

COLUMBIA SHUSWAP REGIONAL DISTRICT

ELECTORAL AREA DIRECTORS' COMMITTEE

Minutes of the Electoral Area Directors' Committee meeting held December 2, 2016  
in the Board Room of the Regional District Office, Salmon Arm, BC

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

**PRESENT**

Chair:	L. Parker	(Electoral Area 'B')
Directors:	K. Cathcart	(Electoral Area 'A') Absent
Alt. Director	S. Knaak	(Electoral Area 'A')
	P. Demenok	(Electoral Area 'C')
	R. Talbot	(Electoral Area 'D')
	R. Martin	(Electoral Area 'E')
Vice-Chair	L. Morgan	(Electoral Area 'F')
Staff:	E. Johnson	Executive Assistant/Confidential Secretary
	G. Christie	Manager, Development Services
	S. Berger*	Team Leader, Development Services
	J. Pierce	Manager, Financial Services
	L. Shykora	Deputy Manager of Corporate Administration
	D. Passmore*	Senior Planner
	C. Benner*	Development Services Assistant
	L. Robertson*	Bylaw Enforcement Officer
Guests:	A. Nielson	Nielson-Welch Consulting

\* attended part of meeting only

**CALL TO ORDER**

The Chair called the meeting to order at 1:00 PM.

**APPROVAL OF  
AGENDA/ADDENDA**

M/S Directors Morgan/Talbot THAT:  
the agenda of the December 2, 2016 Electoral Area Directors' Committee meeting  
be approved.

CARRIED

**ADOPTION OF MINUTES/MATTERS ARISING**

**MINUTES ELECTORAL  
AREA DIRECTORS'  
COMMITTEE MEETING  
SEPTEMBER 22, 2016**

M/S Directors Martin/Talbot THAT:  
the minutes of the September 22, 2016 Electoral Area Directors' Committee Meeting  
be adopted as circulated.

CARRIED

## **REPORTS BY STAFF**

### **REFERRED FROM THE BOARD: REPORT FROM NIELSON-WELCH CONSULTING INC. REGARDING PROPOSED BUILDING INSPECTION SERVICE**

Alan Neilson, of Neilson-Welch Consulting Inc., was in attendance to answer questions from the Electoral Area Directors' Committee about the report regarding the proposed building inspection service. The Committee established that its objectives for the meeting were to determine which Electoral Areas are interested in building inspection and what kind of service the Committee/Board would like to have. Mr. Neilson recommended January 2018 as a service start date to allow consultation with residents in 2017 and time to plan how to roll out the service. Better timing politically than to wait until 2019.

#### Discussion:

- At this time, Area D will not be involved in the service, nor will Area A.
- Time frame: potential for a later date. Determine Development Services staffing needs.
- Potential to contract service?
  - o Area 'C' has well developed network of home inspection services. \$1200 for 6 inspections for new builds.
  - o Building Inspection is a union position. Can be hired on a seasonal or term basis but creates issues with talent retention.
  - o Other issues with contract services: may not catch land use issues.
  - o Costs more on a piecemeal basis.
  - o Issues in the past with cost sharing service, i.e. Area B.
- Possibility of voter assent or referendum. Both are not recommended: This is a service to improve health, safety and environmental concerns and to protect land use policies. These services do have a positive impact but may be perceived as a negative to property owners strictly from impacts to taxation and user fees. Recommendation for this service to proceed with Director Consent on behalf of the electors;
- Need education and communication about the service, community consultation including service costs and service benefits.
- Three inspections vs. six inspections.
  - o Three inspections allows for a level of risk and would be the lightest in the province. Legal counsel has expressed concern.
  - o Six inspections is still very light by comparison to other areas of the province; preferred by staff.
- Difference between home inspectors and building inspectors. Not the same thing: more rigorous educational requirements for building inspection.
- Service will help catch issues with siting and land use compliance before building takes place which will reduce costly legal fees and serve as an investment in land use planning.
- The Committee can endorse, subject to consultation. Endorsement allows Board to put in place the resources to fund the community consultation.
- Service will be funded through a combination of user fees and taxation.
- How has this type of service been implemented elsewhere? Extensive education over several months. Education about benefits and value of the service. Health and safety concerns without service.
- Concern about timing to allow for consultation. Recommendation: 3-4 months of extensive consultation is sufficient to maintain momentum and to keep stakeholders engaged.
- Important to education piece is when a permit is or is not needed.

**REFERRED FROM THE BOARD: REPORT FROM NIELSON-WELCH CONSULTING INC. REGARDING PROPOSED BUILDING INSPECTION SERVICE (cont'd)**

- Problems in Area C with proposed 2018 time frame noting substantial community consultation in 2017: Parks Master Plan, Area C Governance study, Regional Economic Development Plan. Area Director concerned about keeping residents engaged.
- Suggestion: one area go ahead? Concerns with one area going ahead: costs, administration. Easier to spread out over multiple areas.
- Greatest number of bylaw enforcement issues are from Area C.
- Not sure 2019 will be any different from a workload perspective.
- Community consultation should include effective public meetings, meetings with key stakeholders, written materials, web materials, interactive communications such as writing, phone, pop up regional halls, staff at a booth, outreach. Allow opportunity for questions.
- Area C is large and requires more meetings. Concern about burnout.
- Support for other three areas (Areas B, E and F) to move forward with six inspections, work out any issues and develop the communications plan.
- Current cost for inspections is relatively lower than other areas in the province. Looking at updating the building regulation bylaw.
- Would likely need one additional building inspector for the three areas. Reevaluate when Area C is considered. Staff to review possibility of contract.
- Home inspectors don't catch everything; can't.
- Effects on budgets. Sub-regional service area with Areas B, E and F. Board can amend establishing bylaw when Area C will be included in the service. Could then change cost apportionment.
- Develop a formal communications plan to set the tone.

***Recommendation to the Board:***

M/S Director Morgan / Alternate Director Knaak THAT: the Board, in principle, endorse the process to move forward with a six level building inspection service for Electoral Areas B, E and F for implementation in January 2018.

CARRIED

**ADJOURNMENT  
3:30 PM**

M/S Directors Demenok/Morgan THAT: the meeting be adjourned.

CARRIED

CERTIFIED CORRECT

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CHAIR

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CHIEF ADMINISTRATIVE OFFICER