



## **WaterWolf Planning Workshop**

**March 27<sup>th</sup>, 2008**

**10:00 am – 3:00 pm**

**Legion Hall - Outlook**

1. Introductions
2. President of Saskatchewan Building Officials Association - Dan Knutson
  - The Saskatchewan Building Officials Association is a group comprised of all of the building inspectors in Saskatchewan. The recent boom in the province has reflected a greater demand for building inspectors. Some municipalities use inspectors, some don't. A building inspectors in empowered by a standards act, when a municipality appoints a building inspector, that inspector has a right to enforce the code enforced by the province. Currently the SBOA recognizes that just about all members are paid by a municipality either directory or indirectly; so they have a responsibility to those municipalities to try to promote the industry and provide inspections and inspectors. Also provide training for the officials; it is continuous training. There are 2 conferences held each year, these are working conferences. The objective is to get every inspector interpreting the code in a similar fashion. There are 3 levels: level 1 is residential inspection, level 2 allows inspectors to inspect buildings under 600 square meters & under 3 stories or less (does not include restaurants, etc). Level 3 allows you to inspect everything. There is a National Certification Model that provides training for every level in the model. Trying to promote the Association to offer training for people who may not have a job as an inspector today, but they can come to the SBOA to be mentored to get that training.
  - Do inspectors fill out forms and do they provide that to the municipality? Dan does fill out online reports and provides that information to the municipality. Generally most building inspectors create a form for themselves; there is no standardization for this though.
  - How many inspections do you typically do for a house? At least 4.
  - Do you inspect septic in a rural region? There are inspectors that do it.
  - How long does it take to become a trained building inspector? Level 1 training takes about 6-8 months; it has 3 different sections with an exam after each section. Level 2 training is offered in the province, it is a challenge exam. Level 3 is a challenge exam for the time being. It helps if you have a background in construction.
  - Explain the liability the municipality accepts by not issuing a building permit? The contractor that made the mistake is probably long gone by the time the mistake is noticed, so the municipality is the one who usually has to foot the bill.
  - If deficiencies are notices on the original work when renovations are being done, can it be enforced to get it fixed? No you can't enforce it, but they generally appreciate you pointing out the problems.

- Gas hookup is handled by Sask Energy. Electrical inspection often happens after the fact.
- Inspectors generally charge \$4/1000 value up to the first \$100,000 and then \$3/1000 over and above \$100,000.
- The RM of Dundurn's building inspectors gets 70% of the permit fee, the other 30% goes to the municipality.
- Having a building inspector relieves the liability on the municipality. If you are having trouble hiring a building inspector, send Dan an email and he will forward it on to get your community listed on the website. There is a job posting site on the SBOA site. There are private inspectors out there who may be interested.

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### 3. 3<sup>rd</sup> Party Evaluation – Hesitations & Concerns

- Joyce Aitken
  - a) Are you comfortable with the pace of the process?
    - The process can't move fast enough to suit everyone. The councils themselves, need to do more to get up to speed. Municipalities in a particular area should get together for more discussion.
  - b) Are you comfortable with WaterWolf and their staff heading this project?
    - WaterWolf is doing an excellent job guiding the process.
  - c) The WaterWolf project is pursuing a regional water technician, are there other services that you feel could be handled regionally?
    - Building inspector, Planner, Bylaw Enforcement Officer
  - d) Are you comfortable with the size of this group?
    - Size of the group and the meeting times are good. Where are some of the small urbans? Should they be contacted by other urbans to reiterate the value of this group?
  - e) Open house public meetings are scheduled for the fall of '08, throughout the planning region. Does that timing seem appropriate?
    - Yes, the fall is a good time.
  - f) The process is aiming to have a concept land use plan for the region ready to be sent out with the tax notices in late June, are you comfortable with that?

- Everyone is feeling very positive about the process and anxious to proceed ASAP.

#### 4. Lake Diefenbaker Destination Area Plan – Ian McGilp (Tourism Saskatchewan)

- Tourism Saskatchewan is a partnership of industry & government. Governed by a board of directors of 15 people. 2 are appointed by the government, the other 13 come from industry. They are responsible for tourism marketing outside of province, training, destination area development, policy, research, etc.
- The Destination Area Project Plan began about a year ago. In conjunction with the Mid Sask CFDC/REDA, an inventory of attractions and services in the area was compiled. They looked at tourism related issues, resources, attractions, concerns (ex. Conditions of roads, parks that do not have sufficient services and amenities.) Approximately 27 areas of concern were brought about and prioritized. Steps to deal with the resolution of these issues were identified. 6 public meetings were held in the area. Groups discussed if issues had been missed and needed to be added to the plan, where they would like to see tourism development in their area, and how to begin to address these issues.
- This will be a working document that will be referred to on a daily basis by the project manager(s) that will be hired to implement the plan. Once the plan is complete, it will be brought to the municipalities involved, asking for their support. There will be a cover page which will be signed by representatives by each of the communities showing their endorsement and committing themselves to this plan. This plan will then be taken to 3 government departments for their approval in May; in hopes of having some monetary funds show up in the provincial budget in the spring of 2009.
- Tourism Saskatchewan is prepared to fund a portion of the project over a course of a 3-year window. Other partners will be sought for financial support. This ensures that there is someone to implement the plan and move forward on the issues identified.

#### 5. Governance Model

- It is each municipality's responsibility to inform the rest of their council about what is happening with this project. No decisions are expected at this table without time to consent with each council.
- The size of the WaterWolf area right now is: 14 RM's, 22 Towns/Villages and 5 Resort Villages; (12-15 of these Urban Municipalities have been actively participating to date.)
- Maybe we need to visit the small urbans and fill them in about what is going on, or maybe the RM's that the urbans are within should take it upon themselves to tell their small urbans what is going on.
- Everyone has something to bring to the table whether you are a small village or an RM, so each need to be represented individually.
- If the group is as big as this, we need to set up an Executive Board of Directors (comprising of about 6-10 representatives) and have smaller Working Boards underneath that Executive.

- Have the Executive set up on a zone/ward system. This speeds up the system and allows for faster decision-making.
- The large group would meet once or twice a year and the Executive would meet on a more regular basis to deal with day-to-day operations. The Executive Board could be drawn from zones around the area. This would be a policy board with paid staff.
- Do Irrigation Districts and Regional Parks get a seat on either the Executive or the Working Boards? They wouldn't get a seat on the Executive, but maybe on the Working Boards. Encourage them to be a part of the larger group, not as seats on the Executive board. Regional parks are usually represented by an existing urban/rural councilor already, so why duplicate?
- Provincial Representation: a few MLA's have been approached about participation within a Planning Commission. Would you have 2 representatives on the board, or would you invite them all to meetings and see who shows up? If they are only invited and not given a seat on the board, they may feel like just a visitor and not feel like part of the group. Have 2 appointed, and then invite the rest of them to sit in on it as visitors. 2 would sit at the large table once or twice this year. One from the north one from the south.
- The ward would choose their own representative to the Executive Board.
- Budget: Russ and Denise will put together an outline for budget in a few different formats and bring it back to the next meeting.
- Participants need a clear description about the rules and responsibilities of the planning commission. So each municipality understands what their responsibilities are and what they are getting out of their membership with the Planning Commission.

6. Any Other Business:

- Need to look into some models for septic systems that are out there. Jared will send information after he attends another meeting next week. Dave C. will send some suggestions from a presentation that was at the SUMA Convention.
- **Thursday, April 17<sup>th</sup> & Friday, April 18<sup>th</sup>** – (Urban ONLY) **1.5 hour time-slots** available to meet with Karen/Dwight to discuss town plans, map drawings, existing bylaws & planning statements, etc. Times need to be booked with Denise ASAP!
- **Tuesday, May 6<sup>th</sup> – 10:00–3:00** (Rural & Urban) – Zoning & Bylaw Writing Workshops for your **ADMINISTRATORS**. Questionnaires will be sent out prior to these workshops. At this workshop you will be discussing where your bylaws are working and where there is need for improvement.

7. Next Meeting Date – **June 16<sup>th</sup>** 10:00 – 3:00 Location TBA

- There will be a summary of the plan that we will be forwarding to your municipality to put into the tax notices. This will contain information about the WaterWolf Plan Area Draft Bylaws as well as Open House dates for the Fall of '08.
- Ian will bring the finalized Destination Area Plan to this meeting and present it.