

COLUMBIA SHUSWAP REGIONAL DISTRICT**ELECTORAL AREA DIRECTORS COMMITTEE**

Minutes of an Electoral Area Directors Committee meeting held November 15th, 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* S. Berger

 M. Pachcinski* C. Goodey*

 R. Beardmore* D. Passmore*

 G. Christie L. Robertson*

* Attended part of meeting only

CALL TO ORDER

The Chair called the meeting to order at 9:10 AM.

DELEGATION:

WHITE LAKE FIRE
 DEPARTMENT –
 DISCUSSION ON FIRE
 SERVICES REVIEW
 IMPLEMENTATION PLAN

The Chair welcomed the members of the White Lake Fire Department delegation, and introduced Staff Sergeant Keane and Staff Sergeant Beauregard. Introductions of staff and members of the delegation followed.

White Lake Fire Chief Brian Griffin introduced himself, and advised that Mr. Steve Corrie would be addressing the Electoral Area Directors Committee on behalf of the thirteen fire departments.

Mr. Corrie explained that members of the Volunteer Fire Departments from White Lake, Sicamous, Shuswap, Scotch Creek/Lee Creek and Tappen Sunnybrae, were in attendance in regard to the issue of the Fire Services Review Implementation Plan (the Plan) and particularly the issue of the merger of the 13 Fire Department budgets into one budget.

Mr. Corrie referred to sections of the Plan that supported the merger of the budgets, and identified specific items that the White Lake Fire Department requires. Mr. Corrie also discussed the tax implications of the proposed budget merger, and noted that he would leave his speaking notes for information for the Directors.

WHITE LAKE FIRE
DEPARTMENT –
DISCUSSION ON FIRE
SERVICES REVIEW
IMPLEMENTATION PLAN
(cont.)

The Chair advised the delegation that the Electoral Area Directors had read the Plan, appreciated the standardized process, and were aware of the challenges the various Fire Departments were facing.

CAO Charles Hamilton confirmed that the Plan was advanced by the Environment and Engineering Services Department to the Electoral Area Directors Committee Meeting on October 26th, 2010, and that a number of the recommendations were endorsed, but that the critical issue of a merged budget was not supported.

Director Martin arrived at the meeting.

The Chair asked that the Fire Departments advise the Fire Services Coordinator of their concerns regarding training, equipment, etc. He emphasized that at this time the issue of regionalization of the budget and fire suppression committees was not on the table, but suggested that there may be alternatives to regionalization, including sub-regional budgets or budgets by Electoral Area.

The delegation was advised that the Electoral Area Directors were opposed to the merger of the budget and fire suppression committees until there was complete acceptance and support by the taxpayers.

Members of the delegation voiced concerns over lack of adequate training and equipment and the potential safety issues for both the public and the fire fighters.

The Chair asked the CAO whether there was any opportunity to access financial resources and was advised that there may be a possibility under the Community Works Funds, but the criteria would need to be reviewed.

The Chair asked that the White Lake Fire Department itemize a list of necessities and outline existing deficiencies, and advised that there may be something that could be done for them in the interim.

APPROVAL OF AGENDA

M/S Directors Parker/Talbot THAT:
the agenda for the November 15th, 2010 Electoral Area Directors Committee be approved.

CARRIED

ADOPTION OF MINUTES

OCTOBER 26th, 2010
ELECTORAL AREA
DIRECTORS COMMITTEE
MEETING

M/S Directors Oszust/Delisle THAT:
the minutes of the October 26th, 2010 Electoral Area Directors Committee Meeting be adopted.

CARRIED

ADMINISTRATION

SPECIAL EVENTS BYLAW

Staff Sergeant Kevin Keane and Staff Sergeant Beauregard addressed the Committee, advising that they had been in contact with CSRD staff, to ask that staff approach the Electoral Area Directors to request support in developing a Special Events bylaw. The two RCMP officers explained that there was growing phenomena of special events for profit, and with these came a need for increased policing.

Sergeant Keane advised that the Special Events Bylaw is not an avenue to pay for additional policing; not designed to regulate community festivals; and not a means for RCMP to decide which specific events may take place. He noted that the goals of a Special Events Bylaw are

1. To ensure that the property owner of the land upon which the event is proposed to be held has granted approval for the event;
2. To ensure that neighbours are aware that the event is taking place;
3. To ensure that water, sewer, food, garbage and emergency medical facilities are set up consistent with existing regulations and standards;
4. To ensure that police and fire departments are aware of the event, and have the opportunity to make provisions for safety/emergency requirements; and
5. To ensure that buildings and structures (bleachers etc.) are constructed in accordance with existing regulations and standards.

The Chair indicated that the Directors were in receipt of a copy of the Thompson Nicola Regional District Special Events Bylaw No. 1997, and would review it, and provide comments to staff regarding suggested amendments.

Staff Sergeant Beauregard suggested that the bylaw be applicable to gatherings of less than 500 people.

The CAO noted that the purpose of placing this item on the agenda was to gauge the level of interest from the Directors as to whether staff should move forward with preparing a bylaw.

Roger Beardmore, Team Leader, Parks & Recreation, explained that there have been concerns raised in regard to future events being held on private land, and felt it was appropriate to discuss this issue, and seek direction from the Directors.

M/S Directors Oszust/Talbot THAT:
staff be directed to draft a Special Events Bylaw, and prepare a report, for consideration by the Electoral Area Directors, which includes the cost implications of implementing such a bylaw.

CARRIED

FIREWORKS/FIRECRACKER
REGULATION BYLAW NO.
5509

The Directors were provided with draft amendments to Fireworks/Firecracker Regulation Bylaw No. 5509 for their information and review.

Discussion followed regarding the proposed changes, and concerns were raised over existing and proposed definitions. Director Delisle indicated that he had not received any complaints regarding the current wording in the bylaw, but asked that definitions be included for "community group" and "recognized organization", and asked that the bylaw be amended to include a requirement to notify neighbours.

M/S Directors Delisle/Martin THAT:
the proposed amendments to the "Fireworks/Firecracker Regulation Bylaw No. 5509" be deferred until the next Electoral Area Directors Committee Meeting to provide an opportunity for review and discussion by Directors and Advisory Planning Commissions.

CARRIED

ELECTORAL AREA A
GOVERNANCE

The Directors were in receipt of a document prepared by the CAO, Columbia Shuswap Regional District Electoral Area A Governance November 2010 Discussion Paper (draft) (the Paper). The CAO provided a brief history behind the creation of the Paper, noting that the impetus for the Paper came from a community group in Golden. He explained that many of the topics in the Paper are applicable to other Electoral Areas, and it was his intent to provide the Paper to the Directors for review and discussion.

The Directors noted that communication and education of constituents is very important, and spoke to the value of Advisory Planning Commissions for community engagement.

Following discussion of the Paper, the Directors did not indicate the need or support for establishment of Local Community Commissions.

M/S Directors Martin/Parker THAT:
the Columbia Shuswap Regional District Electoral Area A Governance November 2010 Discussion Paper (draft) be received.

CARRIED

DEVELOPMENT SERVICES

SUBDIVISION SERVICING
BYLAW NO. 641

Dan Passmore, Development Services Assistant II, provided an update on the status of Subdivision Servicing Bylaw No. 641. He noted that the Directors were in receipt of two documents, the first, Subdivision Servicing Bylaw No. 641 – Status Update No. 1 was provided as a very brief overview of the current status of Bylaw No. 641 and the next steps in the process. The second document, the Addendum to Status Update No. 1

Subdivision Servicing Bylaw No. 641, gave Directors additional details on the preparation of the bylaw to date, proposed revisions, and outlined the next steps. Mr. Passmore explained that CSR Development Services staff and Environment and Engineering Services staff will be reviewing the comments received through the referral process and public meeting, and will prepare a revised bylaw for presentation at the next Electoral Area Directors Committee Meeting.

M/S Directors Oszust/Talbot THAT:
the Subdivision Servicing Bylaw No. 641 – Status Update No. 1 and the Addendum to Status Update No. 1 Subdivision Servicing Bylaw No. 641 be received.

CARRIED

OTHER MATTERS

AGRICULTURAL ADVISORY COMMITTEES

Directors were in receipt of information regarding Agricultural Advisory Committees (AACs). Director Talbot spoke to this issue, noting that in Electoral Area D there are many development pressures that have an impact on agriculture, and that as the agricultural community is a major economic contributor to Electoral Area D, he believed that an AAC would be very valuable.

The CAO outlined his concerns with the creation of additional committees, which included staff time, resources, and questioned whether the composition of Advisory Planning Commissions (APCs) could be structured in a manner that would address the Director's concerns.

The Chair noted that the APC in Electoral Area C does not have adequate representation from the agricultural sector. He suggested that a sub-regional AAC may be appropriate.

The CAO advised that he will discuss the issue of representation of the agricultural community with Gerald Christie, Manager, Development Services, and review possible options to allow more input from the agricultural community.

M/S Directors Martin and Delisle THAT:
Development Services staff be directed to prepare a report for consideration by the Electoral Area Directors, outlining possible methods of obtaining input from the agricultural community, in regard to planning issues.

CARRIED

The Committee recessed at 12:10 and reconvened at 12:40.

Marcin Pachcinski, Planner, provided the Directors with background

DEVELOPMENT PERMITS

information on the establishment of development permit areas in the new CSRD Official Community Plans (OCPs) which have been adopted, or are in the process of being adopted. He outlined the sections of the Local Government Act which provide local government with the authority to establish development permit areas.

Director Talbot voiced concerns with the lack of adequate tools for staff to track enquiries related to development and land use.

The Manager, Development Services, noted that the CSRD is actively looking at software that will track applications, enquires, and advice, specific to individual properties.

The Chair advised that it is the intent to re-start the process for a new Electoral Area 'C' OCP in the spring of 2011, but in the interim would like to amend the South Shuswap Official Community Plan Bylaw No. 700 to include the establishment of development permit areas.

Mr. Pachcinski advised the Chair that he will schedule a meeting to discuss a proposed amendment to Bylaw No. 700 to incorporate development permit areas, and the time frame to re-start the Area C OCP process.

SIGN BYLAW

The Chair noted that there are ongoing concerns in regard to the placement of signs on B.C. Hydro, and Telus properties, and within the Ministry of Transportation and Infrastructure rights-of-way. He referred to the minutes of the May 6, 2010 Electoral Area Directors Committee meeting, noting that staff had been directed to prepare a service area bylaw for Electoral Areas C and F to regulate signs and signage, and requested an update.

The CAO explained that the CSRD can adopt a sign bylaw, but cannot trespass to remove signs from property that is not owned by the CSRD. Therefore, in addition to a sign bylaw, the CSRD would need to enter into agreements with the owners of the properties. He advised that staff has not prepared a sign bylaw, and is looking for direction in regard to further action on this item.

Directors expressed concerns in regard to adopting a sign bylaw, including costs, staff resources, liability, and risk issues.

M/S Directors Parker/Martin RECOMMEND THAT:
the Board write a letter to B.C. Hydro, Telus, and the Ministry of Transportation and Infrastructure, asking them to monitor the placement of signs on their property and rights-of-way.

CARRIED

M/S Directors Delisle/Oszust THAT:
staff be directed to prepare a bylaw to regulate signs and signage within

SIGN BYLAW (cont.)

Electoral Area 'C'.

The Chair noted that Central Okanagan Regional District has a sign bylaw, and does not believe that the issues are insurmountable.

Amendment to the main motion:

M/S Directors Delisle/Oszust THAT:
the main motion be amended to read:

staff be directed to pursue the feasibility of a bylaw to regulate signs and signage within Electoral Area 'C'.

The vote was called on the motion as amended:

3 IN FAVOUR
3 OPPOSED
DEFEATED

PROPERTY STANDARDS
BYLAW

The CAO noted that staff required additional information on this issue, and asked whether Directors felt there was a need to adopt a property standards bylaw to regulate unsightly/untidy premises. He further questioned whether this was a pervasive issue.

Directors identified concerns with defining "unsightly and untidy", and the costs of enforcing the bylaw, indicating a lack of support for such a bylaw.

The Chair noted that although complaints had been received regarding unsightly premises in Electoral Area 'C', he did not support a bylaw for Area 'C' alone.

BUILDING INSPECTION

Directors were in receipt of a memorandum dated 2008 01 28, from Jay Simons, then Manager, Development Services.

The Chair explained that he had requested that this item be placed on the agenda due to the issue of building inspection being raised during the discussion on the Shuswap Lake Integrated Planning Process (SLIPP). He further noted that he was not in favour of building inspection in Electoral Area 'C' until it could be proved to be cost neutral.

UBCM AND THE
MINISTRY OF COMMUNITY,
SPORTS AND CULTURAL
DEVELOPMENT – TOWNS
FOR TOMORROW GRANT
PROGRAM

The Directors were provided with a list from Environment and Engineering Services staff of prioritized projects that qualified for the 100% grant funding currently offered through UBCM (General Strategic Priorities Funds and Innovation Funds) and 80% grant funding that is currently being offered through the Ministry of Community, Sports and Cultural Development (Towns for Tomorrow). The list of projects included: the Anglemont Estates Water System; the septage facility at Seymour Arm; CSRD solid waste management alternative disposal strategy; use of Waste CO2 and Heat from Biomethane recovery system at the Salmon Arm landfill; and a bulk water system for Golden/Area A.

UBCM AND THE
MINISTRY OF COMMUNITY,
SPORTS AND CULTURAL
DEVELOPMENT – TOWNS
FOR TOMORROW GRANT
PROGRAM (cont.)

Directors were in also receipt of correspondence from the Golden Nordic Ski Club Society (the Society) requesting support for their project and a letter from the Town of Golden suggesting that the Society's project be considered by the CSRD for the Towns of Tomorrow grant program.

Roger Beardmore, CSRD Team Leader, Parks & Recreation, outlined a shelf-ready trail project in the centre of Scotch Creek which qualified under the Towns for Tomorrow grant program and noted that the project was supported by the Electoral Area 'F' OCP, the Scotch Creek Neighbourhood OCP, and Section 2 *Recreation and Parks*, of the CSRD Strategic Plan 2008.

As there were three competing proposals for the Towns for Tomorrow Grant program: the bulk water system for Golden/Area A; the Golden Nordic Ski Club Society project; and the Scotch Creek trails, the Directors were asked to provide staff with direction.

Directors questioned whether staff and council from the Town of Golden had been involved in discussions on the bulk water system.

Gary Holte, Manager, Environment and Engineering Services, noted that to date only Town of Golden staff had been approached in regard to the project, and that it had not yet been formally presented to council.

M/S Directors Delisle/Parker THAT:
the bulk water station project for Electoral Area 'A' and the Town of Golden be the project that staff submit in regard to the Towns for Tomorrow grant program.

4 IN FAVOUR
2 OPPOSED
CARRIED

M/S Directors Oszust/Martin THAT:
In the event that the bulk water station project for Electoral Area 'A' and the Town of Golden not be ready in time to meet the application deadline for the Towns for Tomorrow grant program, the Scotch Creek Trails project be submitted for the Towns for Tomorrow grant program.

CARRIED

COST ALLOCATION PLAN

Directors were in receipt of the Cost Allocation Plan – Final Draft; (the Plan) dated September 14, 2010. The CAO spoke to the Plan noting that two of the major items identified in the report were the new building reserve and the need to revisit Policy F-29: BC Hydro Grants-in-Lieu For Power Generating Facilities. He explained that a workshop to further discuss the Plan has been scheduled for December 9th, 2010.

The Directors thanked the CAO for the information provided in the Plan, and indicated that they were looking forward to the opportunity for an in-depth discussion of the Plan that would take place at the December 9th, 2010 workshop.

FRINGE AREA
PLANNING

The Chair spoke to the issue of fringe area planning, noting that this item should not be ignored.

Directors noted that if the establishment of a fringe area committee is being considered, clear parameters and terms of reference must be established.

The Directors agreed to the CAO's request that this matter be deferred to a future Electoral Area Directors Committee Meeting to provide an opportunity for the new Manager, Development Services to review the issues, discuss options with staff from the CSRD's member municipalities, and prepare a report for consideration by the Electoral Area Directors.

BOARD OF DIRECTORS
TEAM BUILDING
WORKSHOP

The Chair noted that although the CAO had identified a need for a Team Building Workshop, there has not yet been a date scheduled for the workshop.

The CAO noted that several attempts had been made to set a date for the workshop, however due to prior commitments of the Directors; a timeframe had not been established. He further noted as there would be a cost associated with the workshop, it would need the Directors' support.

Following discussion by the Directors, it was decided that this issue would be addressed at the next Electoral Area Directors Committee Meeting.

SOIL REMOVAL BYLAW

The Chair advised that the soil removal bylaw issue was placed on the agenda at his request as there have been concerns raised and complaints made in regard to gravel operations, etc. within Electoral Area 'C'.

Directors identified concerns with the time spent on providing comments to referrals from permitting Ministries as it appears that the comments are not always considered in their decision whether or not to issue a permit.

The Manager, Development Services noted that when comments are provided to permitting Ministries, general comments do not have the same authority as adopted policies and bylaws.

M/S Directors Parker/Martin THAT:
staff be directed to prepare a report on the pros and cons of adopting a soil removal and deposit bylaw.

CARRIED

ADJOURNMENT
2:45 PM

M/S Directors Oszust/Parker THAT:
the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR

CHIEF ADMINISTRATIVE OFFICER