



## **ELECTORAL AREA DIRECTORS' COMMITTEE MEETING MINUTES**

**Note: The following minutes are subject to correction when endorsed by the Committee at the next Electoral Area Directors' Committee meeting.**

**Date: September 25, 2018**

**Time: 9:30 AM**

**Location: CSR D Boardroom  
555 Harbourfront Drive NE, Salmon Arm**

Directors Present	P. Demenok, Chair	Electoral Area C
	S. Knaak, Alternate Director	Electoral Area A
	L. Parker	Electoral Area B
	R. Talbot	Electoral Area D
	R. Martin	Electoral Area E
	R. Misseghers, Alternate Director	Electoral Area F
Directors Absent	K. Cathcart	Electoral Area A
	L. Morgan	Electoral Area F
Staff Present	L. Shykora	Deputy Manager, Corporate Administration Services/Recorder
	G. Christie	Manager, Development Services
	C. Paiement	Team Leader, Development Services
	M. Herbert	Team Leader, Building & Bylaw Services
	D. Mooney*	Manager, Operations Management
	D. Sutherland*	Team Leader, Protective Services
S. Haines*	Deputy Treasurer	

D. Passmore*	Planner
C. Benner*	Development Services Assistant
E. Hartling*	Development Services Assistant
C. LeFloch*	Development Services Assistant

\*Partial meeting attendance

## 2. Adoption of Agenda

Moved By Alt. Director Misseghers

Seconded By Director Talbot

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

**CARRIED**

## 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 attended the meeting to present an overview of the Forest Stewardship Planning process. The presentation included an overview of Forest Stewardship Plans such as legal requirements, the role of a Forest Stewardship Plan, government objectives that a Forest Stewardship Plan must be consistent with the Forest and Range Practices Act, and role of local government. (See [Presentation](#) for reference).

The Chair enquired about a new Strategic Communication Plan to which Ministry representatives indicated they would check with Mr. Cranston at their Ministry.

Q. Is there a timeline for revisiting the Okanagan Shuswap Land and Resource Management Plan (OSSLRMP)?

Ministry staff indicated there is not an end date to the Plan and there is no timeline for introducing a revisited OSLRMP.

Q. What is involvement of First Nations at this time, versus in 2000 when the OSSLRMP came into effect urged the Ministry to review this with climates changing and also better working relationships with First Nations.

Ministry staff acknowledged the comment and indicated that a number of First Nations now have their own OSSRLMP.

In terms of the CSRD's role in FSP's the referral is sent to those who may be affected by FSP, advertised in local newspapers, open houses may be held.

Ministry staff provided examples of valid comments given on actual FSP referral, and some Operational comments i.e. concern how logging is impacting the Shuswap Trail Alliance.

Ministry staff also provided examples of the CSRD's role in cutblock/road referrals and how these referrals are responded to and how the comments are communicated out in the field.

Q. In reference to the importance of range/cattle, how often do these come up for licensing?

A. Grazing plans need to be updated on an annual or regular basis.

Q. Is there any assessment of the grazing land as to quality and the supply?

A. Karrie reviewed the newly approved FSP document table of contents for information of the Directors. Reference was made to the OSRLMP applicable to the Okanagan Shuswap. Team Leader, Development Services, will email the document to the Committee post-meeting.

Ministry staff asked if there are specific issues in the document. The Chair noted several overall issues i.e. water, drainage, lack of consultation from BCTS, the age of some of these plans being so outdated and how long they've been allowed to sit, visual impacts with respect to interface areas, road and noise affects in the interface areas. Area F Director noting the amount of remaining cut and left trees, i.e. dead or not hauled out. Ministry replied they only have jurisdiction on Crown land, but the tenure holder on private lands licensee should be called in to the Ministry. Area D Director mentioned the maps attached to referrals but the map does not properly identify where the area/lakes/roads are, remarking that consultation made with the affected people is not thorough (example being 2 or 3 with water license received notification, but not all license holders receive the communication). Chair added comment that the consultation is not mandatory and it is not consistent. Ministry staff concurred that only consultations with First Nations is mandatory.

The Ministry's role is to monitor, they want to be advised of these issues with specific concerns in the specific operating area. When there are

concerns, it is best to contact the operating area licensee first, then if no satisfaction, contact the Ministry. Chair asked Ministry to provide their contact information to Directors, via CSRD staff.

Area B commented that in general there is less timber supply, she provided examples of the need for consultation and the need for improved visual cutblocks. Some simple things to do what is right in the community, her example being a recent harvesting done on Mt. McPherson, the area bike club was notified but with presence of recreational users, the values of all stakeholders is important. The Director's point being one big square cutblock remaining is not what is wanted.

Area E Director commented on the Louisiana Pacific community consultation on their harvesting plans. This helps educate those who come to the meeting, builds relationships, the harvesting areas are public areas and the public deserves to know. Education helps give the community comfort.

Chair Demenok commented on a slide in the Sunnybrae in his electoral area and a loss of life involved. The entire area is an alluvial fan; there is concern in the community about what is going on with the drainage in the area and the prediction of future landslides. A consultation was done in White Lake, but not in Sunnybrae. When consultations are done, there is a need to have someone provide explanation to the forestry lingo in this 114 page document. The need is to get out into the community and talk to them.

Ministry staff commented on the size of their Forestry District and upon their reliance of referral comments from local government.

The Chair thanked representatives for attending the meeting today.

Concluded at 10:35 AM

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

Team Leader, Development Services, introduced the topic and the request of the EAD Committee to have Transport Canada (TC) invited to provide an overview of their role and jurisdiction in relation to docks and buoys. The focus will be on private moorage buoys, and some information on docks as well.

Brent Magee, Officer, Navigation Protection Program attended the meeting, to display a [PowerPoint presentation](#) on Private Buoys, including:

- Legislation (list of such as private buoy regulations), NPA, and a few on the list such as CSRD BL 900;
- Private Buoy Regulations (overview);
- Buoys for Navigation Purposes (overview);
- Special Buoys i.e. to provide information, not always for navigation, ie marking a swimming area;
- Mooring Buoys (ie what they are supposed to look like);
- Examples of what types of buoys /markers are out on the water and examples of typical concerns their office hears about and to determine if Transport Canada is able to take action on it, dealt with on a case by case basis; gave examples of compliance notices tagged on a series of buoys (approximately 200) in the Shuswap Lake area recently; typically a 60 day timeframe to comply;
- Description of steps in the Compliance and Enforcement process.

Q. What happens if people aren't there to see the notice that is issued?

A. the Officer advised their staff work with those giving notice to try to achieve compliance.

Q. Does Transport Canada have the authority to deal with the complaints received (example where a- neighbour has placed a buoy in front of neighbour's house, etc.).

A. Officer responded that Transport Canada cannot do much, adding that in instance where a buoy is too close to a complainant's buoy, they suggest it be directly addressed neighbour to neighbour. Transport Canada may take action on a complaint related to too many buoys in the area.

Q. Are there Transport Canada rules about upland owners placing buoys in the water where waterfront owners have their buoys?

A. Transport Canada does not intervene.

Team Leader, Building and Bylaw Services, mentioned the buoy complaints received by the CSRD are similar to those of Transport Canada and it would be beneficial to work with the Ministry, coordinate visits on the water to share data and resources if we have advance notice. Team Leader pointed out that for the CSRD to have a buoy removed it requires an injunction.

Manager, Development Services, noted there are landowners who place the buoys and they do not know the regulations, some who place but don't care, and companies who place buoys incorrectly, are unidentified, etc.

Q. Has TC has any specific dealing with the industry, better levels of communications in terms of regulations, etc.

A. Officer replied that they have had some dealings with manufacturers to make sure the buoys comply.

Manager, Development Services, commented that the court route to have a buoy removed after the fact is extremely costly. It is best to work with TC to work through their legislation/enforcement abilities.

The Officer mentioned their legislation is changing to provide a bit more proactive approach to dealing with hazardous vessels, etc. and also the availability of some grant and funding opportunity to assist with removal and dispose of an abandoned vessel, through the Abandoned Boats Program.

The remainder of the PowerPoint presentation depicted:

- Buoy Marinas, process and authorization;
- More Buoy FAQs.

Team Leader, Building & Bylaw Services, asked if Transport Canada would share data GPS on buoy locations with the CSRD, indicating it would be helpful for the CSRD to collect this data with the contact information/ID.

A. Transport Canada will check into this and advise CSRD staff.

Chair remarked that the buoys part of Bylaw 900 is difficult for the CSRD to address, whereas Transport Canada has the ability and tools to mark, seek compliance. The Officer acknowledged the collaboration aspect. The Chair noted another aspect on the collaboration is the importance of the CSRD to be aware of Transport Canada activities so that so that we are able to apprise residents.

The presentation ended at 11:29 AM.

### **3. Meeting Minutes**

#### **3.1 Adoption of Minutes**

Moved By Director Martin  
Seconded By Director Talbot

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

**CARRIED**

**5. Reports by Staff**

**5.1 Road Rescue Feasibility Study**

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

Staff provided an overview of the Road Rescue Feasibility Study Report.

Directors discussed at length the current road rescue delivery model in the CSRD and the implications of CSRD fire departments providing road rescue services.

Staff indicated that within our current CSRD fire service bylaws, rescue is not a mandated function of the CSRD fire suppression service. If road rescue service is advanced it would require a new service and elector assent.

**Moved By** Director Martin

**Seconded By** Alt. Director Knaak:

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;

AND FURTHER THAT: staff provide a report to the Board at a future date on the process and steps necessary to establish road rescue service and the associated implications.

**CARRIED**

Recess at 12:50 PM.

The meeting reconvened at 1:20 PM

**6. Reports by Electoral Area Directors**

## **6.1 Scheduling of EAD Land Use Matters for regular Board meetings**

This item requested by Director Demenok was deferred from June 7, 2018 meeting to September Electoral Area Directors' Committee meeting.

Information was circulated that depicted research at other Regional Districts – as to meetings/processes/the effectiveness.

Noted: 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.

The Chair gave an overview of his submission including precise time for applicants to be heard, commenting that staff and directors would be more alert on a Wednesday afternoon rather than at the end of the day in a one-meeting session.

Director Parker favours splitting the Development Services/Electoral Area section from the main Board meeting; her main reason being due to the travel in the winter road conditions. Also she believes that applicants are anxious and they don't want to miss their application so they are waiting, sometimes for a long time. Splitting out the development matters would give more time for Directors to ask questions, not giving the public good service. In terms of expense, only monetary item would be the extra day meeting stipend and the overnight accommodation. Director Parker suggested the idea of hearing Development Services applications at 9:30 AM, followed by Business General later.

Alt. Director Knaak, commented for Director Cathcart, who states that two meetings puts Area A at a disadvantage, every single meeting requires an overnight. From a safety perspective it would be good, but from a time management perspective ie a job, it requires the Director to be off work for two days and Director Cathcart cannot do this. She uses her vacation days to attend single day Board meetings. There is a double expense for directors travelling back and forth. Director Cathcart suggested giving applicants a set time for the applications.

Director Talbot commented that with a long meeting, your attention waivers, it is unfair to applicants to wait for a long time for the Board to hear their application. Applicants are paying money for their application to be dealt with.

Director Martin, taking into account Director Cathcart concerns that she would have to resign on this scenario. She asked what time staff tell



applicants to attend. Staff response that applicants are advised to attend for late morning, but some people show up early. Staff suggested a specific start time such as 1:00 PM as an option.

Manager, Development Services, mentioned that one thing that throws off the timelines is the delegations, despite only a 15 minute time slot, some delegations can be lengthy.

Chair comment that some regional district meet late afternoon or even the evenings. However people have paid for applications and we should not make it inconvenient for them.

Staff was asked to give consideration to making the agenda and timing of the land use applications more user friendly for applicants.

**Moved By** Director Talbot

**Seconded By** Director Parker

THAT: staff investigate an effective and efficient, more user friendly system - streamlined method of hearing land use applications at regular Board meetings.

Discussion on motion:

Manager, Development Services - there is opportunity to streamline the meeting agenda (i.e. not have such lengthy presentations, set a time for land use applicants to be heard, compact Board meetings a little more) before further consideration of a second monthly Board meeting.

**CARRIED**

### **6.3 Electoral Area Housing Needs Assessment**

Request by Director Demenok.

The Chair advised of a grant opportunity for housing needs assessments, which was a topic of discussion at the recent UBCM conference.

Manager, Development Services, advised about legislative changes and funding opportunities for these housing studies, with more information expected in November. This funding opportunity would involve multiple organizations and collaboration. The Manager commented on implications to staff time, budgeting, potential for need to update Official Community Plan(s) before studies are undertaken. The Province has indicated that once legislation is in place, any assessments need to be done within a three year period.

Area E Director would support going forward with these assessments; this affects all of our communities.

Manager, Development Services, indicated that if legislation is passed and more information is received, he expects to update the Board in the New Year.

## **6. Reports by Electoral Area Directors**

### **6.2 CSRD Staff Headcount and Board Governance**

Request by Director Demenok

Memorandum from J. Pierce, Manager Financial Services, to C. Hamilton, Chief Administrative Officer, re Staffing Complement dated September 19, 2018 was attached to the agenda for Committee's information.

The Chair introduced the agenda item, asking for any comment from Committee members.

Area E Director stated this topic is a Board issue, should be discussed there.

**Moved By** Director Martin

**Seconded By** Director Parker

THAT: the EAD agenda item 'CSRD Headcount and Board Governance' be forwarded to the Board for discussion.

Discussion on motion:

Chair remarks that it is not his intention to supplant the Board;

Director comment that the Chief Administrative Officer is responsible for overall staff and should be present for discussion.

**CARRIED**

**7. Adjournment**

**Moved By** Director Parker

**Seconded By** Director Talbot

THAT: the Electoral Area Directors' Committee meeting of September 25, 2018 be adjourned at 2:05 PM.

**CARRIED**

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER