



## **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:** June 25, 2019  
**Time:** 9:00 AM  
**Location:** CSR D Boardroom  
555 Harbourfront Drive NE, Salmon Arm

Directors Present	D. Brooks-Hill	Electoral Area B
	P. Demenok (Chair)	Electoral Area C
	R. Talbot	Electoral Area D
	R. Martin	Electoral Area E
	J. Simpson	Electoral Area F
Directors Absent	K. Cathcart	Electoral Area A
Staff Present	C. Hamilton	Chief Administrative Officer
	J. Sham	Assistant Deputy Corporate Officer
	G. Christie	Manager, Development Services
	C. Paiement	Team Leader, Development Services
	M. Herbert*	Team Leader, Building and Bylaw Services
	J. Thingsted*	Planner III
	C. Robichaud	Administrative Clerk
	Brad Payne*	Manager, Information Systems

\*attended a portion of the meeting only.

### **1. Call to Order**

9:03 AM

## **2. Adoption of Agenda**

**Moved By** Director Simpson

**Seconded By** Director Talbot

THAT: the agenda of June 25, 2019 Electoral Area Directors' Committee meeting be approved.

**CARRIED**

## **3. Meeting Minutes**

### **3.1 Adoption of Minutes**

**Moved By** Director Talbot

**Seconded By** Director Simpson

THAT: the minutes of the March 5, 2019 Electoral Area Directors' Committee meeting be adopted.

**CARRIED**

## **4. Reports by Staff**

### **4.1 Cannabis Related Business Policy A-71 Update**

Policy A-71 was adopted June 21, 2018.

Staff presented the following:

- Number and location of Cannabis related inquiries and applications in the Electoral Areas;
- Staff time utilized for these inquiries and applications;
- Explanation of Health Canada regulatory changes;
- Explanation of Agricultural Land Commission regulation changes;
- Implications of the legalization of edible cannabis products October 17, 2019; and,
- Staff recommendations for amending Policy A-71.

**ACTION:** Electoral Area Directors review the Cannabis Related Business Policy (A-71), discuss the changes proposed by staff, and provide feedback to staff on any needed policy changes.

CSRD, Planner III gave a presentation to the Committee, and summarized the recent regulatory changes made by Health Canada and the Agricultural Land Commission (ALC) regarding cannabis. Staff recommended amending CSRD Policy A-71 to align with the new regulations.

Directors noted that they are often asked specific questions by member of the public and are in agreement that referring policy questions directly to staff is always the best practice.

Director Demenok suggested that CSRD's Cannabis Policy needs to complement the ALC's new regulations.

Discussion ensued regarding proposed changes to parcel size and setback requirements to differentiate between micro and standard cannabis facilities.

Following the discussion, the Committee agreed to the following changes to Policy A-71 (noting that in some cases more research may be needed).

- 30 m is an appropriate parcel boundary setback for cannabis production facilities
- Cannabis production facilities should not be located in close proximity to residential areas
- Remove the policy statement about not supporting cannabis production facilities on ALR land
- Reduce the 300 m separation distance requirement between cannabis related business and certain locations (parks, schools, etc.)
- Remove the policy statement on cannabis production facilities only being permitted in industrial zones
- Cannabis retail stores should be regulated by CSRD land use regulations the same as retail stores selling alcohol or tobacco

CSRD staff will consider Committee feedback and propose amendments to the Policy at the July 18, 2019 Regular Board Meeting

**Moved By** Director Talbot

**Seconded By** Director Simpson

THAT: the Electoral Area Directors direct staff to bring forward a report and an updated version of the Cannabis Related Business Policy A-71

Policy to be considered for adoption at the July 18, 2019 regular Board meeting.

**CARRIED**

#### **4.2 Updates to CSRD Public Hearings**

Development Services staff will give a brief update regarding the public hearing process.

Team Leader, Planning Services, gave a brief update regarding the positive changes to the CSRD public hearing notices and the use of laptops at public hearings instead of policy binders will reduce the amount of paper waste. It was reiterated that the public will still have access to CSRD Planners to assist with inquiries, and paper copies of maps will still be available at the public hearings.

#### **4.3 Development and Subdivision Proposals in Bastion Mountain Geomorphic Assessment Study Area**

Development Services staff to explain how these proposals are reviewed and approved.

Bastion Mountain Geomorphic Assessment Study

Team Leader, Planning Services, advised the Committee that additional information regarding Bastion Mountain will go out to the community from the Operations Department in the form of a letter mail out and news release on CSRD website.

#### **4.4 Forest Industry Plan Referrals – Review of referral and response process**

Team Leader, Planning Services, provided a reminder about the referral and response process.

PowerPoint presentation

PowerPoint presentation from the November 2, 2017 Board meeting.

Director Talbot expressed concerns with logging activity in a mudslide area and road maintenance effectively divert water after cut blocks are complete.

Director Demenok reminded the committee that during the May 16, 2019 Regular Board Meeting that there was a motion made directing staff to investigate the feasibility of establishing a technical committee to advise CSRD staff and directors with respect to logging operations.

#### **4.5 Planning and Building Permit Application Statistics**

Staff update on Development Services application volume from January to May, 2019.

Manager, Development Services noted that the development services department is very busy with applications, with a 53% year to date increase overall from 2018. Building permit applications are up 80% due to the addition of implementation of building inspection in Electoral Area C. It is projected that there could be a 57% increase overall in applications from 2018 to 2019.

The increases in planning applications may be in part due to new building inspection requirements in Electoral Areas and public information regarding permit requirements.

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

#### **5.1 Removal of Building Inspection/Permit Requirements for Areas Outside of the Fire Protection Area in EA B.**

Requested by: Director Brooks-Hill

Background information:

Building Inspection Service Electoral Areas B, C and E: Business Case

Electoral Areas B, E and F: Building Regulation Public Engagement Summary

Electoral Areas B, E and F: Building Regulation Overview Circular

CSRD Building Regulation & Inspection website

\*Memorandum from Gerald Christie, Manager, Development Services, to Charles Hamilton, Chief Administrative Officer, dated June 18, 2019, was attached to Late Agenda.

Director Brooks-Hill asked for support for a Board of Directors vote or public petition to remove building regulations and inspections in Electoral Area B. Director Brooks-Hill knows that other Directors have shown strong

support for building inspection, however Director Brooks-Hill feels a large number of his constituency are in favour of seeing the removal of building inspections in Rural Revelstoke. As this was the Director's primary election campaign issue, Director Brooks-Hill feels strongly that it is not practical to have building inspections in Area B as many areas are very remote and most homes do not qualify for fire protection insurance. Director Brooks-Hill noted that site permits may be acceptable to residents. Director noted that there are two options: first option would be to remove building inspection outside of the City of Revelstoke fire protection boundary; if that is not supported then he wishes to remove building inspection entirely.

Director Talbot felt that having a safe, well-built home is important and feels that in the long run it would save homeowners from potential future issues that may arise, e.g. property lines, variances. He also noted that by not having building regulations or inspections it could possibly impact home owners in obtaining a mortgage.

In response to a question, Manager, Development Services indicated that the election campaign of Director Brooks-Hill would not be acceptable as a petition to begin a bylaw amendment process to remove Electoral Area B building inspection. A CSRD managed petition process or grass roots petition would be required; however the petition must represent at least 50% of the owners of the parcels to be removed and represent 50% of the net taxable value of all the land and improvements to be removed. To amend the bylaw removing Electoral Area B from the service area, approval of the Board of Directors is required, including support from 2/3 of the Directors in the existing building inspection service areas. If provincial Inspector approval is required of the bylaw amendment, ministry staff have noted that there is no guarantee that the Inspector would approve such a change to the existing bylaw.

CAO Charles Hamilton noted that CSRD staff are not unsympathetic to the plight of rural Area B; however, it would be difficult to disentangle the bylaw.

Team Leader Building and Bylaw Services, noted that many contractors in rural Revelstoke are happy with the service the CSRD provides.

Director Martin commented that the previous Director for Area B was in support of the building permits due to the number of building related issues and law suits that were being dealt with. There is a need for building inspections and permits due to the continued growth of the area,

ultimately to keep residents safe, and legal costs down and why she came on board for the service. Director Martin feels that this discussion gives false hope to residents that the service will be removed even though there is no support around the Board table on this issue. Director Martin would not support the removal of building inspections/permit requirements for Electoral Area B if it came to a vote.

Director Brooks-Hill would like a formal CSRD petition to be undertaken which would require Board approval. Notice of Motion was suggested for the next Regular Board Meeting July 18, 2019 to see how to proceed with Director Brooks-Hills request.

## **5.2 Potential Bylaw for Prevention of Fire Hazards caused by combustibles**

Request by: Director Demenok

Suggestion for a potential bylaw regarding the fire hazard of combustibles, such as cut trees and yard waste, on private properties.

Discussion ensued regarding property owners leaving large amounts of fuel on vacant lots that could that could affect the communities. It has been identified as a Fire Smart Program with potential warning letters from the Fire Smart Coordinator to residence. Director Simpson noted that he would be interested in the program for Electoral Area F as well. Director Demenok will speak with CSRD Operations Department Staff.

## **6. Adjournment**

**Moved By** Director Simpson

**Seconded By** Director Talbot

THAT: the Electoral Area Directors' Committee meeting be adjourned at 11:53 AM.

**CARRIED**

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER