



COLUMBIA SHUSWAP REGIONAL DISTRICT

Electoral Area Directors' Committee Meeting

AGENDA

Date: Tuesday, September 25, 2018
Time: 9:30 AM
Location: CSR D Boardroom
555 Harbourfront Drive NE, Salmon Arm

Pages

1. Call to Order

2. Adoption of Agenda

Motion

THAT: the agenda of September 25, 2018 Electoral Area Directors' Committee meeting be approved.

3. Meeting Minutes

3.1 Adoption of Minutes

1

Motion

THAT: the minutes the minutes of the June 7, 2018 Electoral Area Directors' Committee meeting be adopted.

4. Delegations

4.1 9:30 AM: Ministry of Forests, Lands, Natural Resource Operations & Rural Development

Karri Lee, Senior Authorization Tenures Officer, and Kimm Magill-Hofmann, RPF, District Resource Manager, Ministry of Forests, Lands, Natural Resource Operations & Rural Development Okanagan Shuswap Natural Resource in attendance to present the Forest Stewardship Plans with the Committee.

November 2, 2017 EAD minutes

CSR D Staff Presentation from November 2, 2017 EAD Meeting

4.2 9:45 AM Transport Canada Regulation of Private Moorage Buoys and Docks

Brent Magee, Navigation Protection Officer, Navigation Protection Program, Transport Canada, in attendance

November 2, 2017 EAD minutes

CSRD Staff Presentation from November 2, 2017 EAD Meeting

5. Reports by Staff

5.1 Road Rescue Feasibility Study

9

Report from Derek Sutherland, Team Leader Protective Services dated September 17, 2018.

Motion

THAT: the Electoral Area Directors forward the Road Rescue Feasibility Report to the Board for information;

AND THAT: the Electoral Area Directors recommend to the Board that staff be directed to work with existing road rescue service providers to determine strengths and weaknesses in the existing programs and work collectively towards finding solutions to servicing issues.

6. Reports by Electoral Area Directors

6.1 Scheduling of EAD Land Use Matters for regular Board meetings

13

Item deferred from June 7, 2018 meeting to September Electoral Area Directors' Committee meeting.

June 7, 2018 EAD minutes

Request by Director Demenok

Information w/research at other Regional Districts – processes and how it works for them - refer to attached document.

Note: Director Cathcart unable to attend meeting, has indicated that she will either provide comments via email for the meeting, or via her Alternate Director attending.

6.2 CSRD Staff Headcount and Board Governance

15

Request by Director Demenok

Memorandum from J. Pierce, Manager Financial Services, to C. Hamilton, Chief Administrative Officer, re Staffing Complement dated September 19, 2018 - attached for information.

6.3 Electoral Area Housing Needs Assessment

18

Request by Director Demenok

7. Adjournment

Motion

THAT: the Electoral Area Directors' Committee meeting of September 25, 2018 be adjourned.



ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES

Note: The following minutes are subject to correction when endorsed by the Board at the next regular Board meeting.

Date: June 7, 2018
Time: 9:30 AM
Location: CSRD Boardroom
 555 Harbourfront Drive NE, Salmon Arm

Directors Present:	P. Demenok (Chair)	Electoral Area C
	K. Cathcart	Electoral Area A (Via teleconference)
	L. Parker	Electoral Area B
	R. Talbot	Electoral Area D
	R. Misseghers	Alternate Director, Electoral Area F
	R. Martin	Electoral Area E

Absent:	L. Morgan	Electoral Area F
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Staff Present	G. Christie	Manager, Development Services
	C. Paiement	Team Leader, Development Services
	B. Payne	Manager, Information Systems
	L. Shykora	Manager of Corporate Administration
	J. Thingsted	Planner
	J. Sham	Planner
	C. LeFloch	Development Services Assistant
	L. Schumi	Administrative Clerk (Recording Secretary)

1. Call to Order

The Chair called the meeting to order at 9:31 AM

2. Adoption of Agenda

Moved By Director Talbot

Seconded By Alt. Director Misseghers

THAT: the agenda of June 7, 2018 Electoral Area Directors' Committee meeting be approved.

3. Meeting Minutes

3.1 Adoption of Minutes

Moved By Director Parker

Seconded By Director Talbot

THAT: the minutes of the February 27, 2018 Electoral Area Directors' Committee meeting be adopted.

CARRIED

6. Reports by Electoral Area Directors

6.1 CSRD Board Meetings - Scheduling of Electoral Area Directors Land Use Matters

- Requested by Director Demenok

Comment from Corporate Administration:

- Administration is not supportive of the proposed recommendation at this time because the topic is one that warrants consideration from the entire Board; is most relevant to the upcoming new Board if there is interest in considering and discussing such a change to the Board Procedures Bylaw.
- Pre-consideration by Board - Suggest opportunity for senior managers to discuss this matter and for any further consideration to be accompanied by a Board Report that investigates the practicalities, impacts on staffing, travel costs, etc. Such a report is best suited to timing of the transition to the new Board.

Discussion:

Chair addressed some of Corporate Administration's comments above. Explained that the intent was to bring it to the entire Board all along and no exact timeframe in place given a new Board of Directors potentially coming in.

Discussion around wait times for applicants on land use matters; if the planning/land use matters are heard the day before it may be easier for both the applicants and the Directors. Directors who travel farther to attend Board meetings usually come the day before anyway. With the election in the fall, it would make sense to implement this new process with the new Board, would ease the transition as some new Directors may not have much experience with local government.

Suggestion made to get input from other regional districts who have this process and see how it works for them. Comment made regarding why everything has to be put on hold just because there is an election coming up.

Moved By Director Talbot

Seconded By Alt. Director Missegheers

THAT: this agenda item be deferred to the September 25, 2018 Electoral Directors' Committee Meeting.

CARRIED

4. Delegations

4.1 10:00AM: Royal Canadian Mounted Police

RCMP invited to meeting - Share activities report for 2017 for electoral areas.

- S/Sgt. Scott West, NCO i/c Salmon Arm Detachment
- Murray McNeil, Sicamous RCMP Detachment Commander

S/Sgt. Kurt Grabinsky, Revelstoke Detachment, sends his regrets as he is unable to attend. He has provided the Committee with the 2017 Community Policing Report for the Revelstoke area for information.

Salmon Arm Detachment report attached for information.

CSRD invitation letter to RCMP also attached for reference.

Discussion:

The Chair introduced Sgt. Murray McNeil (Sicamous Detachment), S/Sgt. Scott West (Salmon Arm Detachment), Sgt. Barry Kennedy (Chase Detachment) and Sgt. Glen Casin (North Okanagan Detachment – Falkland). The Area Directors introduced themselves to the officers.

Each officer spoke to the areas they police.

Rural Sicamous:

Sgt. McNeil explained the issues the detachment is facing and the workload of the six officers working out of the Sicamous detachment, which is approximately 700 active files, citing most of the calls they receive are traffic related. Main focus for the summer months is ensuring safety on the water and crime deduction, with emphasis on education. Presented the Committee with a graph of the active files.

Sicamous is having to deal with a lack of manpower and they do not have reserve of ready to go officers, although they would be able to get extra help for special events and long weekends. Have received special training from the West Coast Marine Section to better improve their presence on the lake and promote water safety.

Salmon Arm:

Sgt. West provided the Committee with some statistics from the presentation pre-circulated and included with the Agenda. Due to new school board policy all employees must get a criminal records check, which has significantly increased staff time and administrative work.

Large amount of calls come from Blind Bay, Eagle Bay and the Tappen areas mostly due to the denser population, especially in the summer months. Violent acts up slightly in the Blind Bay area, more focus on that patrols in that area.

Sgt. West informed that traffic safety is a big priority for his detachment. Higher traffic congestion in tourist season, main focus will be on distracted driving and excessive speeding. The extra time and investment on distracted driving education and policing has seem to have paid off, injuries and fatal collisions are down.

With regard to manpower, Sgt. West has applied for two additional officers from the Province however the request was denied stating the Province is not prepared to spend any more money, so when necessary Salmon Arm officers will frequently go out to rural areas to assist with calls. The Board has also repeatedly asked for more policing money from the Province for years.

In response to a question from the Chair, Sgt. West confirmed that fentanyl has made it to the local area. Dial a Dope operations is quite prevalent in Salmon Arm and surrounding areas. It is difficult because you really don't know what you're buying on the street, drug dealers are becoming a one stop shop, selling all different drugs. Director question regarding roadside test to detect cannabis while driving, Sgt. West said there is no legal limit set yet, enforcement is on the Province.

Falkland/Silver Creek:

Sgt. Glen Casin spoke to statistics in the Falkland and Silver Creek areas. Director commented that there is a big improvement in policing in the last five years, especially in regards to excessive speeders in rural areas.

Chase:

Sgt. Barry Kennedy presented a PowerPoint presentation circulated previously with the Agenda. Explained about 1/3 of Chase RCMP time is spent in the CSRD, mostly property offences. Top priorities is youth education (such as the D.A.R.E program for grade five students), road safety and crime reduction. Aside from routine policing budget, they also have a budget of \$8000 for major events.

The Chair thanked the officers for coming.

Moved By Director Martin

Seconded by Alt. Director Misseghers

The Electoral Area Directors' Committee send a letter to RCMP officers who attended the meeting to thank them for coming.

CARRIED

5. Reports by Staff

5.1 Electoral Areas C, E & F: Lakes Zoning Amendment (CSRD) Bylaw No. 900-25

Report from Jennifer Sham, Planner, dated May 9, 2018.

Electoral Areas C, E & F

Jennifer Sham, Planner, presented her report to the Committee on the proposed amendments to the Lakes Zoning Bylaw No. 900.

Ms. Sham explained staff are recommending an increase in dock size and width, and walkway width for residential docks. Ms. Sham presented a PowerPoint presentation and provided a visual of the current 24 m² dock size, the 30 m² proposed dock size, and a 40 m² size by using coloured tape on the floor of the Boardroom to outline these dock sizes .

A list was provided to show the numerous referral agencies to send referrals on bylaw amendment to after first reading. Ms. Sham asked if there were any additional stakeholders who should receive a referral. The Electoral Area E Director suggested to add the Swansea Point Community Association to referral list, and the Electoral Area C Director suggested the South Shuswap Chamber of Commerce.

Ms. Sham answered questions from the Area Directors, clarifying that these amendments only pertain to residential docks and that public comments will be welcome after first reading and before the close of the public hearing. Staff will post notices on social media requesting comments and a comment form will be available on the CSRD website after first reading.

Chair Demenok questioned pedestrian access on the foreshore and suggested that if amendments are being made to the Lakes Zoning Bylaw that something could be added to include a space between the high water and waterfront properties for pedestrian access.

Corey Paiement, Team Leader, Development Services, addressed questions pertaining to the siting of private docks blocking access along the foreshore on Crown land and public property, and comments made regarding Bylaw No. 900 not being consistent with Provincial regulations. Mr. Paiement responded that Provincial regulation supersedes Bylaw No. 900 and it is the responsibility of the province to enforce its regulations.

Gerald Christie, Manager, Development Services, stated the need to be cautious when it comes to amending our bylaws. Amending the bylaw to maintain consistency with Provincial regulations could hold us accountable to enforce, which is a tremendous undertaking for staff.

Moved By Director Demenok

Seconded By Director Talbot

THAT: the Electoral Area Directors direct Development Services staff to bring forward, to a regular Board meeting, a report and amendment to the Lakes Zoning Bylaw No. 900 to:

1. Increase the total upward facing surface area of a dock to 30 m²;
2. Increase the maximum width of any portion of a floating or fixed dock surface to 3.05 m; and,
3. Increase the maximum width of any portion of a permanent or removable walkway surface to 1.52 m.

CARRIED

Amendment:**Moved By** Director Demenok**Seconded By** Alt. Director Missegheers

THAT: in addition to the above, Development Services staff also examine the issue of public access of the foreshore and formulate a recommendation to the Board.

CARRIED**5.2 Cannabis Production, Distribution and Retail Policy**

Proposed CSRD Policy to address Cannabis Legalization in CSRD Electoral Areas

Report from Jan Thingsted, dated May 25th, 2018.

Mr. Thingsted presented his report and gave an update on the estimated timeline for when the proposed Cannabis Act could become legal. He then provided a summary of public comments received and presented the draft policy.

It was explained that staff will expect to receive a referral package from the Province on most applications for cannabis retail sales - providing an opportunity to provide comments and also solicit public feedback. Regarding cannabis production facilities, he explained that proponents will be required to submit a notification letter to the CSRD indicating the location and details of any such facility. Mr. Thingsted noted that some details on Local Government consultation process for cannabis related businesses still haven't been finalized so there could be changes required to the policy in the future.

Following the presentation, Mr. Thingsted responded to multiple questions from the Committee, including a question on how the CSRD would respond to referrals and conduct public consultation. Mr. Thingsted explained that when the CSRD provides a recommendation on a licence application that, at the minimum, public views would be collected via an on-line comment form. Any additional consultation would be upon request of the Board.

Mr. Thingsted also reiterated that the CSRD is simply a referral agency, and would not be issuing any licences. In responding to a question regarding time limits on response to applications, Mr. Thingsted stated that he predicts at least a 30 day turnaround but nothing definite has been stated by the Province. As with the CSRD liquor policy, we would provide comments regarding land use regulations.

There was then some further discussion regarding cannabis production on ALR land, setbacks for retail sales, and proximity to schools, daycares, etc. Mr. Thingsted also addressed concerns about consumption in public spaces such as parks.

All the Electoral Area Director's agreed with the draft policy and recommended that it be considered for adoption at the June 21, 2018 regular Board meeting.

Moved By Director Martin

Seconded By Director Talbot

THAT: the Electoral Area Directors review the proposed Cannabis Production, Distribution and Retail Policy (A-71) and advise staff of any required changes.

CARRIED

Moved By Director Martin

Seconded By Director Talbot

THAT: the Electoral Area Directors direct staff to bring forward a report and final version of the Policy to be considered for adoption at the June 21, 2018 regular Board meeting.

CARRIED

7. Adjournment

Moved By Director Talbot

Seconded By: Alt. Director Misseghers

THAT: the June 7, 2018 Electoral Area Directors' Committee meeting be adjourned.

CARRIED

CHAIR

CHIEF ADMINISTRATIVE OFFICER



ELECTORAL AREA DIRECTORS REPORT

TO: Chair and Directors

File No: 7010 02

SUBJECT: Road Rescue Feasibility Report

DESCRIPTION: Report from Derek Sutherland, Team Leader Protective Services dated September 17, 2018.

RECOMMENDATION: THAT: the Electoral Area Directors forward the Road Rescue Feasibility Report to the Board for information;

AND THAT: the Electoral Area Directors recommend to the Board that staff be directed to work with existing road rescue service providers to determine strengths and weaknesses in the existing programs and work collectively towards finding solutions to servicing issues.

SHORT SUMMARY:

Within the CSRD, there are two road rescue societies and two fire departments (Revelstoke and Golden) that provide road rescue services. Additionally, two fire departments from outside the CSRD (Vernon and Chase) provide road rescue services to areas within the CSRD. There are areas serviced by the Revelstoke and Golden fire departments which are outside of their fire suppression area, but are largely remote. However, the areas serviced by the Vernon and Chase fire departments are more densely populated and are quite far from their respective fire halls. As an example, the Chase Fire Department services the entire Electoral Area F, and a road rescue call out to Seymour Arm can take close to two hours for response.

The following recommendation is provided by Firewise Consulting in the road rescue feasibility study report:

The CSRD should enable those fire departments within the regional district who are willing to provide road rescue services to indeed provide the service in support of emergency services and to improve the safety of the public and firefighters.

As stated above the opinion of Firewise suggesting the development of road rescue teams in the Falkland area, using the resources of the Falkland Volunteer Fire Department and in the Celista area using the resources of the Celista, Scotch Creek/Lee Creek and Anglemont Volunteer Fire Departments would be a logical first step to ensure a reasonable level of road rescue is provided.

CSRD staff does not agree with the recommendation provided in the report and would alternatively suggest that the Board advocate for the Province to take a more proactive role in the development and maintenance of road rescue services and provide support to the sustainability of the societies that are currently offering the service. In addition, staff suggests the CSRD continue to work with road rescue service providers to determine the strengths and weaknesses in the service delivery and to work collectively and collaboratively to address any shortfalls that may exist.

BACKGROUND:

In 2013, the Falkland Road Rescue Society ceased operations, which created a gap in service for the southern portion of Electoral Area D, and the northern portion of the Regional District of North Okanagan. At that time, the City of Vernon Fire Department agreed to provide service to the area as an interim measure to ensure the safety of the motoring public. The CSRD agreed to commission a study to examine options for providing the service within its boundaries. In 2014, the CSRD Board approved an expenditure to undertake a road rescue feasibility study and the contract was awarded to Fire Chief Ken McClure from the Golden Fire Department. Tragically, Chief McClure passed away in the fall of 2014 before he had the opportunity to complete the study. The contract was then awarded to Fire Chief Darrell Blades, from 100 Mile House, BC. Chief Blades was unable to fulfill his commitments to the project after taking a position in another jurisdiction. In the summer of 2017 the project was retendered and awarded to Firewise Consulting, who finalized the road rescue report (Firewise Report).

The Firewise Report identifies that there is no legislative requirement for any governing body to provide road rescue service in BC. However, the legislative void has not eliminated the social need for road rescue as a public safety function. The lack of clear legislative mandate has resulted in an inconsistent application of the provision of road rescue services throughout the province. Eighty percent of road rescue needs in BC are serviced by local fire departments, with the remaining twenty percent being serviced by road rescue societies and search and rescue organizations that are staffed with volunteers. At one time, as many as 23 road rescue societies were operating provincially, compared with 2018, there are only eight societies still operating. There are several reasons for the decline, including unsustainable funding models, volunteer recruitment and retention, and absorption of the service by local fire departments. When fire departments absorb the function, it is often because funding and volunteer issues are affecting a society's ability to sustain operations.

POLICY:

The CSRD does not currently engage in road rescue service provision. If the CSRD was interested in providing a road rescue service, the extent of the service area would need to be determined along with more detailed costs, the model and method of service provision, the extent of the service provided. At that point the establishment of the service would require broad and sufficient support from the electorate.

FINANCIAL:

Local governments throughout BC have long been critical of the provincial government for not taking full responsibility of road rescue in the province. As a result, communities have taken on the delivery of road rescue without financial support from the provincial government, which has put more financial burden on local taxpayers, despite the fact that road rescue is being delivered on provincial and federal roadways. The province does provide some support to road rescue organizations and fire departments that deliver road rescue service outside of its fire protection boundaries. This program is administered by Emergency Management BC (EMBC) which pays \$330 per hour for a road rescue apparatus to respond to a road rescue call. This support is however insufficient to capture the full costs of the program as the payment only covers road rescue apparatus and does not cover fire suppression apparatus, support vehicles such as traffic control/protection units or command units. In addition to ongoing training requirements, these additional costs are borne fully at the local tax payer's expense.

The Firewise report estimates the cost to establish a road rescue service at each of the CSRD's fire departments would be \$35,000 per department. That cost would be to outfit one of the existing fire apparatus with the equipment necessary to conduct road rescue operations and to provide initial training to the department's members. Ongoing costs are estimated to be \$10,000 per year, very little of which would be recouped through EMBC funding. These costs are a starting point.

SUMMARY:

The question of whether to provide road rescue service internally is complex. There are significant social, moral, economic and political implications to be considered when evaluating the provision of road rescue. Through the Firewise Report and supplemental benchmarking along with discussions with existing service providers, CSRD staff advises that a region wide program to support road rescue would not be the best solution in this situation. If road rescue services are considered, the needs of the individual communities should be investigated independently from each other, as factors in every community are different. The Firewise Report recommends allowing those fire departments that are willing to provide the service, the ability to perform the service. CSRD staff does not consider this recommendation a sufficient threshold for making a decision of this nature. Further collaborative work should be undertaken by CSRD staff with service providers and the Province to better understand how the CSRD could play a supporting role and how the Province could offer increased support of the services. There could be negative consequences to advancing a road rescue service through the existing fire service function including recruitment and retention issues, along with critical stress issues as well as operational issues such as fire fighter and apparatus back-up provisions when fire members are called out on a road rescue call.

DESIRED OUTCOMES:

Through increased dialogue and collaboration with service providers, the existing road rescue service provision in the CSRD will strengthen. Increased lobbying to the provincial government to encourage a more active role in the participation and support of road rescue service providers in the province will strengthen the relationships and provide needed funding shifting the burden from the local taxpayer.

COMMITTEE'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Committee.*

Report Approval Details

Document Title:	EAD Report Road Rescue.docx
Attachments:	- CSRD Road Rescue Feasibility-Final.pdf
Final Approval Date:	Sep 19, 2018

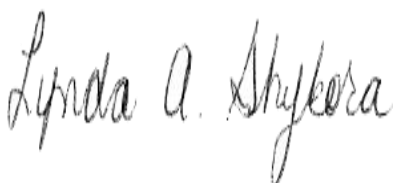
This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Sep 17, 2018 - 2:48 PM



Jodi Pierce - Sep 18, 2018 - 11:49 AM



Lynda Shykora - Sep 18, 2018 - 3:35 PM



Charles Hamilton - Sep 19, 2018 - 9:04 AM

RD	# of EADs	# of muni	# of Staff	Month	Start time	End Time	Duration	Split meeting?	Frequency
TNRD	10	15	11	May	1:18 PM	3:16 PM	1 hr 58 mins	No	Monthly, Generally on the third Thursday
	10	16	11	June	1:17 PM	2:58 PM	1 hr 41 mins		
	10	12	7	July (CoW)	9:07 AM	12:09 PM	3 hrs 2 mins		
	10	14	10	July	1:17 PM	3:37 PM	2 hrs 20 mins		
RDNO	5	10	8	May 2	4:03 PM	5:35 PM	1 hr 32 mins	No	Twice a month, On the first and third Wednesday
	5	9	8	May 16	4:00 PM	7:24 PM	3 hrs 24 mins		
	6	11	10	June 6	4:02 PM	6:33 PM	2 hrs 31 mins		
	5	10	12	June 20	4:03 PM	6:32 PM	2 hrs 31 mins		
RDCK	10	8	6	May	9:03 AM	11:58 AM	2 hrs 55 mins	No	Monthly, third Thursday
	11	9	6	June	9:00 AM	12:10 PM	3 hrs 10 mins		
	11	9	8	July	9:00 AM	11:56 AM	2 hrs 56 mins		
RDFFG	13		6	May	1:34 PM	2:40 PM	1 hr 6 mins	No	Monthly, third Thursday
	14		7	June	1:31 PM	3:08 PM	1 hr 37 mins		
	13		7	July	1:36 PM	2:53 PM	1 hr 17 mins		
CSRD	6	5	9	May	9:30 AM	?	Typically 4 hours+	No	Monthly, third Thursday
	6	5	15	June	9:00 AM	?			
	6	5	16	July	9:30 AM	1:27 PM	3 hr 57 mins*		
*lunch									

	REGIONAL DISTRICT				
	TNRD	RDNO	RDCK	RDFFG	CSRD
AGENDA ORDER	CALL TO ORDER (1:15 PM)	CALL MEETING TO ORDER (4:00 PM)	CALL TO ORDER & WELCOME <ul style="list-style-type: none"> ADOPTION OF AGENDA ADOPTION OF MINUTES INTRODUCTIONS 	CALL TO ORDER (1:30 PM)	CALL TO ORDER (9:30 AM)
	PUBLIC HEARINGS (IF REQUIRED)	APPROVAL OF AGENDA	BUSINESS ARISING FROM MINUTES	STAFF PRESENTATION	BOARD MEETING MINUTES
	CHAIR'S ANNOUNCEMENTS	ADOPTION OF MINUTES	COMMITTEES & COMMISSIONS	ADOPTION OF AGENDA (ADDITIONS/DELETIONS)	DELEGATIONS
	ADDITIONS TO OR DELETIONS FROM THE AGENDA	DELEGATIONS	MEMBERSHIPS	CONSENT AGENDA	ADMINISTRATION - CORRESPONDENCE
	MINUTES	UNFINISHED BUSINESS	CORRESPONDENCE	ADOPTION OF MINUTES	REPORTS
	BYLAWS (FROM PUBLIC HEARING - IF REQUIRED)	NOTICE OF MOTION	COMMUNICATIONS FOR INFORMATION	DEVELOPMENT SERVICES	BUSINESS GENERAL
	DELEGATIONS	NEW BUSINESS	ACCOUNTS PAYABLE	2:00 P.M. PUBLIC APPEARANCES	BUSINESS BY AREA
	UNFINISHED BUSINESS	REPORTS <ul style="list-style-type: none"> EXTERNAL COMMITTEES/COMMUNITY REPORTS CHAIR'S REPORT CAO'S REPORT 	BYLAWS	CHAIRPERSON'S REPORT	ADMINISTRATION BYLAWS
	BYLAWS (OTHER THAN DEVELOPMENT APPLICATION BYLAWS FOR 1ST READING)	DIRECTOR INQUIRIES	NEW BUSINESS <ul style="list-style-type: none"> COMMUNITY SERVICES DEVELOPMENT SERVICES ENVIRONMENTAL SERVICES FINANCE & ADMINISTRATION FIRE & EMERGENCY SERVICES GRANTS 	DIRECTORS' REPORTS	IN CAMERA
	DEVELOPMENT APPLICATIONS	RESOLUTION TO GO IN CAMERA	DIRECTORS' MOTIONS/ITEMS	ADMINISTRATION <ul style="list-style-type: none"> CORPORATE SERVICES FINANCIAL SERVICES PUBLIC SAFETY ARTS, CULTURE & HERITAGE 	DEVELOPMENT SERVICES BUSINESS GENERAL
	CORRESPONDENCE	REPORT FROM IN CAMERA	RURAL AFFAIRS COMMITTEE	ENVIRONMENT AND PARKS	ALR APPLICATIONS
	NEW BUSINESS - DIRECTORS	ADJOURNMENT	PUBLIC TIME	COMMUNITY SERVICES	DIRECTORS' REPORT ON COMMUNITY EVENTS
	REPORTS AND/OR INQUIRIES		IN CAMERA	COMMUNITY GRANTS-IN-AID	EAD – BUSINESS BY AREA
	QUESTION PERIOD		MATTERS ARISING FROM IN CAMERA MEETING	CORRESPONDENCE FOR CONSIDERATION	PLANNING BYLAWS
	CLOSED MEETING (IF REQUIRED)		ADJOURNMENT	CORRESPONDENCE FOR INFORMATION	RELEASE OF IN CAMERA RESOLUTIONS
	ADJOURNMENT			INFORMATION (AVAILABLE ON SIDE TABLE)	UPCOMING MEETINGS/EVENTS
				NEW BUSINESS	NEXT BOARD MEETING
				ADJOURNMENT	ADJOURNMENT



Request for EAD Meeting Item

SUBJECT:	CSRD Staff Headcount and Board Governance
REQUEST BY:	Paul Demenok
DESCRIPTION/CONTEXT:	Staffing is one of the largest expenses for the CSRD every year. FTE's are included as part of the budget approvals process, but are not usually discussed during budget review meetings in any detail. The question for discussion is, " <i>Can the Board governance process be improved in regards to staffing, and if so, how?</i> "
DISCUSSION:	<p>In the private sector, Boards of Directors routinely convene sessions to specifically discuss staffing headcounts by department. It is common practice for headcount increases to be justified with business cases and personnel development plans, and this is considered to be appropriate and transparent governance. Headcount decreases are often associated with improvements in operational efficiency and technology. Investments in new technology are often justified by the associated savings in headcount.</p> <p>The January 2014 the CSRD staff list included 44 people. The August 2018 staff list includes 56 people. There has not been any specific discussion at CSRD Board meetings in regards to headcount in that time period. The change in headcount this term represents an increase of 12 people, or 27%.</p> <p>This is not to suggest that there is anything amiss with CSRD staffing, or that staffing is inappropriate in any way, but perhaps the process involved and transparency around staffing changes should be discussed and become an item for Board oversight.</p>
OTHER COMMENTS:	Our CAO has indicated that this would be a good topic for discussion at an EA Directors Committee meeting.

INTERNAL MEMO

TO: Charles Hamilton

DATE: Sep 19, 2018

FROM: Jodi Pierce

SUBJECT: Staffing Complement

With respect to the staffing complement (referred to as Headcount Governance) per Director Demenok's email, I offer the following comments. The staff contact list dated January 8, 2014 provided by Director Demenok was missing 5 vacant positions as follows:

- Development Services Assistant/Planning Assistant – this was in the middle of a hiring shuffle and so only one position was listed on the staff contact list. The Planning Assistant position was filled during the early months of 2014.
- Deputy Manager, Operations – this position was left vacant upon the retirement of Gary Holte for future reorganization but was left in the budget. It was subsequently filled by the creation of a new Team Leader position (Team Leader, Protective Services)
- Economic Development/Tourism Clerical Assistant – the position was vacated by Wendy Byhre prior to the creation of the staff list and was subsequently filled by Stephanie Goodey in the spring of 2014.
- Clerical Assistant, Operations – previously we had 2 part-time positions of .6 FTE each. This was subsequently filled by an Operations Assistant for the fire departments.
- Communications Coordinator – this position was originally approved in 2011 and for approximately one year was held by a contract position. The contract position did not provide all of the corporate needs and the position was held in abeyance for a few years during which time a communications committee was struck to determine the best course of action. Eventually the position was rebranded as a Webmaster position during 2015/2016. Upon the departure of Sydney Barron, it was determined that a Communications Coordinator would be more in line with the original vision of the CAO and was filled during 2018.

With these vacancies, the actual staffing as at January 2014 should have been 49 (plus 2 milfoil employees that do not show up on the staff contact list).

As at August 2018, the staff contact list shows 56 employees (plus 2 milfoil employees that do not show up on the staff contact list) which is an increase of 7 positions between 2014 and 2018. These positions are as follows:

- Team Leader, Building and Bylaw Services. A senior bylaw enforcement position had been approved in 2016 which was never filled and upon implementation of sub-regional building inspection, this position had been reclassified to a Team Leader position.
- Building Inspector position created for the implementation of sub-regional building inspection which was approved for the 2017 budget year.
- Building Inspection Assistant position created for the implementation of sub-regional building inspection which was approved for the 2017 budget year.
- Development Services Assistant position created due to the high level of applications within the Development Services department. This position was approved in the 2017 budget.
- Operations Management Administration Assistant II position was approved in the 2015 budget due to the increase in services and projects in the Operations department.
- Operations Management Field Technician II position was approved in the 2015 budget as there had been four additional water systems obtained since I started in 2010. There have been three more since that time, although some of the systems have subsequently amalgamated (ie Lakeview Heights into Cedar Heights, Copperview into Sorrento).
- Electronic Records Management Facilitator approved in the 2017 budget to fully implement eScribe and transition the corporation to electronic records management.

Additionally, there is a ninth position that was approved in the 2018 budget that has not yet been filled, which is the Asset Management Facilitator/Coordinator. We were waiting for a resource plan from Opus Consulting before proceeding to fill this position. I am currently working in conjunction with Darcy Mooney and Phaedra Turner to provide more information to you prior to the development of a job description and the posting of the position.

While all of these positions have had the appropriate approvals, I can concur with Director Demenok that the approvals have not been clearly spelled out in the Mandates of the departments. To this end, within the budget process, I will clearly identify existing staff positions (including vacancies) as well as any proposed positions that may be couched within the department mandates. I trust that this will eliminate any confusion going forward and allow the Board to have better oversight over the staffing complement.

Respectfully,

Jodi Pierce
Manager, Financial Services



Request for EAD Meeting Item

SUBJECT:	Electoral Area Housing Needs Assessment
REQUEST BY:	Paul Demenok
DESCRIPTION/ CONTEXT:	<p>It is widely recognized that housing is a very important issue in BC. The Province has introduced several new housing support programs, and has announced it will mandate that local governments conduct local housing needs assessments every 5 years. A grant fund of \$5 million is being established to help fund these needs assessments.</p> <p>The municipalities in the CSR D have already initiated local housing projects and applications. There has been little effort in this direction in the electoral areas, and certainly no collaborative efforts.</p> <p>New granting programs from the province in support of housing will require that a needs assessment be conducted. The question for discussion is, <i>"Should the CSR D Electoral Areas collaborate to conduct with a regional housing needs assessment with funding from the province?"</i></p>
DISCUSSION:	<p>Housing is routinely cited as a key issue in discussion at economic development meetings. Lack of affordable seasonal housing has hurt local businesses. In fact, local businesses are being forced to reduce their hours and/or services as a result of the housing shortage.</p> <p>In communities like Blind Bay and Sorrento, there is a high proportion of seniors who are forced to move away from friends as they age and require assisted living types of services. There is no assisted living opportunity in Area C.</p> <p>We are beginning to see young families relocate to the South Shuswap from the lower mainland, and these people are looking for affordable housing, which is in short supply.</p> <p>Rental housing is in very short supply in our area, and no new rental properties are being constructed at this time. Can this situation be effectively addressed by the CSR D?</p>
OTHER COMMENTS:	A well-conducted needs assessment will assist the CSR D Board to determine the scope of this issue, and better quantify its economic, social and cultural impacts.