

MINUTES
GOVERNANCE AND PRIORITIES COMMITTEE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2020-NOV-09 AT 1:00 P.M.

Present: Councillor Hemmens, Chair
Mayor L. Krog
Councillor S. D. Armstrong (vacated 3:56 p.m.)
Councillor D. Bonner
Councillor T. Brown (vacated 5:03 p.m.)
Councillor B. Geselbracht
Councillor E. Hemmens
Councillor Z. Maartman
Councillor I. W. Thorpe (vacated 3:43 p.m.)
Councillor J. Turley

Staff: J. Rudolph, Chief Administrative Officer
D. Lindsay, General Manager, Development Services
B. Sims, General Manager, Engineering and Public Works
L. Mercer, Director, Finance (joined electronically)
J. Elliot, Director, Public Works
J. Holm, Director, Development Approvals
F. Farrokhi, Manager, Communications
L. Bhopalsingh, Manager, Community Planning
T. Daliran, Manager, Sanitation, Recycling and Cemeteries
D. LaBerge, Manager Bylaw Services
R. Lawrance, Environmental Planner
K. Brydges, Environment Protection Officer
S. Gurrie, Director, Legislative Services
K. Robertson, Deputy City Clerk
K. Gerard, Recording Secretary

1. CALL THE GOVERNANCE AND PRIORITIES COMMITTEE MEETING TO ORDER:

The Governance and Priorities Committee Meeting was called to order at 1:00 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Agenda Item 5(a)(1) – Animal Responsibility Bylaw – Add PowerPoint presentation.
- (b) Agenda Item 5(e)(2) – REIMAGINE NANAIMO – Phase 1 Engagement Status Update – Add Video Entry from the Creative Community Contest for REIMAGINE NANAIMO titled "Easier-Island" by Zephon Winter.

3. APPROVAL OF THE AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF THE MINUTES:

It was moved and seconded that the Minutes of the Governance and Priorities Committee Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2020-OCT-26, at 1:00 p.m. be adopted as circulated. The motion carried unanimously.

5. REPORTS:

a. GOVERNANCE AND MANAGEMENT EXCELLENCE:

(1) Animal Responsibility Bylaw

Introduced by Sheila Gurrie, Director, Legislative Services.

Delegations:

1. Alison Cuffley, Officer, Government Relations, BCSPCA., spoke regarding the Animal Responsibility Bylaw. Highlights included:
 - SPCA supports the revised draft bylaw which includes best practices from other municipalities, provisions for standards of care and common animal related issues
 - An important amendment includes the removal of breed specific inclusion as any breed of dog can be aggressive
 - The maximum number of allowable pets will ensure hoarding issues decrease while standards of care increase
 - Cat identification and spay/neuter requirements will assist with the problem of feral cats and overpopulation
 - Basic standards of care requirements will allow Animal Control Officers to better assist animals in distress and will ensure a better quality of life for animals
 - 68% of municipalities in BC have introduced and adopted these standards of care for pets
2. Leon Davis, Branch Manager, Nanaimo and District, BCSPCA, spoke regarding the Animal Responsibility Bylaw. Highlights included:
 - The biggest issue for Nanaimo SPCA and other branches throughout BC is cat overpopulation with significant amounts of revenue spent keeping stray cats and spaying/neutering
 - The contribution to the Spay Neuter Incentive Program (SNIP) has increased but the number of cat owners utilizing the programs has decreased significantly since 2008

- Basic standards of care in the new bylaw is a very important piece as it will give Animal Control Officers better tools to force compliance from pet owners regarding neglect and humane treatment of pets
- SPCA officers cannot write tickets and receiving a warrant to seize an animal is a lengthy process
- Allowing a maximum amount of animals will greatly reduce hoarding issues
- Removal of the breed specific wording for aggressive dogs removes the stigma for a breed and ensures responsible pet ownership for any breed of dog

Presentation:

1. Karen Robertson, Deputy City Clerk, provided Council with a PowerPoint presentation regarding the Animal Responsibility Bylaw. Highlights included:
 - On 2020-JUN-08 recommendations regarding the Animal Control Service Review, completed by Neilson Strategies in December of 2019, were brought to Council and recommendations were adopted at the 2020-JUL-06 Regular Council Meeting
 - The new bylaw focuses on responsible pet ownership, basic standards of care and provisions for cats regarding strays, identification and spay/neuter requirements
 - Guiding bylaws, consultation and best practices from the following municipalities and people were used in the creation of draft “Animal Responsibility Bylaw 2020 No. 7316”:
 - SPCA
 - District of North Cowichan
 - City of Duncan
 - City of Victoria and Township of Esquimalt
 - BCSPCA representatives
 - Owner and Coordinator of the Nanaimo Animal Shelter
 - Executive Director, Cat Nap Society
 - Experienced beekeeper
 - Companion animal limits include no more than 4 dogs over 16 weeks old and no more than 5 cats over the age of 12 weeks but exceptions are provided for registered foster care and rescue organizations
 - Current owners of more than 6 animals will be grandfathered
 - Removing breed specific language for aggressive dogs and adding requirements for aggressive dogs such as: holding liability insurance, signage posted on property and no aggressive dogs can be near, or on, school grounds
 - Other changes include sanitation requirements, tethering provisions, transport of animals and exercising of dogs from a motor vehicle

Committee discussion took place. Highlights included:

- The issue of feral rabbits and commercial sale of rabbits for food was brought to Council in 2017 and is not addressed in this draft bylaw
- Dog bites on children being reported though health practitioners or hospital staff
- Small birds being designated a companion animal and maximum allowable amount of small birds in a home
- Poultry, goats and exotic animals such as tarantulas and reptiles
- Availability of tags when registering dogs

Karen Robertson, Deputy City Clerk, continued her presentation:

- Goats are considered livestock and no amendment has been included in the bylaw for goats
- The current bylaw allows for a maximum of four small birds per household
- The Province does review and approve the draft bylaw before final adoption and amendments to the bylaw can be made in the future as unforeseen circumstances come up
- Cat identification requirements will ensure owners are reunited with their pets which will reduce care and sheltering costs
- Lost, unsterilized cats are a contributing factor to cat overpopulation and the draft bylaw makes it mandatory for cats to be sterilized with exceptions for registered breeders
- Exemptions in the bylaw for people registered with the Cat Nap society
- Next steps include:
 - consideration of the bylaw for three readings at the 2020-NOV-16 Regular Council Meeting
 - Province of BC Minister approval
 - Fee and fine schedule developed and introduced
 - Upon adoption, press release and FAQ sheet communicated to the public

Committee discussion took place. Highlights included:

- Cat identification and how that would be enforced
- Licensing of cats the same way dogs are licensed
- Trapping of raccoons and cats
- The fine and fee schedule
- Animal Control Officers and their ability to remove a dog from a hot car is they see signs of distress

Karen Robertson, Deputy City Clerk, stated that once the draft bylaw is approved by the Ministry the fee and fine schedule will be developed. Animal Control Officers can respond to a report of a dog in a hot car but are not legally allowed to remove the animal. The RCMP must be called to remove the animal.

Alison Cuffley, Officer, Government Relations, BCSPCA, stated that limits for small birds are based on property size and the owner's ability to care for the animals. If a property has a large amount of animals but the animals are being well cared for the SPCA offers some leniency to the owners.

It was moved and seconded that the Governance and Priorities Committee direct staff to forward the draft "Animal Responsibility Bylaw 2020 No. 7316", as circulated, to Council for consideration of first three readings. The motion carried unanimously.

(2) Residential Waste Collection Post-Implementation Review

1. Curbside Collection Post Implementation Review – 2021 Recommendations

Introduced by Bill Sims, General Manager, Engineering and Public Works.

Presentation:

1. Allan Neilson, Neilson Strategies Inc., provided Council with a presentation regarding the 2021 Residential Waste Collection Implementation Review and 2021 Recommendations. Highlights included:

- Overview includes: purpose of service review, existing service, benefits of the service, challenges to address and recommendations to consider for the fiscal 2021 year and beyond
- Conditions have changed specifically around the amount of solid waste put to the curb by residents and how we can ensure long term efficiency and sustainability
- Existing vehicles include 60/40 split vehicles that are Certified Natural Gas (CNG) with three diesel back up trucks
- Nanaimo's user rate fees are comparable to other municipalities in BC
- The four major expenses in waste, recycling and organics collection are tipping fees, labour, fleet charges and debt servicing
- There have been increases in garbage, organics and recycling especially during COVID-19
- Every municipality that has switched to automated pick up have noticed a large decrease in worker safety issues and WorkSafe BC claims
- The CNG trucks have reduced emissions 30% and are 98% lower in nitric oxide
- Data collection has improved with the use of the onboard computers which record data in real time

- Challenges include:
 - Split load vehicles being full in one compartment and not the other
 - Maintenance costs have increased as maintenance bays at the Public Works Yard are not equipped to accommodate the CNG trucks
 - Mechanics shifts overlap when the vehicles are in use so the truck has to be pulled off it's route for maintenance
 - Off site refueling
 - Overtime increased in 2017 to 2019 but 2020 has seen a decrease in overtime due to the addition of an extra route
 - Driver training to ensure natural wear and tear on the vehicle is recognized which reduce maintenance costs and down time
 - Continued resident education regarding cardboard, cart placement, contamination and encouraging cart hold backs if the cart is not full
- Recommendations based on of two year's of data include:
 - Increase the number of zones and pick ups especially for recycling
 - Create an administrator position for management, maintenance and delivery of carts
 - Installation of CNG charging stations at the Public Works Yard

Committee discussion took place. Highlights included:

- Development of a cost benefit analysis
- Using single load trucks to collect organics every 2 weeks instead of split trucks every week
- Collecting data regarding homes not putting out garbage, recycling or organics on scheduled days
- Switching to a pay as you go system for garbage only to encourage recycling and organics
- Developing an agreement with Regional District of Nanaimo (RDN) where City CNG vehicles could be maintained and repaired
- Use of the onboard computer and will it be used in other trucks once the current trucks have reach their end of life
- Overtime and vehicle maintenance costs
- Capital and financial planning for future costs such as cart replacement and new trucks
- Cost to install a CNG filling station at the Public Works Yard

Allan Neilson, Neilson Strategies Inc., stated that it is expensive to install CNG charging stations but Fortis BC will work with municipalities to lower the costs and/or cover the installation fees.

The Governance and Priorities Committee Meeting recessed at 3:17 p.m.
The Governance and Priorities Committee Meeting reconvened at 3:30 p.m.

Committee discussion took place. Highlights included:

- Utilizing existing employees instead of hiring new staff for the recommended administrator position
- Six million dollars in COVID-19 relief funds provided by the Province and using this money to cover the cost of a new position
- Increased costs are covered by user rate fees not general taxation
- Communication and messaging to the public to lower the use of materials and shop locally to reduce packaging
- Introducing incentives for reducing waste

It was moved and seconded that the Governance and Priorities Committee recommend that Council direct Staff to:

1. Create a 0.5 Full Time Equivalent cart administrator position;
2. Incorporate an additional non-collection day in the annual calendar for training; and,
3. Purchase and install an additional onboard computer.

The motion carried unanimously.

Councillor Thorpe vacated the Shaw Auditorium at 3:43 p.m.

2. Residential Waste Collection Optimization Plan

Presentation:

1. Taaj Daliran, Manager, Sanitation, Recycling and Cemeteries, provided a presentation regarding the Residential Waste Collection Optimization Plan. Highlights included:
 - Review of current operations and projected increases in garbage, organics and recyclables
 - Recyclable materials collected has increased significantly which has resulted in more trips to the disposal facility
 - On average it is taking nine hours per truck, per day to collect recyclables
 - If COVID-19 continues there could be an increase of 25 – 50% in recyclables by 2022
 - Current annual collection capacity is 19,000 tonnes which include recyclables, garbage and organics
 - Optimization plan includes adding equal number of routes in each zone, separate the recyclables from the landfill route which will divide each zone into two separate collection routes

- Each zone will have 5 landfill collection routes and 6 recyclable routes
- Optimized operations include 10 zones with 110 routes and will increase collection capacity to 20,900 tonnes
- Advantages of optimization plan include:
 - Maintains existing service levels while increasing capacity
 - Reduces overtime and time spent in line-ups at disposal facilities
 - Provides future capacity for diversion rate increases
 - A low \$6.00 user rate increase per user in 2021
- Current schedule continues to January 2021, with the new collection schedule beginning on 2021-JAN-25

Committee discussion took place. Highlights include:

- Continued education for residents and more education for commercial and business to reduce packaging
- Scheduling recycling and garbage pick up once per week on alternating weeks

Councillor Armstrong vacated the Shaw Auditorium at 3:56 p.m.

It was moved and seconded that the Governance and Priorities Committee recommend that Council endorse the Ten-Zone Waste Collection Optimization Plan for implementation in January 2021. The motion carried unanimously.

b. ENVIRONMENTAL RESPONSIBILITY:

(a) The Nanaimo City Doughnut

Councillor Brown and Councillor Geselbracht provided Council with a PowerPoint presentation regarding Doughnut Economy. Highlights included:

- The idea behind the Doughnut Economy (the Doughnut) is to organize City initiatives and provide for a robust framework for these initiatives
- The Environment Committee made a recommendation at the 2020-NOV-04 meeting which will be coming forward to Council at the 2020-NOV-16 Regular Council meeting regarding the Doughnut Economy model
- The model helps visualize how the City can move forward with initiatives, coordinate frameworks, measure targets and communicate a clear vision, purpose and direction to the community
- Provides for organization around key objectives, helps assess progress and identify gaps
- The Environment Committee would like to use the doughnut model to focus on climate change
- Downscaling the doughnut involves making the framework and vision fit at the community level

- The doughnut model fits with the framework and plans involved in REIMAGINE NANAIMO
- Moving forward the City could adopt a vision statement that provides a sound framework to City planning, supports a healthy community and a healthy environment
- All municipalities have a responsibility to take care of the environment on a global and local level
- Look at the methodology of downscaling the doughnut to fit Nanaimo and have a more informed conversation regarding this in the future

c. REIMAGINE NANAIMO

1. REIMAGINE NANAIMO Climate Action Plan Update

Rob Lawrance, Environmental Planner, introduced the presentation and advised:

- Staff are working to position Nanaimo to address climate change including goals and objectives on a nation wide and local level
- Focusing on climate mitigation, green house gas targets, climate adaptation (flood, rainfall, heat etc.), watersheds, habitat conservation, restoration and urban forest cover
- Goals in restoring natural areas creating more diverse green space and active mobility hubs to encourage walking and cycling

Presentation:

1. Lisa Bhopalsingh, Manager, Community Planning, and Duncan Cavens, C2MP Consulting Ltd, provided Council with a presentation regarding the Climate Action Plan. Highlights included:

- All municipalities participate in regional growth strategies which set growth targets and measures progress
- The City and the RDN work closely on creating goals, setting targets and monitoring progress of the agreed upon strategy
- Climate change and regional growth strategies are interconnected as they effect each other
- Climate benefits when growth is contained inside an urban boundary include reduction of GHG emissions, encouraging greater housing diversity, encouraging water and energy efficiency and more sustainable subdivision development

Duncan Cavens, C2MP Consulting Ltd, continued the presentation. Highlights included:

- Nanaimo has committed to reducing GHG's by 50% from 2010 to 2030
- Emissions are caused by burning fossil fuels, gasoline and diesel emissions and heating of our homes and hot water

- Nanaimo's climate policies include the Official Community Plan, Transportation Master Plan and the Energy Step Code Implementation Strategy
- In 2010 Council set a target of a 33% reduction in emissions by 2020 but as of 2017 our emissions have increased 18% as a result of population growth and new housing developments
- Ideas to further reduce our GHG emissions include:
 - Increase efficiency and reduce demand of fossil fuels
 - Switch to zero carbon energy sources
 - Retrofitting older buildings to upgrade heat sources and insulation using education, incentives and a top-up rebate program
 - Take advantage of readily available low-emission hydroelectricity
 - Target oil heated homes and introduce incentives or top-up rebates for residents who switch to hydroelectricity
 - Require more electric charging stations for new developments and increase investment in active transportation

Councillor Brown vacated the Shaw Auditorium at 5:03 p.m.

Committee discussion took place. Highlights included:

- How emissions are totalled using volume or usage per capita
- Measuring successes as well as downfalls and how the City is meeting the overall global target
- Education and community messaging are key to reducing waste
- BC Hydro's ability to handle the increase in usage if all cars and houses switch to hydro electricity
- Ways to reduce material usage and shorten supply chains

2. REIMAGINE NANAIMO – Phase 1 Engagement Status Update

Introduced by Dale Lindsay, General Manager, Development Services.

Presentation:

1. Lisa Bhopalsingh, Manager, Community Planning, provided a PowerPoint presentation regarding phase 1 engagement status and the key updates that have occurred since the 2020-OCT-26 Governance and Priorities Committee Meeting. Highlights included:
 - Met with over 9 neighbourhood associations, user groups and organizations
 - Parks and Recreation Staff have met with 60 to 70 user groups
 - Vancouver Island University partnership will begin the week of November 16th with a target of 500 additional responses
 - Invitations for outreach session have been sent to 177 user groups by different City of Nanaimo departments

- REIMAGINE NANAIMO website has seen a total of 9,500 visits and just over 1,300 surveys submitted and 2,000 surveys were mailed out, 500 were returned
- Shopping centre pop-ups were extremely successful with additional pop-ups planned for November 7th, 14th, 21st and 28th
- Entries for the Creative Community Contest are being received and one will be shown at the meeting today titled “Easier Island” by Zephon Winter
- A shorter, simplified survey for people with visual or other barriers will be available soon

d. AGENDA PLANNING:

1. 2021 Governance and Priorities Committee Key Date Calendar

Due to time constraints this item was moved to the 2020-NOV-23 Governance and Priorities Committee Meeting.

2. Governance and Priorities Committee Agenda Planning

Sheila Gurrie, Director, Legislative Services, recommended that Council refrain from adding any more items to the agenda for the Governance and Priorities Committee Meeting, to be held on 2020-NOV-23, due to the amount of items currently on the agenda. Ms. Gurrie also advised the 2020-DEC-14 meeting will focus on planning for 2021 Governance and Priority Committee meetings.

6. ADJOURNMENT:

It was moved and seconded at 5:21 p.m. that the meeting terminate. The motion carried unanimously.

CHAIR

CERTIFIED CORRECT:

CORPORATE OFFICER