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**COLUMBIA SHUSWAP REGIONAL DISTRICT**

**ELECTORAL AREA DIRECTORS COMMITTEE**

Minutes of an Electoral Area Directors Committee meeting held October 26<sup>th</sup>, 2010  
in the Board Room of the Regional District Office, Salmon Arm

PRESENT:           Chair:     T. Bacigalupo     ('C')

                          Directors:   R. Oszust           ('A')

  L. Parker\*         ('B')

  R. Talbot          ('D')

  R. Martin         ('E')

  D. Delisle         ('F')

                          Staff:       C. Hamilton

  G. Holte\*           T. Langlois\*

  Jack Blair\*         M. Pachcinski\*

  S. Beeching\*        S. Berger

  R. Beardmore\*      C. Black\*

  D. Passmore\*        G. Christie\*

\* Attended part of meeting only

**CALL TO ORDER**

The Chair called the meeting to order at 8:30 AM.

**INTRODUCTON OF LATE ITEMS AND APPROVAL OF AGENDA**

M/S Directors Delisle/Martin THAT:

the agenda be approved with the following additions:

- Cost Allocation Plan
- Fringe Area Planning
- Board Team Building Workshop
- Electoral Area Authority designated under the Local Government Act
- Soil removal bylaw

CARRIED

**ADOPTION OF MINUTES**

MAY 6<sup>th</sup>, 2010  
ELECTORAL AREA  
DIRECTORS COMMITTEE  
MEETING

M/S Directors Oszust/Martin THAT:

the minutes of the May 6<sup>th</sup>, 2010 Electoral Area Directors Committee be adopted.

CARRIED

## **ENVIRONMENT AND ENGINEERING SERVICES**

### **FIRE SERVICES REVIEW IMPLEMENTATION PLAN**

Gary Holte, Manager, Environment and Engineering Services, noted that the Electoral Area Directors were forwarded a copy of the Fire Services Review Implementation Plan (the Plan) in September, to allow for an opportunity to review the lengthy document. He advised that the plan would be breaking new ground, and that the Province had spent a great deal of time reviewing the Plan, and had provided input. Mr. Holte explained that he would be giving a PowerPoint presentation to highlight the recommendations.

The Chair requested direction from the Committee on how they would like to proceed in regard to this item, and was advised that the Committee would like the opportunity to ask questions throughout the presentation.

Using the PowerPoint presentation as a reference, Mr. Holte then addressed each of the recommendations outlined in the summary of the Plan, and allowed Directors the opportunity to ask questions and seek clarification on each of the recommendations. Directors indicated their approval of certain items, their concern with others, and a lengthy discussion followed. Specific concerns identified by the Directors were in regard to: allocation of costs; a potential need for additional staff resources; reduction in authority of local committees; lack of public consultation during the process of development of the Plan; and Board Approval Process versus Elector Approval Process to merge or encompass the 13 existing fire suppression areas into a single service area.

The Chair asked for clarification on what motivated the preparation of the Plan.

Mr. Holte advised the Directors that the Plan was drafted due to changes in legislation including Occupational Health and Safety requirements; outdated bylaws; risk and liability issues; and direction from the Board following receipt of the Fire Services Review Report prepared by David Mitchell & Associates Ltd.

Charles Hamilton, CSRD CAO, asked for clarification on the next steps in implementing the Plan. He noted that there appeared to be some support to proceed cautiously; first with a substantial public consultation process, followed by Board input to move the Plan forward as presented, or with significant changes, if applicable.

The Directors noted additional issues in regard to the proposal to merge the fire suppression areas into a single service area with one budget. These concerns included: the need to identify capital budget items for the next 5 or 10 years; the use of weighted votes; and separation of operational expenses from capital expenses.

Directors also requested that the reference to fire inspection and enforcement of the BC Building Code in the Plan be removed.

**FIRE SERVICES REVIEW IMPLEMENTATION PLAN (cont.)** The CAO noted that the Directors will need to provide staff with direction, indicating which sections of the Plan are acceptable, where revisions are required, and how to proceed from this point.

Director Parker arrived at the meeting and the Committee recessed at 12:05 and reconvened at 12:50.

The Directors reviewed each of the summary recommendations set out in the Plan, with the intent to clarify their position on each.

M/S Directors Martin/Oszust THAT:

subject to budgetary approval, the Electoral Area Directors approve the following recommendations of the Fire Services Review Implementation Plan:

1. That the CSRD establish a separate joint Occupational Health and Safety Committee for Fire Services;
2. That the CSRD conduct a review of its fire Records Management System needs, and seek an appropriate and cost-effective solution to providing a centralized system of records management;
3. That the CSRD identify specific, fundamental administrative tasks currently handled by volunteers in the Fire Department and either:
  - a) Upload the task to the CSRD; or
  - b) Provide systems or assistance that will reduce the burden on fire departments and facilitate CSRD oversight and review;
4. That the CSRD recognize the Role and Office of the Fire Services Co-ordinator and update the Operational Criteria Bylaw (BL 5286) for Regional Volunteer Fire Departments;
5. That the CSRD establish a coordinated public fire safety education program that is available to all fire departments throughout the CSRD following the review with a region wide Fire Services Advisory Committee; and
6. That the CSRD design a standardized officer qualification and training program based on the suggested topic areas within the CSRD to create a "succession plan" for fire officers and prepare members for future chief officer positions, and the Co-ordinator, using the criteria as a guide, to enter into discussions with the fire chiefs and officers to establish a standard set of proficiencies for each rank within the fire department from fire fighter to fire chief, and these standards to include measurable factors that recognize comparable experience, and include transitional provisions for existing officers and chiefs, and that the Co-ordinator, using the criteria provided, enter into consultations with Fire Chiefs and officers to establish a system of equitable and consistent remuneration of fire department members across the region;

and forward the recommendations to the CSRD Board for consideration at its November 18, 2010 regular meeting.

CARRIED

**SEWER SYSTEM  
ACQUISITION  
STRATEGY**

Gary Holte, Manager, Environment and Engineering Services, noted that the Electoral Area Directors were forwarded a copy of the Sewer System Acquisition Strategy (the SSAS) in September to allow for an opportunity to review the document. He explained that the SSAS paralleled the Water System Acquisition Strategy in many respects, with the primary difference being that the developer must first apply to register a discharge and the CSRD must receive written acknowledgement from MOE that the registration is compliant with the Municipal Sewage Regulation (MSR). Mr. Holte explained that he would be giving a PowerPoint presentation to explain the recommendations.

The Chair asked for clarification on the motivation behind the preparation of the SSAS.

Mr. Holte explained that the solution common to the four approved Liquid Waste Management Plans (LWMPs) - that the CSRD shall own and operate new community sewer systems - is the driver for the Sewer System Acquisition Strategy. He also advised the Directors that during the consultation process of the LWMPs, the public indicated their strong support for local government owning and operating new sewer systems.

Discussion followed with Directors requesting additional information and clarification on a number of items, including: 50 connections as the minimum number for takeover by the CSRD; liability issues; cost allocation; and potential for lake discharge.

The CAO asked whether the Directors believed that the SSAS is the direction they wish to take and to provide direction to staff.

M/S Directors Martin/Delisle THAT:

the Electoral Area Directors approve the policies in the Sewer System Acquisition Strategy and forward the Strategy to the Board for approval at its November 18, 2010 regular meeting.

DIRECTORS BACIGALUPO & OSZUST OPPOSED  
CARRIED

**DEVELOPMENT SERVICES**

**ELECTORAL AREA 'D'  
COMMUNITY WORKS  
FUNDS ACQUISITION  
GARDOM LAKE BOAT  
MOTOR RESTRICTION**

Roger Beardmore, Team Leader, Parks & Recreation, spoke to the memo from Jan Thingsted, CSRD Planner, explaining that a desire to limit the use of gas-powered boat motors on Gardom Lake was identified during the Area 'D' Parks Plan process and the development of the Rancho/Deep Creek Official Community Plan. Mr Beardmore advised that a continuum of options had been reviewed and that a clear majority was in favour of a total restriction of gas-powered boat motors on Gardom Lake. He further noted that this initiative appears to meet the criteria for access to the Community Works Funds. Transport Canada has also indicated its support for the process.

ELECTORAL AREA 'D'  
COMMUNITY WORKS  
FUNDS ACQUISITION  
GARDOM LAKE BOAT  
MOTOR RESTRICTION  
(cont.)

M/S Directors Talbot/Oszust THAT:

The Electoral Area Directors approve up to a \$5,000 expenditure from the Electoral Area 'D' Community Works Funds to cover any costs incurred pursuing a total gas motor restriction on Gardom Lake and forward the report to the CSRD Board for approval at its November 18, 2010 regular meeting.

CARRIED

SCOTCH CREEK  
NEIGHBOURHOOD  
OFFICIAL COMMUNITY  
PLAN

Marcin Pachcinski, Planner, explained that the need to develop the Scotch Creek Neighbourhood Official Community Plan (SCNOCP) was identified during the development of the Electoral Area 'F' Official Community Plan Bylaw No. 830. Mr. Pachcinski provided a brief summary of the background and process to date, and included a PowerPoint presentation that outlined the public consultation process and highlighted some of the major issues. Both Mr. Pachcinski and Director Delisle noted that there were strong differences of opinion on issues relating to densities and that in developing the SCNOCP the CSRD is attempting to take a balanced approach on density.

M/S Directors Delisle/Parker THAT:

the Scotch Creek Neighbourhood Official Community Plan be accepted;

AND THAT:

staff be directed to prepare a bylaw amendment to the Electoral Area 'F' Official Community Plan Bylaw No. 830 to incorporate the Scotch Creek Neighbourhood Official Community Plan and maps.

CARRIED

FORESHORE ZONING  
BYLAW CONCEPT

Marcin Pachcinski, Planner, provided the Directors with a brief summary on the background of the Foreshore Zoning bylaw and an update on the process to date. He explained that although Fisheries and Oceans Canada's initial approach was to maintain sensitive areas completely free from docks and buoys, they have revised that position which has necessitated amendments to the proposed zones. Mr. Pachcinski went on to outline the public consultation to date and noted that residents living in the area of Adams Lake which is covered by the CSRD have expressed an interest and staff is therefore recommending inclusion of that area into the proposed bylaw. He emphasized that the goal is to have a foreshore zoning bylaw in place by the next boating season.

A lengthy discussion followed with Directors requesting clarification and information on a number of items including: elimination of zoning boundaries fronting on First Nations lands; recognition of existing developments; differences in the manner that fee simple lots are treated in comparison to bare land strata or shared interest developments; whether the City of Salmon Arm and the District of Sicamous will be included in the referral process; and public rights to Crown land (the foreshore).

**FORESHORE ZONING  
BYLAW CONCEPT (cont.)**

Scott Beeching, Senior Planner II, noted that there are currently large portions of Shuswap Lake without the benefit of land use regulations and stressed that the intent of the foreshore zoning bylaw was to produce a bylaw that would apply to the entirety of those areas of Shuswap, Mara and Adams Lakes that lie within the CSRD and, through the inventory process, would recognize only those uses existing at the time of adoption of the bylaw.

The Chair asked if staff could research the possibility of an application for a head lease, managed by the Regional District, to provide for those disenfranchised by the proposed foreshore zoning bylaw. The Planner advised that that would be a separate process.

M/S Directors Martin/Delisle THAT:  
staff be directed to prepare a foreshore zoning bylaw for consideration by the Board.

DIRECTORS BACIGALUPO & OSZUST OPPOSED  
CARRIED

**OTHER MATTERS**

**REMAINING AGENDA  
ITEMS**

Director Martin noted that there were 11 agenda items that the Directors did not have time to address at the meeting and suggested that it was important to schedule another Electoral Area Directors Committee Meeting as soon as possible.

M/S Directors Martin/Talbot THAT:  
an Electoral Area Directors Committee Meeting be scheduled for Monday, November 15<sup>th</sup>, 2010, with a start time of 9:00 AM.

CARRIED

**ADJOURNMENT  
4:05 PM**

M/S Talbot/Delisle THAT:  
the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER