

ELECTORAL AREA DIRECTORS COMMITTEE

Minutes of an Electoral Area Directors Committee meeting held February 3rd, 2011
in the Board Room of the Regional District Office, Salmon Arm

Note: The following minutes are subject to correction
when endorsed by the EAD Committee at the next Regular meeting.

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

 Directors: R. Oszust ('A')

 L. Parker* ('B')

 R. Talbot ('D')

 R. Martin ('E')

 D. Delisle ('F')

 Staff: C. Black* D. Passmore*

 G. Holte* T. Langlois*

 G. Christie C. Goodey*

 D. Mooney* L. Robertson*

 R. Cyr* S. Berger

 D. Dodd* S. Beeching*

 M. Pachcinski* J. Thingsted*

 C. Benner* J. Blair*

*Attended Part of Meeting Only

CALL TO ORDER

The meeting was called to order at 9:10 AM by the Acting Deputy Manager of Corporate Administration Services, Carolyn Black.

ELECTION OF CHAIR AND VICE CHAIR FOR 2010

The Acting Deputy Manager of Corporate Administration Services presided over the meeting to conduct the proceedings for the election of the Chair and Vice Chair.

ELECTION OF CHAIR FOR 2011 The Acting Deputy Manager of Corporate Administration Services called three times for nominations for the position of Chair of the Electoral Area Directors Committee for 2011. Director Talbot nominated Director Bacigalupo. Director Delisle nominated Director Martin. Director Martin declined. Director Bacigalupo was declared the Chair of the Electoral Area Directors Committee for 2011.

ELECTION OF VICE CHAIR FOR 2011 The Acting Deputy Manager of Corporate Administration Services called three times for nominations for the position of Vice Chair of the Electoral Area Directors Committee. Director Delisle nominated Director Martin. Hearing no further nominations for the position of Vice Chair, the Acting Deputy Manager of Corporate Administration Services declared Director Martin the Vice Chair of the Electoral Area Directors Committee for the year of 2011.

APPROVAL OF AGENDA

APPROVAL OF AGENDA M/S Directors Oszust/Talbot THAT:
the Agenda be approved as circulated.

CARRIED

ADOPTION OF MINUTES

NOVEMBER 15, 2010 M/S Directors Delisle/Martin THAT:
ELECTORAL AREA the minutes of the November 15, 2010 Electoral Area Directors Committee
DIRECTORS COMMITTEE Meeting be adopted.
MEETING.

CARRIED

CHANGE OF APRIL 7, M/S Directors Delisle/Martin THAT:
2011 ELECTORAL AREA the April 7, 2011 Electoral Area Directors Committee Meeting date be
DIRECTORS changed to May 3, 2011.
COMMITTEE MEETING
DATE

CARRIED

DEVELOPMENT SERVICES

Introduction of New Staff

Mr. Gerald Christie, Manager, Development Services introduced Candice Benner, Planning Assistant, and welcomed her to the CSRD.

SUBDIVISION Dan Passmore, Development Services Assistant II, provided the Electoral
SERVICING BYLAW Area Directors with a brief history and update on the status of Subdivision
NO. 641 Servicing Bylaw No. 641, and outlined legislative requirements that have
necessitated the replacement of the existing Subdivision Servicing Bylaw No.
592. Mr. Passmore explained that significant amendments had been made to
Bylaw No. 641 following first reading, noting that these changes resulted from
comments received through the referral process, newspaper advertisements,
and the public meeting held in Golden on July 29th, 2010. The Directors
identified a number of concerns with the proposed amendments. Mr
Passmore provided the rationale for Bylaw No. 641, noting that the intent of
the bylaw was to move toward more sustainable development, by requiring
submission of information outlined in existing government legislation, including
registration of wells, and the use of qualified pump installers and qualified well
drillers. The Directors were reminded that the regulations in Bylaw No. 641
were applicable only during the subdivision process, and would not apply to
people wishing to dig or deepen an existing well, outside of the subdivision
process.

Directors requested amendments to the wording of the bylaw in regard to:
required building site area; use of fines for violations of the bylaw; timing of the
requirement of hydrology reports, i.e. to allow submission of the information at
the end of the subdivision process; and requirements for survey information
for driveways and accesses.

SUBDIVISION
SERVICING BYLAW
NO. 641 (cont.)

Mr. Passmore noted that a good communication strategy for Bylaw No. 641 will be critical, in order to ensure that residents have sufficient information. Directors were supportive of a good communication strategy, stating that historically the CSRD has not provided adequate information to its residents.

M/S Directors Oszust/Delisle THAT:

Subdivision Servicing Bylaw No. 641 be referred back to staff to make amendments to the wording of the bylaw in regard to: required building site area; use of fines for violations of the bylaw; timing of the requirement for submission of hydrology reports; and requirements for survey information for driveways and accesses;

AND RECOMMEND THAT:

Subdivision Servicing Bylaw No. 641, as amended, be forwarded to the Board for discussion at the March 17, 2011 Board Meeting.

CARRIED

SOIL REMOVAL BYLAW

Gerald Christie, Manager, Development Services spoke to his memo regarding Soil Removal Bylaws. Mr. Christie advised that although local governments cannot prohibit the removal of soil, the intent of a soil removal and deposit bylaw is to regulate how and where it is removed or deposited. Mr. Christie explained that such a bylaw can provide a local government with the authority to put regulations in place in addition to those required by Provincial Ministries. These regulations could include items to address mitigative works, reclamation requirements, buffering, hydrology, and potential impacts on fish and wildlife.

Chair Bacigalupo noted that a soils removal and deposit bylaw did not have to be region wide.

Directors stressed the need for input from their Advisory Planning Commissions in the event that such a bylaw be introduced, as well as a need for public involvement through public meetings and a communication strategy.

M/S Directors Talbot/Parker THAT:

staff be directed to prepare a Soil Removal and Deposit Bylaw, provide information on the anticipated cost of enforcing such a bylaw, and bring the bylaw and information to a future Electoral Area Directors Committee for review.

CARRIED

NOISE BYLAW

Leanne Robertson, Bylaw Enforcement Officer, provided the Directors with a brief history behind the request for a noise bylaw, and noted that the RCMP have indicated their desire and support for a CSRD noise bylaw. Directors Parker and Martin stated that they were not in favour of a noise bylaw for Electoral Areas 'B' and 'E'. Director Oszust indicated that he would support the electoral areas that wish to have a noise bylaw, and the partnership between the RCMP and those electoral areas.

NOISE BYLAW (cont.) M/S Directors Talbot/Parker THAT:
staff be directed to prepare a noise bylaw, incorporating Municipal Ticketing Information (MTI), provide information on costs of enforcing such a bylaw, and bring the bylaw and information to a future Electoral Area Directors Committee for review.

DIRECTOR MARTIN OPPOSED
CARRIED

YANKE V. CITY OF SALMON ARM Gerald Christie, Manager, Development Services, provided the Directors with a summary of the findings of the Yanke v. City of Salmon Arm court decision, and responded to questions regarding the Riparian Area Regulations.

The Committee recessed at 12:20 PM and reconvened at 1:10 PM.

ENVIRONMENT AND ENGINEERING SERVICES

FIRE SERVICE OPERATIONAL CRITERIA BYLAW Gary Holte, Manager Environment and Engineering Services, explained that the current Operational Criteria Bylaw was out of date, and a new bylaw has been prepared as recommended in the Fire Services Implementation Plan. Jack Blair, Fire Services Coordinator, advised that the Fire Chiefs have had an opportunity to review the bylaw.

M/S Directors Delisle/Talbot THAT:
the Electoral Area Directors support the proposed Fire Service Operational Criteria Bylaw;

AND RECOMMEND THAT:
The bylaw be forwarded to the February 24, 2011 Board meeting for consideration.

DIRECTOR MARTIN OPPOSED
CARRIED

NEW POLICY: CONTRIBUTION TO CAPITAL RESERVES Gary Holte, Manager Environment and Engineering Services, explained that a contribution to capital reserves will be negotiated when a new development applies for connection to a CSRD water or sewer system, and that staff is recommending that a fee for contribution to the capital reserve of each CSRD system be established where properties that are outside of an existing service area apply for connection.

Director Talbot noted that there was an error in the report in regard to the calculation of the Falkland figures. Staff advised that the error would be corrected.

Mr. Holte confirmed that the proposed fee for contribution would apply only to existing properties outside of the service area, not to new developments. Terry Langlois, Water Services Coordinator noted that using a ten (10) multiplier would recognize the contribution that people in the service area have contributed in the past.

Directors suggested that the wording of the recommendation be amended to

reflect the need to consider existing manufactured home parks, shared interest developments, multi-family dwellings and businesses.

**NEW POLICY:
CONTRIBUTION TO
CAPITAL RESERVES
(cont.)**

M/S Directors Delisle/Talbot THAT:
the Electoral Area Directors support the inclusion of the following new policy into the Water System Acquisition Strategy, the Sewer System Acquisition Strategy, the Waterworks Regulations and Rates Bylaw for each CSRD water system and CSRD Policies W-4 and W-6:

a) "In addition to the required connection fee, owners of existing properties located outside the boundary of an established service area applying to connect to a CSRD water or sewer system will pay a contribution to that water or sewer system's Capital Reserve Fund for future capital infrastructure at a rate of 10 times the current parcel tax of that water or sewer system for each residence and business on the property".

b) "At the Board's discretion, the contribution to a capital reserve account may be calculated using other factors.";

AND RECOMMEND THAT:

the policy be forwarded to the Board for its consideration at the February 24, 2011 Board meeting.

CARRIED

**NEW POLICY: LIMIT
ENGINEERING
ASSESSMENTS**

Gary Holte, Manager Environment and Engineering Services, outlined the reasoning behind the proposed new policies, noting that the intent of the new policy is to: reduce the number of systems waiting for grant funding; eliminate expectations from property owners waiting for CSRD takeover; decrease expenditures from the Rural Feasibility Study Fund; reduce the likelihood of assessments becoming outdated; and decrease the workload of the Water Services Coordinator.

M/S Directors Delisle/Talbot THAT:

the Electoral Area Directors support the inclusion of the following new policy into the Water System Acquisition Strategy, the Sewer System Acquisition Strategy and CSRD Policies W-4 and W-6:

"(a) In conjunction with the policies in both the Water System Acquisition Strategy and the Sewer System Acquisition Strategy, the CSRD will limit the combined number of completed engineering assessments for water and sewer systems destined for CSRD takeover at any point in time to a total of three.

(b) In extenuating circumstances, the Board may waive this requirement".;

AND RECOMMEND THAT:

the policy be forwarded to the Board for its consideration at the February 24, 2011 Board meeting.

CARRIED

ADMINISTRATION

BOARD RETREAT/STRATEGIC PLANNING SESSION

Colleen Goodey, Administrative Assistant, provided an update on the status of the Board Retreat/Strategic Planning Session, confirming that the date for the session was February 25 and 26, 2011, and advising that Neilson-Welch Consultants Inc. have been hired to facilitate the session.

FIREWORKS/ FIRECRACKER REGULATION BYLAW NO. 5509

The Administrative Assistant provided the Directors with a copy of proposed amendments to the Fireworks/Firecracker Regulation Bylaw No. 5509. The Administrative Assistant explained that the proposed amendments were a result of direction coming out of the November 15, 2010 Electoral Area Directors Meeting, and included changes to definitions.

M/S Directors Delisle/Talbot RECOMMEND THAT:
Fireworks/Firecracker Regulation Bylaw No. 5509, as amended, be forwarded to the Board for its consideration at the February 24, 2011 Board Meeting.

ONE OPPOSED, FIVE IN FAVOUR
CARRIED

SPECIAL EVENTS BYLAW

The Directors were in receipt of a copy of a draft Special Events Bylaw for information and discussion purposes. Directors identified a number of concerns in regard to the draft bylaw and were advised that the bylaw was presented only for discussion and direction. Directors Oszust, Parker and Martin noted that they were not in favour of a region-wide Special Events Bylaw and that costs associated with adopting such a bylaw must be borne by the participating electoral areas.

M/S Directors Delisle/Talbot THAT:
staff prepare a Special Events Bylaw and bring it back to the Electoral Area Directors for further discussion.

CARRIED

OTHER MATTERS

AGRICULTURAL ADVISORY COMMITTEES

Director Talbot noted the large economic contribution that agriculture makes in Electoral Area D and expressed the need to have additional involvement of the agricultural community in planning related processes.

Gerald Christie, Manager, Development Services, advised the Directors that he is in the process of setting up a training/education workshop for Advisory Planning Commissions this spring, and that the workshop would include a section on the Agricultural Land Commission and Agricultural Land Reserve. He noted that staff is hoping to engage the agricultural community in existing committees and processes including APCs, and OCP working groups. Mr. Christie acknowledged the value of Agricultural Advisory Committees (AAC), but expressed concern with the duplication of efforts between the existing APCs and an AAC, or AACs, that could lead to extra bureaucracy for

applicants, conflicting recommendations between the two committees, and staff time necessary to manage the committee(s). Mr. Christie noted that it would first be necessary to develop a draft Terms of Reference for the AACs for discussion at a future Electoral Area Directors Committee Meeting.

AGRICULTURAL
ADVISORY
COMMITTEES (cont.)

M/S Directors Delisle/Talbot THAT:
staff be directed to prepare a report on Agricultural Advisory Committees (AACs), including Terms of Reference for the AACs, and bring the report to the next Electoral Area Directors Committee for discussion.

CARRIED

WATER ACT
MODERNIZATION

Director Martin advised that comments on the Water Act Modernization must be submitted to UBCM and the Province prior to February 21, 2011. Director Martin suggested that it would be appropriate for Directors and staff to provide input.

M/S Directors Martin/Oszust THAT:
staff from Environment and Engineering Services and Development Services be directed to provide comments to UBCM and the Province on the Water Act Modernization, prior to February 21, 2011.

CARRIED

The Chair advised that the order of the items in the Agenda would be changed to allow the presentation on the Supervisory Control and Data Acquisition (SCADA) System prior to the discussion on the Shuswap Lake Integrated Planning Process (SLIPP), recognizing that the SLIPP discussion did not impact Electoral Areas 'A' and 'B'.

SUPERVISORY
CONTROL AND DATA
ACQUISITION (SCADA)
PRESENTATION

Terry Langlois, Water Services Coordinator, and Dennis Dodd, Works Services Technician, made a presentation on the Supervisory Control and Data Acquisition (SCADA) System. Mr. Langlois noted that with the SCADA system the CSRD-owned community water systems can be monitored remotely; trends can be viewed, which provides an opportunity to respond to a potential problem; and the level of service can be increased while cost and time of operations is decreased. He explained that at this time only the Saratoga, Eagle Bay Estates and Cedar Heights water systems are part of the SCADA system, but upgrades to other CSRD owned water systems will include connection to the SCADA system.

Director Parker left the meeting at 3:15 PM.

SHUSWAP LAKE
INTEGRATED PLANNING
PROCESS (SLIPP)

The Directors were in receipt of a handout (*Allocation of SLIPP Funding – by Residential Parcels*) prepared by Peter Jarman, Manager of Finance and Information Technology, regarding proposed SLIPP funding for the next three years. Director Talbot advised that he did not support the level of funding from Electoral Area 'D' which was indicated in the figures prepared by Mr. Jarman, and that he would be willing to provide a fixed amount of \$25,000 per year. Director Delisle confirmed that he was in support of the figures for Electoral Area 'F' as indicated in the handout. Chair Bacigalupo explained that Electoral Area 'C' would cover the reduction in contributions from Electoral Area 'D'.

SHUSWAP LAKE
INTEGRATED PLANNING
PROCESS (SLIPP)
(cont.)

M/S Directors Delisle/Talbot RECOMMEND THAT:
the funding to the Shuswap Lake Integrated Planning Process (SLIPP) be
allocated from the four participating Electoral Areas as follows:

Electoral Area 'C' \$416,866 over three years; Electoral Area 'D' \$75,000 over
three years; Area "E" \$60,000 over three years; and Electoral Area 'F'
\$269,834 over three years; with the money to be provided from the
Community Works Fund (Gas Tax).

CARRIED

REPORTS

Directors Delisle, Talbot, Oszust, Martin and Bacigalupo provided brief verbal
reports on issues and developments within their respective Electoral Areas.

ADJOURNMENT
3:55 PM

M/S Directors Martin/Delisle THAT:
the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

CHAIR

CHIEF ADMINISTRATIVE OFFICER