

**Municipality of North Cowichan
Committee of the Whole
ADDENDUM AGENDA**

Tuesday, May 11, 2021, 6:00 p.m.
Electronically

Pages

5. DELEGATIONS AND PRESENTATIONS

5.1. FireWise

5.1.1. Presentation from FireWise Consulting Learning Academy 2 - 20

6. BUSINESS

6.1. Public Engagement Plan for Automated Curbside Collection

6.1.1. Staff Presentation on the cost scenarios for implementing an automated solid waste collection system 21 - 30

6.1.2. Presentation from ZINC Communications Strategies 31 - 34

District of North Cowichan

Innovative Approaches to Fire
Inspections



FireWise
CONSULTING
LEARNING ACADEMY
knowledge that saves lives

2021

The Corporation of the District of North Cowichan Fire Inspection Program

ANALYSIS AND OPTIONS FOR A CUSTOMIZED
FIRE INSPECTION PROGRAM

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www.firewiseconsulting.com

Prepared by Ernie Polsom

Presentation Objectives

Review community fire risk factors

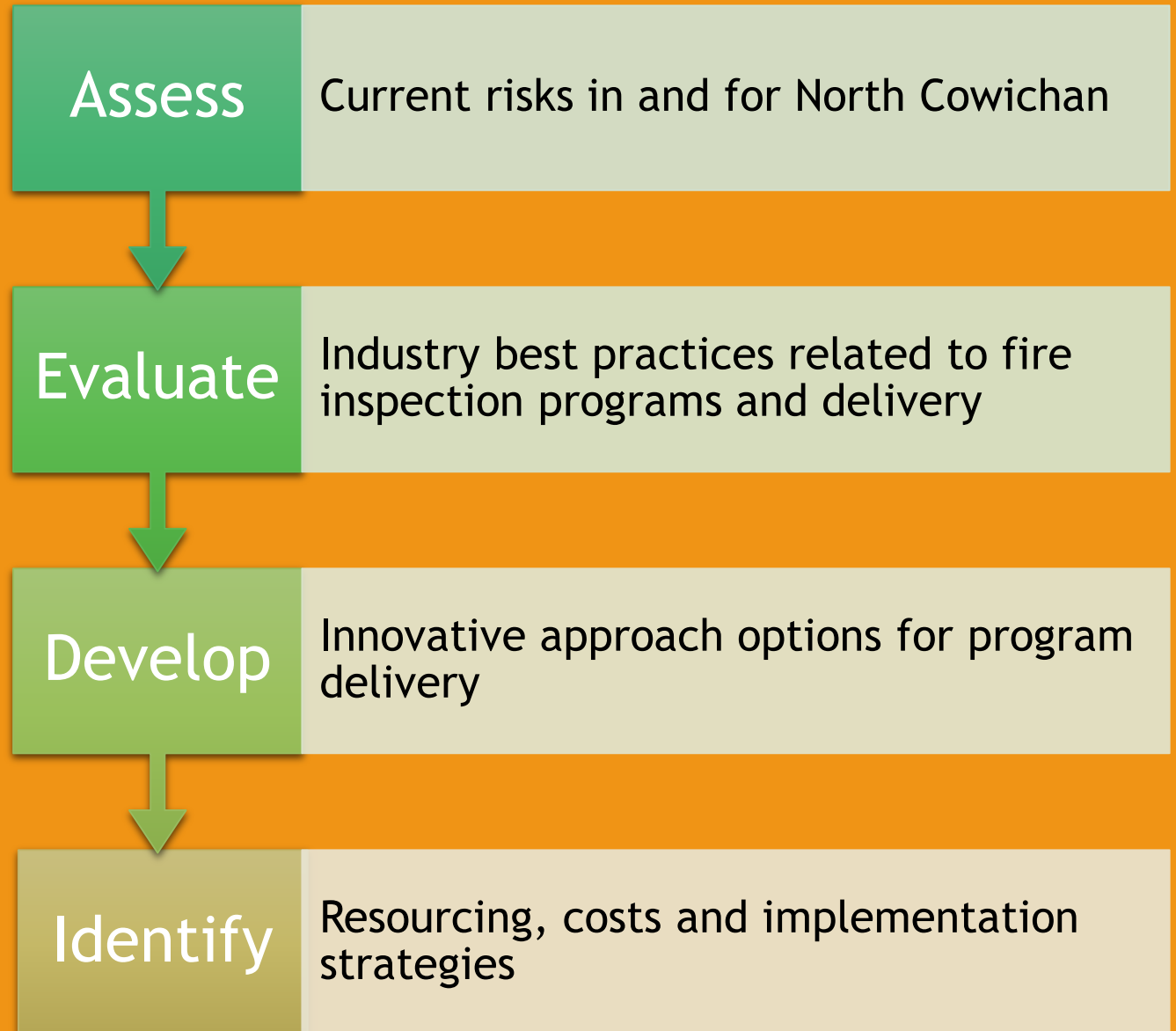
Discuss legislated responsibilities

Program requirements

Options

Recommendations and implementation

Project Objectives



Risks



Noncompliant with legislated requirements

No inspection program

Extensive development across the Municipality

1,682 inspectable properties

Forest interface

Marina's

Marina's

- North Cowichan regulates marina's and float homes through bylaw
- Fire protection services are provided, although infrastructure is lacking
- Little to no enforcement of these bylaws is evident
- Significant life safety risks observed
- Need to be included in fire inspection program



Why a Fire Inspection Program

Protect	Lives of Public and Firefighters
Protect	Properties and buildings
Prevent	Conflagrations
Protect	Jobs
Value	For Building Owners
Protect	Natural Environment
Comply	With Legislated Responsibilities

Who Benefits?



Municipality



Building owner



Employees



Community



Fire Department



Environment



Economy

Comparators

- All comparators conduct full inspection programs
- All have career staff as all or part of model
- Leduc has a staffing model using mix of part time and career staff
- All comparators have fee schedules for inspections- none actually charge
- Two have implemented risk-based systems

North
Cowichan

None defined

No

Vernon

Yes. All
Inspectable
properties.

2,215
Inspectable
properties

Inspections are prioritized High, Medium, and low. High annually, medium every two years and three years

Campbell
River

All inspectable
occupancies

1,400

All inspections done annually. Residential occupancies are done twice annually. Frequency directed by departments operational guidelines.

Courtenay

All inspectable
occupancies

1,608

Annual. Not defined in policy or bylaw.

Port Moody

All inspectable
properties

1,169 in
2019

Annual for most. A-2, Highrise and F-2 are done twice annually.

Cranbrook

All inspectable
occupancies

1,300

Annual as defined in Service level Policy. Groups A, B, C are done twice annually.

Leduc,
Alberta

All inspectable
occupancies

Inspection frequency is determined by risk, occupancy and inspection history. Reduced frequency for good performing facilities.

Opportunities



- Cost per capita for fire protection low
- Good work already done by Fire Services
 - A/C Fire Prevention hired
 - Records management system
 - Relationships
 - Bylaw Enforcement
 - Training of Paid on Call Fire Fighters
 - Commissioning of this study
- Not constrained by existing program

Legislative Changes- Opportunity

Currently the Fire
Services Act 1996 is
active

Fire Safety Act 2016
has received 3rd
reading but not
proclaimed

Recommended North
Cowichan program
reflects a mix of these
approaches

Recommendation 1- Service Level Policy

Risk based
program based
on North
Cowichan data
and industry
experience



Implementation
scheduled over
3 years, based
on occupancy
risk

Recommendation 2- Baseline Inspection

- Baseline Inspection
 - Inspect all inspectable properties to inform the program needs and requirements
 - Purpose of Baseline Inspection:
 - Number of inspectable properties
 - Condition assessment
 - Evaluate resourcing requirements
 - Relationship building
 - Develop priority compliance list
 - Front loading element
 - Specific resourcing

Recommendation 3 Staffing Model



Develop staffing plan reflective of program needs



Add full time inspector in Year 2 of the program



Explore utilization of Paid on Call personnel



Collateral impacts on IT, Communications, Finance and other departments need to be considered

Recommendation 4- Administrative Procedures



Develop the
Administrative Program



Training and Competency
Management



Operational procedures
and guidelines

Recommendation 5- Self Assessments



Partner with building owners in low-risk properties



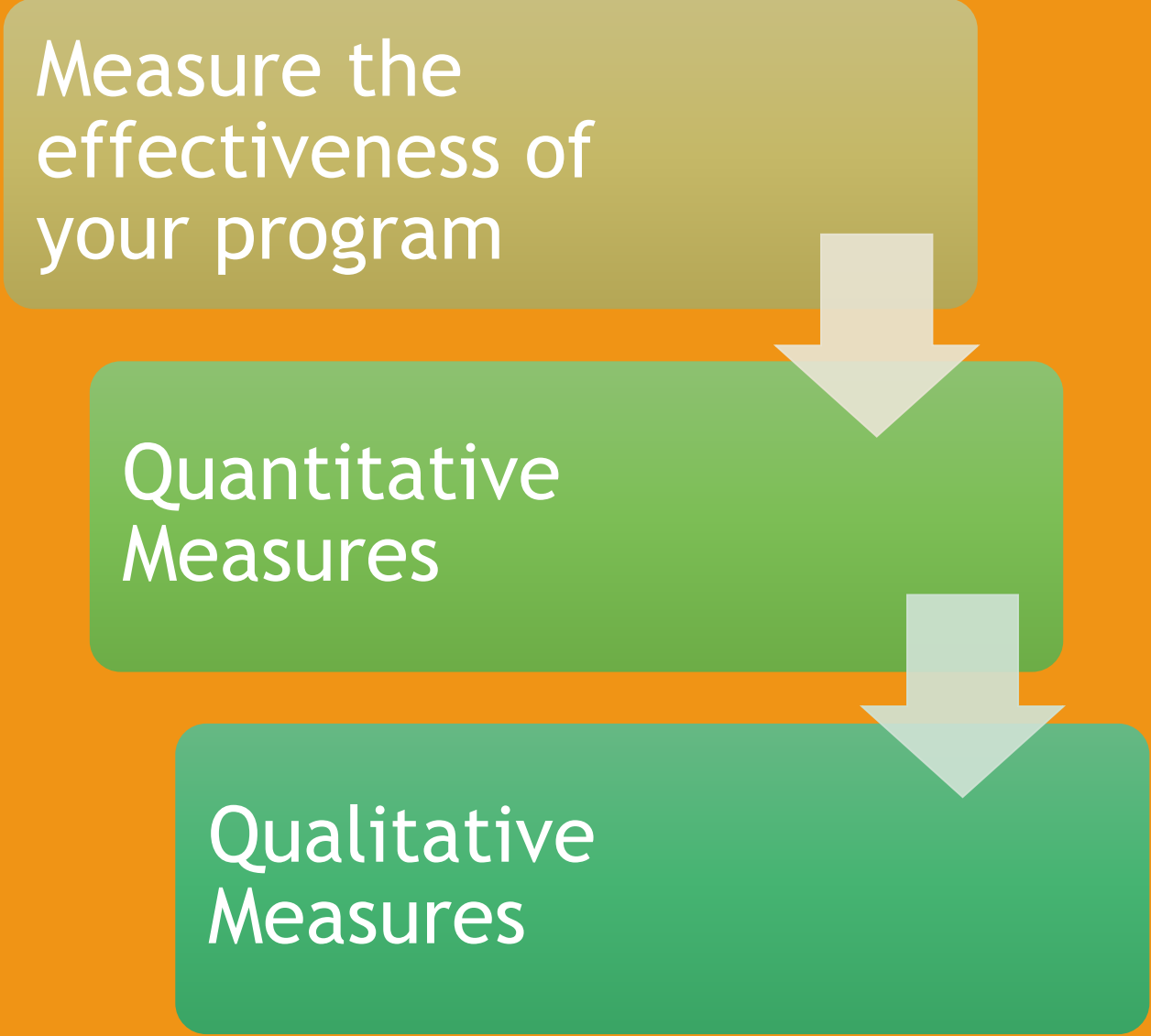
Includes quality assurance and guidance from North Cowichan

Recommendation 6 Fees

- Charge for services
- More than just fire inspections:
 - Licensing
 - Plans review,
 - Special event planning,
 - Occupant load cards,
 - Fire safety planning

Recommendation 7 Reporting

Measure the
effectiveness of
your program



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graph TD; A[Measure the effectiveness of your program] --> B[Quantitative Measures]; B --> C[Qualitative Measures];
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The diagram is a vertical flowchart on an orange background. It consists of three rounded rectangular boxes. The top box is light green and contains the text 'Measure the effectiveness of your program'. A large, light green arrow points downwards from the bottom of this box to the top of the middle box. The middle box is a medium green and contains the text 'Quantitative Measures'. Another large, light green arrow points downwards from the bottom of the middle box to the top of the bottom box. The bottom box is a darker green and contains the text 'Qualitative Measures'.

Quantitative
Measures

Qualitative
Measures

Implementation Strategy

Identify and assign adequate resourcing

Develop prioritized 3 year implementation by occupancy code

Identify existing life safety issues and refer to North Cowichan staff

Compliance efforts focussed on critical issues

Develop and implement pilot self assessment program for high performers

Questions?



Background

- Currently 4 trucks and 3 staff doing pick up for 10,000 residential homes
- Aging manual truck fleet ranging from 2006 to 2014
- Municipal crews pick up garbage and organics, contractor picks up recycling
- Rising time loss and injury claims
 - *9 WorkSafe claims between 2017 and 2019*
 - *116 loss work days*
- Council direction in February 2021
 - *staff to prepare a public engagement plan and more detailed cost scenarios to assess public interest in pursuing a solid waste collection automation program for Council approval.*

Advantages of the automated trucks

- Larger garbage bins sizes, eliminate tags
- Increase recycling bin sizes, increased diversion
- Maneuvering of bins
- Tiered bin sizes
- Reduced burning with yard waste option
- Reduction in injuries

Disadvantages of the automated trucks

- Cost
- Reduction of funding from Recycle BC
- Potential recycle material contamination
- Storage of 3 bins for residents

Automation with Kitchen Waste

BINS	SIZE	COST
Garbage	100	\$400,000.00
Organics	100	400,000.00
Recycle	240	540,000.00
	TOTAL	\$1,340,000.00
TRUCKS	NUMBER	COST
Auto	4	\$1,440,000.00
Manual	1	350,000.00
	TOTAL	\$1,790,000.00

Automation with Kitchen and Yard Waste

BINS	SIZE	COST
Garbage	100	\$400,000.00
Organics	240	540,000.00
Recycle	240	540,000.00
	TOTAL	\$1,480,000.00
TRUCKS	NUMBER	COST
Auto	4	\$1,440,000.00
Manual	1	350,000.00
	TOTAL	\$1,790,000.00

Automated Kitchen Waste Option Costs

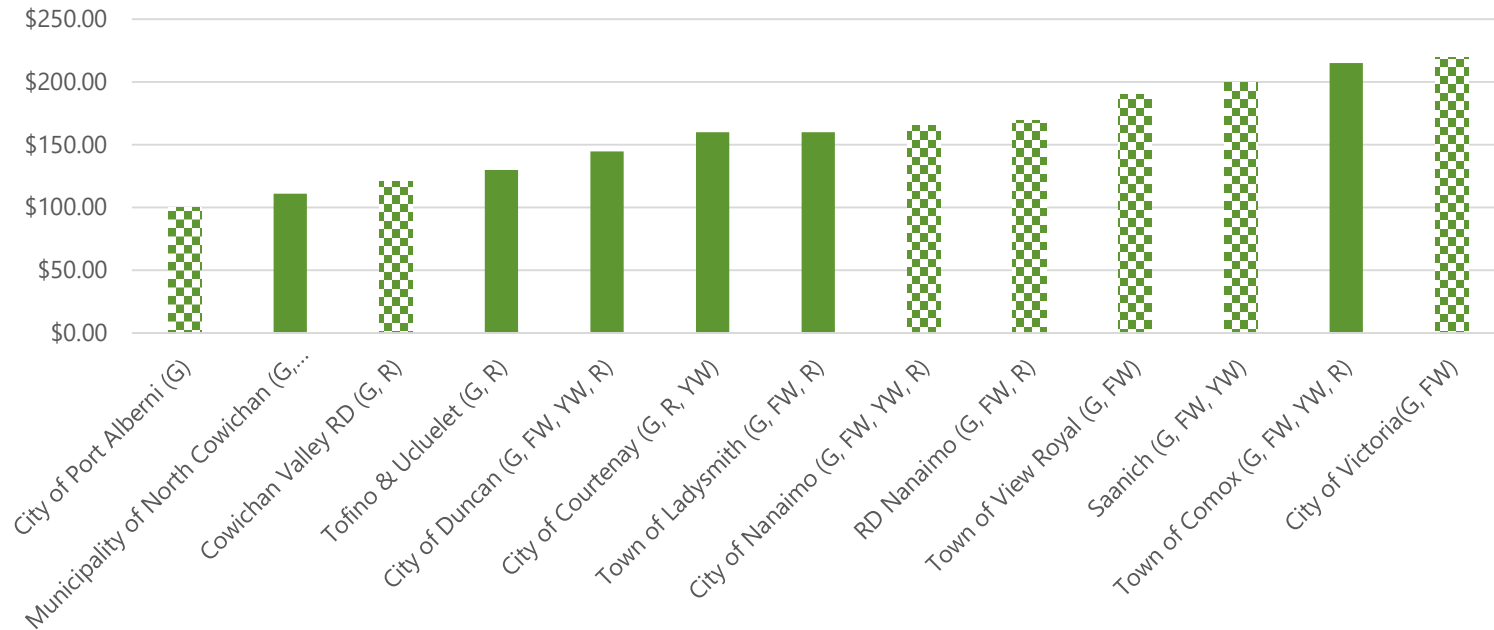
	Total per year	Per year/Per Home
Ongoing charges	\$256,547.00	\$26.00
Trucks	207,500.00	21.00
Bins/Implementation	98,265.00	10.00
Total new automation-related costs		57.00
Existing garbage fee		111.00
Total Garbage Fee		\$168.00

Automated Kitchen and Yard Waste Option Costs

	Total per year	Per year/Per Home
Ongoing charges	\$382,547.00	\$39.00
Trucks	207,500.00	21.00
Bins/Implementation	103,990.00	11.00
Total new automation-related costs		71.00
Existing garbage fee		111.00
Total Garbage Fee		\$182.00

	Current Program	Automated Kitchen Waste	Automated Kitchen and Yard Waste
Current Program (Baseline cost)	\$1,110,000.00	\$1,110,000.00	\$1,110,000.00
New Ongoing Charges		256,547.00	328,547.00
Debt Servicing for Trucks		207,500.00	207,500.00
Bins/Implementations		98,265.00	103,990.00
Total	\$1,110,000.00	\$1,672,312.00	\$1,804,037.00
Cost Per Household Per Year	\$111.00	\$168.00	\$182.00
Increase Percentage		51%	64%

2020 User Fees Comparisons Across Vancouver Island



Implications

- Cost for implementation of the communications and engagement plan
- Implementation of the automated truck collection system will provide outcomes that align with Councils 2019 -2022 Strategic Plan
- If the communication and engagement proceed, staff will bring back to Council a multi year implementation plan
- If the communication plan does not proceed, staff will move forward with manual trucks
- Potential for injury claims to increase if a manual system is continued

Recommendation

That Committee of the Whole recommend that Council:

1. Approve the Communications and Engagement Plan prepared by ZINC Strategies Inc. regarding collection options in North Cowichan;
2. Direct staff to implement the tools and activities in the Plan to obtain public feedback for an automated truck curbside system for solid waste collection; and,
3. Direct staff to report back to Council on the results of that engagement

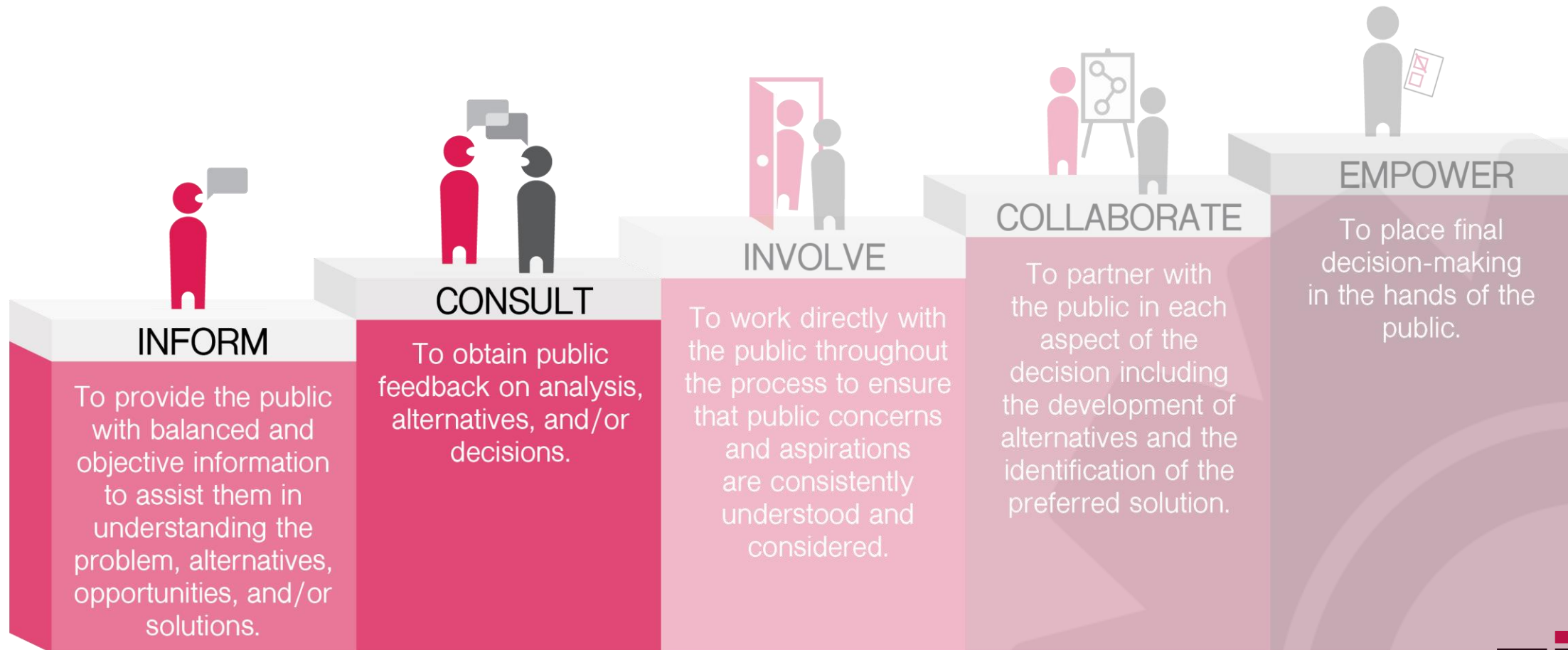
Talking out the Trash

Communications and Engagement Strategy: Waste Collection Options for North Cowichan

Marci Hotsenpiller, ZINC Strategies

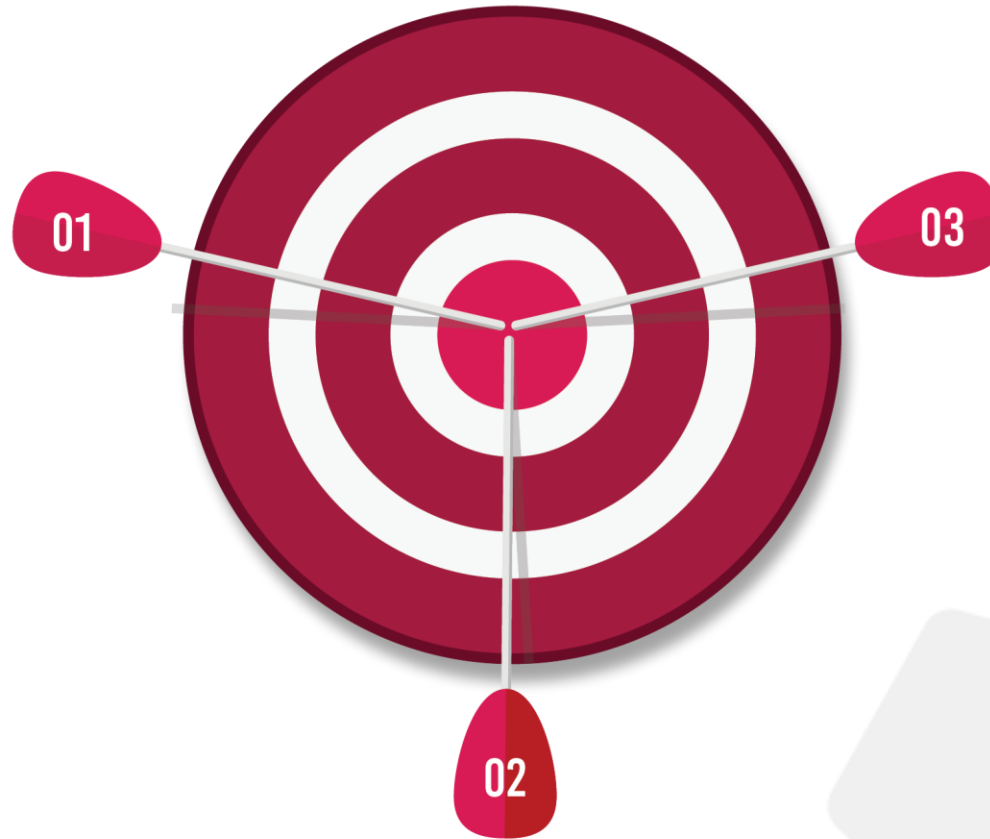
PUBLIC ENGAGEMENT | COMMUNICATIONS

IAP2 PUBLIC ENGAGEMENT SPECTRUM



STRATEGY GOALS

To **INFORM** residents about the decisions to be made, including the objectives, benefits and challenges of a potential automated system.



To **REPORT** back to on the community's feedback, including on their concerns and the opportunities they would like to see pursued.

To **CONSULT** the community by inviting them to share their views on collection and thoughts about transitioning to an auto-cart system.

ROADMAP AHEAD

MATERIALS PREP



JUNE/JULY

PROMOTION

Social media,
Ads (print/radio), Press release



AUG-SEPT

REPORT

Council Report
Public Update



OCTOBER

LAUNCH

Web content, FAQs, Video



CONSULT

Webinar, Online Survey

