horticultural display area;*
- E. pool or water park;*
- F. sports field, sports court, skate park, fitness amenity or golf course;*



G. community centre or fieldhouse; H. bleacher, stage, gazebo, public monument, designated picnic site, picnic shelter or washroom;

I. designated off-leash dog area; or

J. designated special event area for which permission has been given in accordance with this by-law; or

iii. in Queen Elizabeth Park or VanDusen Botanical Garden;

iv. under the canopy of a tree; or

v. in, on, or within 7 metres of a beach, pond, lake, dock, cliff or steep slope;

(b) may only be erected from dusk until 8:00am the following day, unless in an area designated by the General Manager as acceptable for temporary daytime shelter;

(c) must be dismantled and moved by 8:00am each day, unless in an area designated by the General Manager as acceptable for temporary daytime shelter;

(d) must not impede public use of, or access to, a park or facility;

(e) must not obstruct the ability of staff or contractors to perform their work;

(f) must not exceed a maximum footprint of 100 square feet (10 ft x 10 ft);

(g) must not contain any campfire, lighted candles, propane lanterns or stoves, or other similar devices;

(h) must have at least 1 metre of clearance on all sides from another temporary shelter and any park infrastructure, including park buildings, facilities or structures;

and

(i) must not be tied or affixed to another temporary shelter, a tree, or any park infrastructure, including park buildings, facilities or structures.



11C. *If a temporary shelter has a footprint of less than 100 square feet (10 ft x 10 ft), then the person who occupies that temporary shelter may use an area up to 100 square feet (10 ft x 10 ft), provided that the area contains the temporary shelter.*

11D. *A person who occupies a temporary shelter:*

- (1) must ensure that all of their belongings are contained within the temporary shelter or within the area described in section 11C;*
- (2) must ensure that the area upon which the temporary shelter was erected is left tidy and clear of debris after it has been dismantled and moved;*
- (3) despite sections 4(a)(i) and 4(a)(ii) of this by-law, must not use the temporary shelter to sell goods or conduct business; and*
- (4) in the case of a temporary shelter erected in an area designated by the General Manager as acceptable for daytime shelter, must occupy the temporary shelter for overnight sheltering purposes regularly when the shelter remains in the designated area.*

11E. *In the case of temporary shelters erected in an area designated by the General Manager as acceptable for daytime shelter, if required for health and safety reasons or for park maintenance purposes, the General Manager may order a person occupying a temporary shelter to:*

- (1) relocate the temporary shelter to another location in the designated area;*
or;
- (2) remove the temporary shelter from the designated area, and such order must be served by affixing it to the temporary shelter occupied by that person.*



11F. The General Manager may designate an area acceptable for temporary daytime shelter even if the area designated does not comply with the distancing requirements set out in sections 11B(a)(i) or (v).

11G. The General Manager may inspect the interior and exterior of a temporary shelter erected in an area designated by the General Manager as acceptable for daytime shelter after serving at least 24 hours' notice to the person occupying the temporary shelter, and such notice must be served by affixing it to the temporary shelter occupied by that person).

12. No person shall use, occupy or travel along or upon any park, flower bed, roadway or other park property in such manner as to obstruct or cause an obstruction with a vehicle or any other object, or to interfere with any person or traffic lawfully using the same; or encumber or obstruct, or cause to be encumbered or obstructed in any manner whatsoever, any park, flower bed, roadway or other park property without the permission of the General Manager first had and obtained; and any person receiving any such permission shall at all times be subject to the conditions thereby imposed, and save harmless and protect the Board from and against any and all claims, demands, suits or compensation of whatsoever kind arising either directly or indirectly out of the permission thereby granted, and shall likewise be subject to such further conditions, regulations and orders as may be imposed by the Board in the premises. Any vehicle so causing an obstruction may be impounded and thereafter the provisions of the Impounding By-law shall apply mutatis mutandis, provided however, that any person receiving permission of the General Manager first had and obtained shall not be subject to impoundment under this section.



AUTHORITY TO REMOVE TEMPORARY STRUCTURES

Park Rangers have the authority to remove temporary structures in violation of section 11(B), under sections 13 of the Park Control By-law.

Parks Control Bylaw Section 13

13. The Board or the General Manager or any person employed by them or him, may remove or cause to be removed from any park, flower bed or roadway, any obstruction, vehicle, temporary shelter, or thing placed therein or thereon contrary to the provisions of this by-law, at the expense of the owner, contractor or other person responsible for such obstruction; and the General Manager is hereby empowered to do every lawful act required under the circumstances to have any such obstruction, vehicle, temporary shelter, or thing removed in the shortest possible time and to hold any article or thing causing such obstruction until the expense of the removal thereof has been paid.

AUTHORITY TO REMOVE PERSONAL ITEMS

Park Rangers also remove personal items of those not associated with a temporary structure under section 4(b) of the Parks Control By-law. These items are removed when left unattended. Examples of personal items include, yet are not limited to:

- Blankets / Sleeping Bag
- Clothing
- Pillow
- Personal effects

Park Control By-law Section 4(b)

4(b) The General Manager, a Peace Officer or any person employed by the Board, may remove or cause to be removed from any park any article or thing as aforementioned contrary to the provisions of this by-law at the expense of the owner, contractor or other person responsible for such article or thing; and the General Manager is hereby empowered to do every lawful act required under the circumstances to have any such article or thing removed in the shortest possible time and to hold any article or thing as above mentioned until the expense of the removal thereof has been paid.

REMOVED ITEMS TO BE CATEGORIZED

All items removed must be categorized as essential, non-essential, or unsanitary. These items are to be stored and/or disposed of as per departmental standard operating procedures.

Sanitary essential items must be stored for 30 days. Unsanitary items and perishable food items are to be disposed of, not stored.

Essential items: are considered to be but not limited to items that will protect an individual from the elements; such as a tent, tarp, bedding and clothing.



Non-essential items: are considered items not needed to protect an individual from the elements. Items such as: TV's, barbecues, furniture, bikes, shopping carts, excessive clothing, supplemental shelters, etc.

Unsanitary items: are categorized as those items containing or contaminated by drug paraphernalia, feces, bodily fluids, food, mould, insect infestation, or that are heavily saturate, or *soiled.

*Soiled is defined as items which are dirty, stained, splattered, smeared, foul, or very wet/soaked.

*Drug paraphernalia is defined as tools and items that a person uses to make, use, and conceal drugs. Drug paraphernalia includes the following types of items: pipes, used hypodermic needles, empty needles wrappers, tin foil cooking cups, small cooking spoons, mirrors, and razor blades.

Unused needles still in their package, distilled water tubes and tourniquets are not considered drug paraphernalia.

GENERAL SAFETY

When removing temporary structures and/or personal items all items are to be handled in a respectful manner, reducing the risk of potential property damage, and/or personal injury to the Park Ranger. Keep in mind the occupant's shelter and personal items may be all that the individual owns to protect themselves from the elements.

The City of Vancouver recommends a hands-off approach when removing temporary shelters and personal items. Avoid direct contact with items by wearing personal protective equipment (PPE) and using the tools provided. If additional resources are needed to safely conduct the removal, stop work, and contact your shift supervisor.

Park Rangers are responsible for wearing the provided PPE and following departmental standard operating procedures. In the event of difficulties at the site that may pose a safety hazard, for example needles, powder, chemicals, flammables, etc. Rangers shall immediately stop work, remove themselves(s) from the environment and contact the shift supervisor for support and further instruction.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is *mandatory* that all Park Rangers wear the following PPE when removing items: gloves, eye protection and boots. In some situation, coveralls may be required.

The Park Ranger program provides the following personal protective equipment:

- A high rating puncture resistant work glove
- Non-permeable disposable gloves



- Eye protection
- Respiratory protection
- Coveralls

Respiratory protection is dependent on the situation and is at the discretion of the Park Ranger. If there is an odour of mildew, smoke or fecal matter a mask is highly recommended.

TOOLS AND EQUIPMENT

An assortment of tools for removing items are available in the garage at the Stanley Park service yard. Available tools and equipment include shovels, pitchforks, paper pickers, and buckets.

WORKSITE ENVIRONMENT

Situational awareness is important to your work as the behaviours of individuals, including the public can be unpredictable. Before entering the site, conduct a risk classification and safety assessment as per SOP: Interacting with Vulnerable Populations.

General Worksite Rules:

1. Once on site, do not start the process of removal until all known hazards are contained and/or removed and the pathway out is clear of obstructions. This includes the public.
2. When conducting a removal and working alongside other Park Rangers take into consideration your surroundings, proximity, and the size of the area you are working within. Be aware of how closely you are working in relation to other Rangers. Allow enough distance between yourself and your fellow Park Rangers to mitigate risk and deploy the proper use of tools and equipment.
3. Create a safety perimeter from the public. Encroachment from the public can have safety impacts due to being a distraction. This could lead to injury or contact with hazardous substances from not focusing on safe removal procedures.
4. Work at a safe pace. Quick movements and decisions can place you and/ or your partner(s) at risk. Communicate clearly with others on the site; this includes clarifying the task you are conducting and the assistance or space you will need to conduct the task in a safe manner.
5. When working in a forested area eye protection is highly recommended. Keep a safe distance when walking behind your partner to avoid being struck by branch that your partner may displace.
6. Do not enter a tent or other temporary structure.



7. Do not reach where you cannot clearly see.

LIFTING

Avoid twisting and awkward positions or movements. Use the appropriate body position, proper body mechanics, and lifting techniques. Lift with your legs not with your back. For heavier items, perform a test lift to determine if the object can be safely lifted manually and that the waste container will not fail during handling. If necessary, get a second person to assist, or use a lifting aid.

LOADING WORK VEHICLE

When possible load the items directly into the truck bed by using the tools provided.

Load the truck at the lowest point of entry, and refrain from lifting items over the sides of the vehicle.

Try not to stand down wind when loading the truck. Consider wearing respiratory protection when close to debris being loaded or unloaded.

Follow the City of Vancouver Load Securement Policy and instruction given by your designated Fleet Manager to adhere to CVSE requirements.

REMOVING SHOPPING CARTS

Park Rangers are to exercise considerable caution when handling abandoned shopping carts. Shopping carts loaded with abandoned items are often heavy and may contain contaminated or hazardous materials including sharp objects and drug paraphernalia.

If mechanical equipment is unavailable, shopping carts can be loaded manually by two or more Park Rangers into the truck bed. If too heavy to lift safely, contact the shift supervisor and request the assistance of a truck with a mechanical lift. Even with a mechanical lift, Park Rangers are not to load a shopping cart alone, due to its potential to shift and roll when loading.

REMOVING GARBAGE BAGS / PLASTIC BAGS

To mitigate the risk of puncture sharp injuries do not handle items in plastic bags even when wearing puncture resistant gloves. This includes pressing bags against your body, brushing against your legs when walking or holding bags from the bottom to carry. Use the equipment provided for transporting such items to the truck bed. If possible, load the bags directly into the truck bed using the provided tools.



TOXIC SUBSTANCES

If there is concern of potential unknown toxic substances located at the site such as unknown leaking fluids, puddles or piles do not proceed. Notify the shift supervisor immediately.

SIX STEPS TO REMOVING A TEMPORARY SHELTER

There are six general steps to follow when removing temporary shelters. Recognizing that each situation will have many variables, following these steps and adapting them to suit the situation will support Park Ranger safety and an effective outcome.

All temporary shelters and items are to be removed in a respectful manner to reduce the risk of potential property damage. Keep in mind the occupant's shelter and personal items may be all that the individual owns to protect themselves from the elements.

Step 1: Mandatory Communication

Inform Dispatch of your location prior to approaching the site. If in a forested area a W3W pinpoint is required. After completed actions at that site, Dispatch is informed you have cleared, each time this occurs.

Step 2: Conduct Site Assessment

Before removing any items, a thorough visual site assessment is to be completed.

When conducting a site assessment look for and note all potential risks including terrain, obstructed pathways, isolated locations, distance to work vehicle, crowds/additional persons and on site hazards.

Use a tool to displace some items for the purpose of the assessment, for not all hazards will be in plain site. The shelter and effected outside perimeter are to be assessed before proceeding with a removal of structures.

A minimum of two Park Rangers conduct a site assessment. If the site is in an isolated area, it is highly recommended that two pairs of Park Rangers attend for the purpose of the assessment.

Step 3: Removal of all Known Hazards

Possible hazards associated with the removal of a temporary shelter and/or personal items include, but are not limited to:

- Biological hazards (e.g. Bed bugs, COVID)
- Used needles
- Weapons
- Sharp objects, or threat thereof
- Health hazards (e.g. mold, fecal matter, toxic substances)



- Flammable and/or combustible materials

All known hazards are to be removed and/or contained before conducting the removal. Identify and communicate to your partner the observed risks that cannot be removed, yet need to be controlled within the worksite,

- *E.g. makeshift outdoor toilet containing human feces*

When removing combustibles, flammable material or compressed gas, such as aerosol cans and propane cylinders, proper load securement is mandatory.

Flammable and combustible material	Compressed gas

If toxic substances come into contact with skin, eyes, or mouth seek medical attention immediately.

Corrosive material	Materials causing immediate and serious toxic effects	Materials causing other toxic effects

If potential toxic substances are found and are not contained, Park Rangers are to stop work immediately, contact the shift supervisor, and caution tape off the area.

When inclement weather creates further hazards such as saturated or slippery surfaces, inform the shift supervisor. Work may be postponed until conditions improve.

Stop work and contact the shift supervisor for further direction if bed bugs are onsite. Ensure to document this observation in your evidence notebook and incident report.

If the site is ever left to return for a follow up, a new site assessment must be conducted - ensure that environmental conditions have not deteriorated, and the occupant has not returned to the site. If any of these conditions are present, the Park Rangers are to withdraw and contact the shift supervisor for further direction.



Step 4: Assessing Items for Removal

All temporary shelters and personal items removed are to be stored and/or disposed of depending on the Park Ranger assessment of essential, nonessential and unsanitary items.

Personal and monetary items of value are to be identified and labelled as appropriate in accordance with the pertaining SOPs.

Items may need to be sorted through in a safe location, away from the park. This may be due to terrain, weather and actions of members of the public who are observing a removal.

Step 5: Removal of Items

When removing items Park Rangers are to minimize all direct contact by wearing PPE and using the tools provided.

Make sure all tools and equipment needed for safe and effective outcomes are used. Do not cut corners and diminish safety due to not having the proper equipment.

Ensure to avoid pressing anything against your body; and do not place your hands underneath items to transfer into the truck bed.

Engage the lifting tailgate for heavier items.

Never reach where you cannot clearly see.

Step 6: Sanitizing Equipment and Staff

Before entering a vehicle or touching personal items, Park Rangers are to sanitize their hands with the provided anti-bacteria gel.

If worn, clean coveralls can continue to be worn within a city vehicle; dirty coveralls are to be removed and placed within a garbage bag for transport.

Before placing equipment back into circulation all equipment is to be cleaned and sprayed with disinfectant if required.

Inform the shift supervisor if any tools or equipment is in need of repair or replacement.

Clean hands and shower if required.

CONDUCTING REMOVALS



VOLUNTARY STORAGE

The Park Ranger program stores sanitary essential items for 30 days. Due to limited storage capacity, Park Rangers will only store one tote per person. The individual may have to downsize their items in order to comply.

All essential items are stored s.15(1)(l)

With the permission of the owner on site, Rangers can remove and store essential items to assist a person with condensing their belongings and giving support to individuals who cannot be in a mobile state.

Although sometimes the items for storage are being **voluntary consented** to being removed for storage, the safety precautions, six-step method and mandatory PPE and tool requirements still apply.

Rangers will catalog the given items for disposal with the owner while taking thorough photo documentation to supplement. The owner and Ranger will collectively sign the 'Consent to Storage of Personal Property form.

All spaces on the document to be filled are required, with example given below. The present owner must provide a name, although it can be the name they choose to go by and not necessarily their legal name. A best description possible of tent and location within the park itself is required.

If the condition of the worksite becomes compromised, disengage immediately, inform dispatch and when at a safe distance, contact your shift supervisor for next steps.



VANCOUVER BOARD OF PARKS AND RECREATION

HANSEN #: 334962
N#: 1019

CONSENT TO STORAGE OF PERSONAL PROPERTY

DATE: JAN 19/24 PARK REMOVED FROM: KITSILANO

NAME OF PROPERTY OWNER: JOHN DOE

DATE OF BIRTH: UNKNOWN LAST DAY OF STORAGE: FEB 19/24

LIST OF ITEMS

1.	COLEMAN BLUE SLEEPING BAG
2.	2x ORANGE TWIN FOAM PADS
3.	PURPLE HEYS SUITCASE
4.	MAKEUP IN FACIAL BAGGIE
5.	3x BASEBALL HATS NEW
6.	MISC. CLOTHING
7.	
8.	

Agreement Details:

I agree that the Vancouver Park Board will store all items listed above for 30 days in a secured and monitored facility. Items deemed hazardous will not be stored. Hazardous items may be, but are not limited to, weapons, drug paraphernalia, combustibles, items infested with insects and soiled or moldy items.

I understand and agree that it is my responsibility to contact the Vancouver Park Board and schedule the retrieval of my property or request an extension to the 30 day storage. (Extensions are only granted under specific circumstances). I understand that to schedule the return of my property or to request a storage extension I must call 311 and request to speak to the Park Ranger Department.

I agree that the Vancouver Park Board may dispose of all of the above listed items after 30 days in storage.

I have read and understand the above.

Property Owner Signature: [Signature]

Park Ranger Badge #: 123

White copy: Admin, Pink Copy: Property Owner, Yellow Copy: Park Ranger

Storage Instructions

The storage container has 12 pre-numbered totes for storage. All totes are to be lined with a mattress bag to keep the totes clean, protect against bug and rodent infestations, and serve as a measure of space capacity.

All supplies needed for proper storage are within the storage container, such as mattress bags, totes, markers, tags, and labels.

Steps for proper storage:

1. Line the tote with a mattress bag.
2. Transfer sorted and documented essential items into the lined tote.
3. Attach laminated label to top of tote with all required lines filled out
4. Inform dispatch of the storage to update the Storage Inventory



5. Complete incident report with location field updated with "STORED: Date"

E.g. "Charleson Park – Yellow Shelter north of Seawall STORED: 11/15/2020"

6. Print photo documentation and completed incident report
7. Attach *white and yellow* copies of consent form, associated incident report and photos into labelled binder "**VOLUNTARY STORAGE**"

s.15(1)(l)



A photograph of a white storage container with a label form attached. The form has the following fields: Date: _____, Park: _____, Location: _____, Owner: _____, Hansen # _____, Ticket # _____, Contents: _____, _____, _____, and Disposal Date: _____.

Storage Container Management

After 30 days, if not collected, the items will be disposed of. Under special circumstances, a shift supervisor can approve an extension for further storage.

E.g. – hospitalization, illness - receiving medical treatment, or days away from obtaining housing.

It is the Ranger(s) who are storing the items responsibility to ensure dispatch has been informed of the storage information and contents. Park Ranger Dispatch updates the storage inventory log and notifies the shift supervisor of an upcoming disposal date expiring within 3 days.

Dispatch will also inform the shift supervisor(s) when there are only 3 totes remaining of storage capability.

All items stored must fit inside a closed tote. Free-floating items are not permitted within the storage container.

VOLUNTARY DISPOSAL


With the permission of the owner, Rangers can remove and dispose of items to assist with condensing items to essentials, assisting an individual to be compliant to the by-law they are in violation of, and/or helping bridge the gap for an individual without disposal abilities (ie. Mobility)



Although the items for disposal are being **voluntarily consented** to being removed for disposal, the safety precautions, six-step method and mandatory PPE requirements still apply.

Rangers will catalog the given items for disposal with the owner while taking thorough photo documentation to supplement. The owner and Ranger will collectively sign the 'Consent to Release Personal Property' form.

All spaces on the document to be filled are required, with example given below. The present owner must provide a name, although it can be the name they choose to go by and not necessarily their legal name. A best description possible of tent and location within the park itself is required.

 **CONSENT TO RELEASE PERSONAL PROPERTY**

Owner's Name: John Doe


Description of tent and location within park: circle area on map (see reverse)
white rainfly, green 5'x5' coleman tent.
North east section of Kitsilano Beach Park in middle of field.

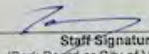
List of Items (if applicable):

1. Green tent + white rainfly (soiled) (S)
2. Red blanket (Drug paraphernalia) (OP)
3. Grey pillow (DP)
4. Black Roots backpack (S) (Did not open)
5. Blue Gucci carry-on suitcase - clean, dry clothing, nothing of value.
6. 2 green 1lb propane tanks
7. 1 white 25 lb propane tank w/heater attachment.
8. 1 orange Fiskars machete
9. Miscellaneous clothing (S)
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

Agreement Details:
 I/we agree that Vancouver Board of Parks and Recreation may remove and immediately dispose of all property or specific items listed above or shown in the attached photo.

Check box if photo included


 Owner's Signature


 Staff Signature
 (Park Board or City of Vancouver)

2024-Feb-22
 Date

2024-Feb-22
 Date

Vancouver Board of Parks and Recreation •
 3-1-1 or 604-673-7000 (outside Vancouver) • vancouverparks.ca • vancouver.ca/vanconnect



If the condition of the worksite becomes compromised, disengage immediately, inform dispatch and when at a safe distance, contact your shift supervisor for next steps.

HOW TO DISPOSE

All unsanitary items, consented items and those items not deemed essential are to be disposed of.

Temporary shelters contaminated by feces, bodily fluids, drug paraphernalia, food, mold, insect infestation, heavily saturated or soiled are deemed unsanitary.

Stanley Park Service Yard - Disposal and Recycling Resources

City services yards do not allow such items as: paint, pesticides, flammable liquids, fuel, batteries, and electronics to be disposed of in city compactors where plausible. Place these items in the designated area adjacent to the compactor in the Stanley Park Service Yard.

Disposal services provided at the Stanley Park service yard include a compactor, bins for metal and wood, shopping cart drop off, and a designated area for compressed and toxic substances.

Compactor Safety

Park Rangers are to work in pairs when using the compactor. The work area adjacent to the compactor is uneven and the wooden ramps can be slippery when wet. Be mindful of the uneven surfaces and use caution.

How to Operate the Compactor

1. Confirm the dial is set to HAND
2. Pull out Emergency stop button
3. Reverse the compactor, *before* unloading truck contents
4. Remove locking mechanism on the compactor doors, (currently a piece of rebar)
5. Open double door and secure the doors open with delineators
6. Reverse vehicle, with assistance from partner
7. Empty truck contents using the appropriate tools and equipment
8. Remove vehicle and close and secure compactor doors
9. Hold switch in the forward position
10. When finished push the emergency stop in



Disposing of Tote Contents

1. Remove tote from truck, do not dump from tommy gate
2. Be cautious of your footing and the weight of the tote
3. Carefully lower the tote onto its front
4. Grab tote from the bottom, and lift to empty contents
5. If you lose your balance LET GO OF THE TOTE!



Abandoned Furniture

Park Rangers do not dispose of large furniture or mattresses. Report *abandoned furniture* through 311 or Van311 application on the work phone to notify city sanitation crews to attend to the matter.

Park Rangers do move, (not dispose of), abandoned furniture under the following circumstances:



- Causing an obstruction
- Located in a forested area

If abandoned furniture is causing an obstruction such as a mattress blocking a doorway, displace the obstruction and report abandoned furniture.

If abandoned furniture is located within a forested area, move the item to a nearby service road and report abandoned furniture. Moving the item provides needed access for the sanitation crews. If additional resources are needed contact the shift supervisor.

When moving mattresses, use the given tools to best eliminate the need to handle or touch the mattress directly. This tool mitigates the risk of a potential needle stick injury, or bed bug exposure.

NON-VOLUNTARY REMOVALS

A temporary shelter and/or items for removal can be found without an occupant or with an occupant on site who is non-compliant to the by-law causing an immediate removal with a later sorting process to deem items for storage or disposal.

In each situation the six-step to removals procedure and the use of mandatory PPE and tools still apply.

Unattended/Abandoned Items

Items found without an owner on site can be deemed for immediate removal if capacity allows. Without the pressure of occupant on site or the risk of occupant returning, Rangers can perform the site assessment, removal and assessment of all hazards, and removal on site, completing Steps 2-5. Rangers will diligently and thorough sort items working from closest inside to out using the mandatory PPE and tools provided to classify what meets storage requirements.

1. Must be essential
2. Must fit into one storage tote
3. Must not contain any known hazards (drug paraphernalia, combustibles, soiled, perishable items, visible bug infestations)

The sorting process is concluded when a hazard deemed a *reasonable risk* to Ranger safety has been identified.

E.g. Curdled milk, opened hypodermic needle wrapped with uncapped sharp present, full of water from heavy rain subject to mold.

Items non-perishable, such as a sealed bag of chips, is not deemed a reasonable risk to safety.



All remaining items unsorted are deemed for disposal, and all previously deemed acceptable items will be stored for 30 days. Once sorted, items for disposal or storage trigger the Park Ranger procedures for proper storage and disposal policies.

Thorough photo documentation of the entire process and detailed incident report of cataloged items are to be placed in the labelled binder "NON-VOLUNTARY DISPOSALS" and/or "NON-VOLUNTARY STORAGE" in the Ranger office.

If the condition of the worksite becomes compromised, disengage immediately, inform dispatch and when at a safe distance, contact your shift supervisor for next steps.

Non-Compliant Occupant on Site

Removing Items with Occupant on Site

If there is a need to remove items and voluntary compliance cannot be gained from the occupant on site, rangers are to call VPD non-emergency for support. Rangers do not remove items from a non-compliant occupant without the support of the Vancouver Police. If the police cannot assist, do not proceed. Include in your report that items were not removed, due to non-compliance and not having the support of the Vancouver Police.

s.15(1)(c) [Redacted]

s.15(1)(c) [Redacted]

s.15(1)(c) [Redacted]

s.15(1)(c) [Redacted]

s.15(1)(c) [Redacted]

s.15(1)(c) [Redacted]

s.15(1)(c) [Redacted]



s.15(1)(c)

HANDLING ITEMS OF VALUE

Items of value are not stored in the same manner as essential items. It is also noted that Rangers do not **consent to voluntarily** store items of value.

Personal items of value are items normally worn or carried on a person, such as:

- Wallet, identification, passport, eyeglasses, hearing aids, dentures, medication, cellular phone, and backpack.

Monetary items of value include yet are not limited to:

- Generators, bicycles, laptops, I-pads, paddleboards, kayaks, strollers

All items of value are to be documented with photo documentation and incident reports.

To process smaller items (e.g. cell phones, birth certificates, hearing aids) follow the steps below:

1. Place items in Ziploc bag
2. Complete tag with the incident report number, location, date, and amount of tags associated to the one removal. *E.g. "Tag 2 of 4"*
3. Place sealed Ziploc bag in labelled locker or on top of stored tote items of owner

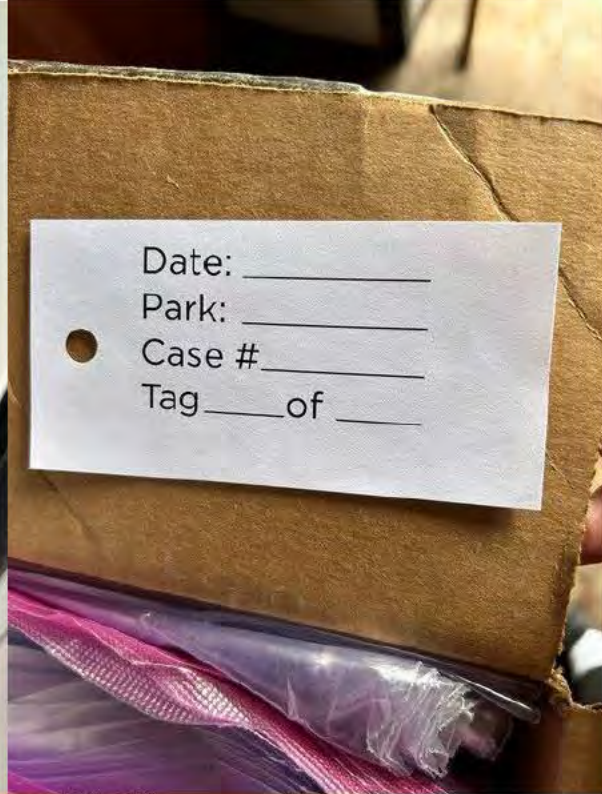
E.g. Brown leather holder with Canadian passport - David Smith.

To process larger items (e.g. bicycles, generators, etc.) follow the steps below:

1. Complete tag with the incident report number, location, date and amount of tags associated to the one removal *E.g. "Tag 2 of 4"*
2. Use provided zapstaps to attach tag to item without damage
3. Place item in the alternative storage area for large items next to storage container
4. Record as detailed as possible in the incident report of the items processed.

E.g. Blue Bike - All identifying characteristics removed

E.g. Generator – Make - Craftsman - Model 2200i – Serial number XLJ293





WEAPONS, OR ITEMS OF POSSIBLE CRIME

Threatening Weapons

All weapons found or items that can be identified as a threat to Ranger safety are to be photo documented, reported in the incident report, and disposed of following disposal guidelines and best practices for safety. A list of common weapons is, but not limited to: knives, studded baseball bats, machetes, hatchets, makeshift shanks.

If at any point in time, Ranger safety is at risk during the finding, handling, transporting, or disposing of the weapon please contact your shift supervisor for support.

Firearms and Possible Crime

If a firearm or ammunition has been located in a park, immediately disengage from operations, move to a safe location in sight of the weapon and contact 911 for a pick-up. Do not touch the item(s) and stay on scene until police have arrived and obtain a police file number. Update dispatch when able to do so.

If a firearm or ammunition has been found during the Non-Voluntary Removal sorting process, immediately disengage from sorting, move to a safe location in sight of the weapon and contact 911 for a pick-up. Do not touch anything further, stay on scene until police have arrived, and obtain a police file number. Update dispatch when able to do so.

If a weapon has been located in the park that to the best of Ranger's knowledge could be linked to a possible crime (e.g. hammer in a pool of blood), immediately disengage from operations and contact 911. Do not touch the item(s) for continuity purposes and remain on scene until police have arrived. Obtain a police file number and update dispatch when able to do so.

It is not the duty of a Park Ranger to make this determination whether a firearm is a replica or not. Park Rangers are to follow the above process regardless of authenticity.

DELIVERY OF STORED ITEMS

Individuals seeking return of their personal items are to contact 311. A 311-customer service agent will generate a Park Ranger Property Retrieval case and include details of the request for service and the individual's contact information.

Dispatch is to inform the shift supervisor when a case for property retrieval is received and confirmed items are within Park Ranger possession.



SUBJECT: VOLUNTARY STORAGE **VPR – VUL – 05**

Personal items are delivered during daylight hours and in pairs. Totes remain at the **s.15(1)(l)** and are not given away to the individual. The mattress bag enclosed with all items are returned.

If the individual has secured lodging:

- Arrange to meet the individual **outside** their building of residence.
- **Do not enter the building at any time.**

If the individual does not have secured lodging, a neutral site meeting place will be coordinated. **Rangers never return items to a park.**

Park Rangers are to wait no longer than 30 minutes for the property owner. After 30 minutes, the Park Rangers are to leave the meeting location and return the items to storage. Communicate a failed delivery to Dispatch and the Shift Supervisor. Documented in the Hansen case file.

A property retrieval request is a priority request; therefore, same day service is the objective.

<p>Module Content Approved by Superintendent, Uulstje Dejong:</p> 	<p>Date Approved: June 23, 2021</p>
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1.0 PURPOSE

This procedure outlines the Park Ranger process on storing essential items with the proper documentation to be legally compliant.

2.0 DEFINITIONS

Essential items: Are considered to be but not limited to items that will protect an individual from the elements; such as a tent, tarp, bedding and clothing

Unsanitary items: Are categorized as those items containing or contaminated by used *drug paraphernalia, feces, bodily fluids, food, mold, insect infestation, or that are heavily saturated, or *soiled



Non-essential – are considered items not needed to protect an individual from the elements.

*Soiled - items that are dirty, stained, splattered, smeared, foul, or soaked.

*Drug paraphernalia - tools and items that a person uses to make, use, and conceal drugs. Drug paraphernalia includes the following types of items: pipes, used hypodermic needles, tin foil cooking cups, small cooking spoons, mirrors, and razor blades.

3.0 ASSOCIATED HAZARDS

Hazards associated to the storing of removed items includes but is not limited to:

- Change in behaviour of owner
- Biological hazards
- Used needles
- Weapons
- Sharp objects, or threat thereof
- Health hazards (e.g. Mold, bed bugs, fecal matter)
- Lifting heavy objects

4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND TOOLS

It is mandatory that all Park Rangers wear the following PPE when storing personal items:

- Puncture resistant gloves
- Boots
- Eye protection

As the owner of the items will be cataloguing the items thoroughly and individually, the use of PPE tools is not required but at the situational discretion of the Ranger.

5.0 PROCEDURE

1. Mandatory communication

Including explanation of storage procedure and use of Consent to Storage of Personal Property documentation



2. **Conduct site assessment**
3. **Remove all known hazards**
4. **Removal of items**

Photo documentation completed and signed consent form, with pink copy going to owner on site.

5. **Storage Procedure**
6. **Documentation**

6.0 STORAGE

6.1 Sanitary Essential Items must be stored for 30 days, if:

- Does not contain drug paraphernalia
- Does not contain flammables or chemicals
- No presence of infestation(s)
- Are not saturated/soiled and subject to mold
- Does not contained bagged food that will decay in storage
- Items are to be fully contained into one of the provided storage totes

6.2 All supplies needed for proper storage are kept within the storage container, such as mattress bags, totes, markers and labels

- Ensure to line the tote with a mattress bag
- Fill in pre-printed label
- Secure label to tote

6.3 Communication

- Inform Dispatch to update storage inventory

At no time, is a Park Ranger to use, borrow, or take home any item(s) that have been removed under the Parks Control By-law.

7.0 DOCUMENTATION

Proper documentation is required to support stored items.

7.1 CONSENT TO STORAGE OF PERSONAL PROPERTY

- Rangers are to fill all lines within the form to the best of their ability with the owner present.



- Rangers are only permitted to fill the form, providing to the owner only for signature purposes.
- Photographs covering each item given for storage is required

7.2 STORAGE TOTE

All information on the tote label is to be filled out to the best of ability.

- Name of owner (if known)
- Park, location in park
- Incident report case file number
- Consent to storage ticket number (if applicable)
- Details of items inside tote

7.3 INCIDENT REPORT

- Edit the information tab in the report to state “STORAGE: date”
E.g. “Charleson Park – Yellow Shelter north of Seawall STORED”
- Include in the incident report a further detailed list of items

On Monday, January 19th 2024 at 0834hrs, Vancouver Park Rangers (VPR) WATTS and DELANEY attended Kitsilano Park for a reported green tent on the tennis courts in contravention of Parks Control By-law (PCB) Section 11B (temporary shelters). Park Rangers were in full uniform and driving marked city vehicle A1234.

Upon approach, Rangers observed the occupant of the tent outside the structure. The subject of complaint (SOC) is John DOE. His identity has not been confirmed and the name provided is verbal identification. DOE is described as Caucasian male with short black hair, black facial stubble, 5’8”, approximately 45 y/o, 145lbs and slim build. DOE has a tattoo of a heart that says “MOM” on the inside of his left forearm. DOE is well known to Rangers and has had multiple interactions with them.

After arriving at the park, Rangers initiated a safety timer at 0841hrs with DELANEY as contact and WATTS as cover. Rangers approached DOE’s temporary structure announcing loudly their presence and engaging in conversation with DOE over his temporary structure. DOE stated he has accepted housing with a move-in date in the near future and would be looking for some support in condensing and storing items to assist in their move. Rangers obliged and explained the storage policies to DOE of: one tote per person, items must not be soiled, have a bug infestation or contain drug paraphernalia, items will be stored for 30 days and to contact 3-1-1 within that time frame to schedule a return of items. DOE understood the verbal agreement and WATTS returned to the truck to obtain the Consent to Storage of Personal Property documentation.



DELANEY documented the items provided by DOE for storage while WATTS took a photo inventory. Rangers with DOE agreed to store one Coleman blue sleeping bag, two orange rolled up twin sized foam pads, one purple HEYS suitcase with internal contents of miscellaneous clothing, one small blue floral bag with contents of makeup and three baseball hats with tags. DOE was read the agreement details before signing the document and receiving the pink copy.

Rangers packed the items into the truck and cleared the park at 0858hrs to properly store the items. Rangers packed the items into lined storage tote #5 attaching label to the top of the tote. Rangers informed Dispatch of Tote #5 stored for John DOE on 01/19/2024 ticket # 1018. Rangers placed photos and forms in the storage folder.

7.4 COMPLETE DOCUMENTATION

Place completed incident report, white and yellow copies of consent form and associated photo documentation in the labelled "VOLUNTARY STORAGE" binder located in the Park Ranger office.

8.0 COMPLIANCE

Failure to comply with the procedures outlined in this document will result in coaching from the Shift Supervisor. If that fails to rectify the situation, the Superintendent will take the appropriate next steps.

Approved by Superintendent, Uultsje Dejong:

Created: 03/30/2015
Last Revised: 04/29/2024
Saved as: PB – RAN – SOP – VULNERABLE POPULATIONS – Voluntary Storage – VUL - 05



SUBJECT: VOLUNTARY DISPOSAL

VPR – VUL - 06

1.0 PURPOSE

This procedure outlines the baseline Park Ranger process on disposing items voluntarily with the requirement documentation.

2.0 ASSOCIATED HAZARDS

Hazards associated to the storing of removed items includes but is not limited to:

- Change in behaviour of owner
- Biological/Chemical hazards
- Used needles
- Weapons
- Sharp objects, or threat thereof
- Health hazards (e.g. Mold, bed bugs, fecal matter)
- Lifting heavy objects

3.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND TOOLS

It is mandatory for all Park Rangers to use the provided tools and PPE in handling any items for disposal.

- Boots
- Pickers
- Shovel
- Rake
- Puncture resistant gloves
- Eyewear

4.0 PROCEDURE

1. Mandatory communication



Including explanation of storage procedure and use of Consent to Release Personal Property documentation

- 2. **Conduct site assessment**
- 3. **Remove all known hazards**
- 4. **Removal of items**

Photo documentation completed and signed consent form

5. Disposal

Handling, transporting and disposing of items as per safety guidelines and **s.15(1)(l)** requirements

6. Documentation

5.0 DOCUMENTATION

Proper documentation is required to support disposed items.

5.1 CONSENT TO RELEASE PERSONAL PROPERTY

- Rangers are to fill all lines within the form to the best of their ability with the owner present.
- Rangers are only permitted to fill the form, providing to the owner only for signature purposes.
- Photographs covering each item given for disposal is required

5.2 INCIDENT REPORT

Include in the incident report a further detailed list of items

On Monday, January 19th 2024 at 0834hrs, Vancouver Park Rangers (VPR) WATTS and DELANEY attended Kitsilano Park for a reported green tent on the tennis courts in contravention of Parks Control By-law (PCB) Section 11B (temporary shelters). Park Rangers were in full uniform and driving marked city vehicle A1234.

Upon approach, Rangers observed the occupant of the tent outside the structure. The subject of complaint (SOC) is John DOE. His identity has not been confirmed and the name provided is verbal identification. DOE is described as Caucasian male with short black hair, black facial stubble, 5'8", approximately 45 y/o, 145lbs and slim build. DOE has a tattoo of a heart that says "MOM" on the inside of his left forearm. DOE is well known to Rangers and has had multiple interactions with them.



After arriving at the park, Rangers initiated a safety timer at 0841hrs with DELANEY as contact and WATTS as cover. Rangers approached DOE's temporary structure announcing loudly their presence and engaging in conversation with DOE over his temporary structure. DOE stated he is almost complete in dismantling his structure for the day in compliance with S 11B but was looking to condense his essential items and dispose of a few large bags for garbage. Rangers stated they could remove the items for disposal with his authorization. DOE agreed to assistance in disposing unessential items and WATTS retrieved the Consent to Release Personal Property documentation.

DELANEY documented the items provided by DOE for disposal while WATTS took a photo inventory. Rangers with DOE agreed to dispose a soiled garbage bag filled with excessive clothing, a broken cooler with spoiled milk products, miscellaneous empty food bags, one burned sleeping bag with soiled pillow sham.

DOE was read the agreement details before signing the document. Rangers packed the items into the truck and cleared the park at 0858hrs to dispose. Rangers placed photos and forms in the Disposal folder.

5.3 COMPLETE DOCUMENTATION

Place completed incident report, copy of consent form and associated photo documentation in the labelled "VOLUNTARY DISPOSAL" binder located in the Park Ranger office.

6.0 COMPLIANCE

Failure to comply with the procedures outlined in this document will result in coaching from the Shift Supervisor. If that fails to rectify the situation, the Superintendent will take the appropriate next steps.

**Approved by Uultsje Dejong,
Superintendent**

Date Created: 04/29/2024
Date Last Revised:
Saved as: PB – RAN – SOP – VULNERABLE
POPULATIONS – Voluntary Disposal (VUL – 06)



SUBJECT: NON-VOLUNTARY REMOVALS	VPR – VUL – 07
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1.0 PURPOSE

This procedure outlines the Park Ranger process on removing, storing, and disposing items noncompliant to the Parks Control Bylaw while ensuring Park Ranger safety standards.

2.0 DEFINITIONS

Essential items: Are considered to be but not limited to items that will protect an individual from the elements; such as a tent, tarp, bedding and clothing

Unsanitary items: Are categorized as those items containing or contaminated by used *drug paraphernalia, feces, bodily fluids, food, mold, insect infestation, or that are heavily saturated, or *soiled

Non-essential – are considered items not needed to protect an individual from the elements.

*Soiled - items that are dirty, stained, splattered, smeared, foul, or very wet/soaked.

*Drug paraphernalia – tools and items that a person uses to make, use, and conceal drugs. Drug paraphernalia includes the following types of items: pipes, used hypodermic needles, empty needle wrappers, tin foil cooking cups, small cooking spoons, mirrors and razor blades.

3.0 ASSOCIATED HAZARDS

Hazards associated with the non-voluntary removal of items include, but are not limited to:

- Unexpected return of owner/occupant
- Anti-authoritative behaviour(s)
- Viable threats of violence
- Biological/Chemical Hazards
- Used needles
- Weapons
- Sharp objects, or threat thereof
- Health hazards (e.g. Mold, bed bugs, fecal matter)
- Lifting heavy objects



4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE) AND TOOLS

It is mandatory for all Park Rangers to use the provided tools and PPE in handling any items for removal.

- Pickers
- Shovel
- Rake
- Puncture resistant gloves
- Boots
- Eye protection

5.0 PROCEDURE

1. **Mandatory communication**
2. **Conduct site assessment**
3. **Removal of all known hazards**
4. **Removal of items**
5. **Storage and disposal sorting process (onsite, or in designated safe location)**
6. **Documentation**

6.0 STORAGE AND/OR DISPOSAL

Park Rangers store essential items for 30 days in one designated lined storage tote. All items will be cautiously opened due to unknown hazard and properly sorted in accordance with storage or disposal protocols.

For Ranger safety, the sorting of items for storage will cease and remaining contents will be deemed for disposal when a hazard has been found.

Further photo evidence of all items stored and disposed of in the sorting process is required before completion.

At no time is a Park Ranger to use, borrow, or take home any item(s) removed under the Parks Control By-law.



7.0 ITEMS OF VALUE AND WEAPONS

7.1 WEAPONS

All weapons found are required to be included in the documentation process. After documentation, weapons are to be disposed of in their appropriate receptacle(s).

Firearms, ammunition, bear spray or weapons that could be involved in a crime to the best of your discretion require contacting Vancouver Police, and Rangers to remain on scene without ever touching the item.

7.2 ITEMS OF VALUE

All items of value without a hazard present endangering Ranger safety are to be tagged and secured in the designated lockers within the storage container.

All information on the given tags must be filled to the best of ability.

8.0 DOCUMENTATION

8.1 STORAGE TOTE

All information on the tote label is to be filled out to the best of the ability.

- Name of owner (if known)
- Park, location in park
- Incident report case file number
- Details of items inside tote

8.2 INCIDENT REPORTS

8.2.1 Items Found Without Owner

On Monday, January 19th 2024 at 0834hrs, Vancouver Park Rangers (VPR) WATTS and DELANEY attended Kitsilano Park for a reported green tent on the tennis courts in contravention of Parks Control By-law (PCB) Section 11B (temporary shelters). Park Rangers were in full uniform and driving marked city vehicle A1234.

Upon approach, Rangers observed the tent structure open in full visibility. Rangers did not observe any individual around the erected structure and observed a large amount of visible internal contents from outside the structure: one black backpack with green tag, purple sleeping bag, one red plaid pillow, half a wood pallet, a small coffee table and two grey duffle bags.



Rangers could not identify any hazards within or around the structure at this time. Rangers placed the structure with all contents into the vehicle for processing.

At 0841hrs Rangers returned to begin sorting the contents as follows:

One black backpack – one makeup case, a pair of safety eyewear, four pairs of clean underwear and a green torn Grizzly's hoodie with no contents in pocket.

Grey Duffle Bag #1 (labelled on photo) – Further clean and dry miscellaneous clothing, half a used tin of hair pomade, a fully empty brown leather wallet and one pair of lime green Skull Candy headphones.

Grey Duffle Bag #2 – Another pillow with blue polka dot pillow case

Rangers stored one black backpack with contents, both grey duffles with contents, one red plaid pillow, one collapsed green tent and one purple sleeping bag into tote #7 with attached label. Rangers disposed of one small coffee table and half a wood pallet due to non-essential for elements and no space permitting with storage tote. Rangers attached incident report with photo evidence into Rangers updated storage inventory for disposal if unclaimed on February 19th, 2024.

8.2.2. Items Removed With Non-Compliant Owner

On Monday, January 19th 2024 at 0834hrs, Vancouver Park Rangers (VPR) WATTS and DELANEY attended Kitsilano Park for a reported green tent on the tennis courts in contravention of Parks Control By-law (PCB) Section 11B (temporary shelters). Park Rangers were in full uniform and driving marked city vehicle A1234.

Upon approach, Rangers observed the occupant of the tent outside the structure. The subject of complaint (SOC) is John DOE. His identity has not been confirmed and the name provided is verbal identification. DOE is described as Caucasian male with short black hair, black facial stubble, 5'8", approximately 45 y/o, 145lbs and slim build. DOE has a tattoo of a heart that says "MOM" on the inside of his left forearm. DOE is well known to Rangers and has had multiple interactions with them.

After arriving at the park, Rangers initiated a safety timer at 0841hrs with DELANEY as contact and WATTS as cover. Rangers approached DOE's temporary structure announcing loudly their presence and engaging in conversation with DOE over his temporary structure. DOE stated he refuses to be compliant to the S.11B bylaw responding further with an aggressive tone, "And what the fuck are you doing to do about it you goof?". Due to DOE's aggressive disposition in response, Rangers created more physical space from DOE and stated again that he was non-compliant to the bylaw to dismantle and move his temporary structure which would conclude in Ranger's enacting S13 on PCB for authority to remove at the expense of the owner. DELANEY explained that all items removed would be sorted for disposal or storage depending on the



hazards of drug paraphernalia, items subject to mold, or any further hazard to Ranger safety. Items deemed applicable for storage will be stored for 30 days and disposed of if not contacted for a return. DELANEY stated firmly that DOE is to contact 3-1-1 to reach out to a Ranger for a return of stored items.

DOE became explosive in manner with a red face and enraged expression stating: "you can't touch my shit you fuckheads". DELANEY expressed again to DOE the contravention of the PCB stating the sections DOE was non-compliant to and the powers to remove under S13 as a final warning for voluntary compliance. DOE stated he refused and WATTS and DELANEY deemed the situation was controlled and safe enough to enact the removal without Vancouver Police. WATTS took photo evidence then Rangers began to dismantle the temporary structure and continued to assess DOE's body language and physical threat level which remained safe for Rangers to continue. Rangers removed the entirety of DOE's items stating the process clearly of how to obtain the items that will be deemed for storage again. Rangers cleared the park at 0837hrs.

At 0841hrs Rangers returned to begin sorting the contents as follows:

One black backpack – one makeup case, a pair of safety eyewear, four pairs of clean underwear and a green torn Grizzly's hoodie with no contents in pocket.

Grey Duffle Bag #1 (labelled on photo) – Further clean and dry miscellaneous clothing, half a used tin of hair pomade, a fully empty brown leather wallet and one pair of lime green Skull Candy headphones.

Grey Duffle Bag #2 – Another pillow with blue polka dot pillow case with a large presence of used intravenous syringes, burnt cooking caps and balled black tinfoil (see photo #6).

Due to the increased risk to Ranger safety now in handling items that could feasibly contain further hazards, all remaining items including Grey Duffle Bag #2 were disposed.

Rangers stored one black backpack with contents and grey duffle bag #1 with contents into storage tote #12 with disposal date February 19th 2024 if unclaimed.

Rangers disposed of Grey duffle bag #2, one red plaid pillow, one purple sleeping bag, half a wood pallet, a small coffee table and one green tent.

Storage information updated in the inventory with required documentation in the Non-Voluntary Storage folder was complete. Photo evidence of hazard and items for disposal with report has been documented into Non-Voluntary Disposal folder.

8.3 COMPLETE DOCUMENTATION



Place completed incident report and photo documentation into the appropriate binder for procedure completed. If items were both stored, and disposed from one removal, place an incident report and the respective photo documentation into each labelled binder "NON-VOLUNTARY STORAGE" and "NON-VOLUNTARY DISPOSAL" located in the Park Ranger office.

9.0 COMPLIANCE

Failure to comply with the procedures outlined in this document will result in coaching from the Shift Supervisor. If that fails to rectify the situation, the Superintendent will take the appropriate next steps.

Approved by Superintendent, Uultsje Dejong:

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