COMMUNITY SERVICES COMMITTEE
Thursday, September 13, 2012
SCRD Board Room, 1975 Field Road, Sechelt, BC
AGENDA

CALL TO ORDER 1:30 p.m.

AGENDA

1. Adoption of the Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. Parks & Recreation Monthly Report ANNEX A pp 1-19
3. Recreation and Parks Services Advisory Committee minutes of August 28, ANNEX B pp 20-23
   2012
4. Parks Services Manager - Recreation and Parks Services Advisory VERBAL
   Committee Quorum
5. General Manager of Community Services - Keats/Gambier Joint Town Hall ANNEX C pp 24-25
   Meeting of July 6, 2012
6. Parks Services Manager - Board Directives Clarification ANNEX D pp 26
7. Parks Services Manager - Gambier Island Powder Point/Douglas Bay ANNEX E pp 27-31
   Subdivision Update
8. Parks Services Manager - Staff Time Tracking 665 and 650 ANNEX F pp 32-33
9. Parks Services Manager - Mount Elphinstone Trails ANNEX G pp 34-39
10. Parks Services Manager - Parks Hut / Staffing Exclusive to Area A ANNEX H pp 40-41
11. Parks Services Manager - Contingency Plan for Marine Drive ANNEX I pp 42-44
12. Parks Planning Coordinator - Velo City International Bike Conference ANNEX J pp 45-49
13. Parks Services Manager - Area A Bicycle and Walking Path Function ANNEX K pp 50-51
    Follow-up
14. Roberts Creek Bicycle and Walking Paths Grant-in-Aid Budget - Director VERBAL
    Shugar
15. Parks Services Manager - Support for Synchronicity Festival ANNEX L pp 52-54
16. Complimentary Use of Meeting Space at Gibsons and Area Community VERBAL
   Centre - Director Lutes
17. Recreation Services Manager - Enabling Accessibility Fund Application - Gibsons Pool
18. Manager of Pender Harbour Aquatic and Fitness Centre - Enabling Accessibility Fund Application - Pender Harbour Pool
19. General Manager of Community Services - Fire Departments Joint Training
20. Sunshine Coast Emergency Program Planning Committee Minutes of July 4, 2012
21. Homeless Outreach Program - referral from Corporate and Administrative Services Committee Meeting of July 26, 2012

COMMUNICATIONS

22. Sechelt Youth Centre Update - July and August 2012
23. Minister of Environment - Marine Oil Spill Response Plan
24. Minister of Public Safety - Elimination of Joint Emergency Preparedness Program (JEPP)

NEW BUSINESS

IN CAMERA

ADJOURNMENT
RECOMMENDATION

THAT the Community Services Committee recommends the Parks and Recreation Divisions Monthly report be received by the SCRD Board as information.

The Recreation Division report is as follows:

A. ADMINISTRATION

Marketing/Promotions

- Fall 2012/Winter 2013 Recreation Guide – was released online Friday August 24 and in the mail to Sunshine Coast residents. Registration began Monday August 27.
- Emphasis in this guide is on:
  - New Phone Number – 885-PLAY (7529) / the previous number 885-6801 will continue to work as well.
  - New EXPANDED Hours Gibsons & District Aquatic Centre
  - Benefits of recreation.
  - Recreation is important – low income is not to be a barrier – Leisure Access is available for those who meet criteria.
  - Regular physical activity has a multitude of benefits.
  - Recognizing that people are busy and have many demands on their time – how can they still be active – a suggestion page for busy people.
  - Benefits of parks and green space.
  - Recognizing that for people recovering from injury or health challenges, or who have not been very active before, starting regular activity can be daunting – programs offered specifically for this group of people.
  - Promoting that there are doctor-referred programs (partnership with Vancouver Coastal Health).
  - Low cost and free options.
  - Benefits of dancing and its preventative effects on dementia in seniors 75+ years – and linking this info with the ballroom dancing program this fall.
- Specific Marketing Plan for Gibsons and District Aquatic Facility Twoonie and $5 Family Swims.
- Promoted Summer Camps, Summer Hockey School and ice August 13 at GACC.
- Marketing through daily Facebook posts and tweets.
Registrations
Enrollments in Summer Camps (registration camps and Coastal Kids Summer Daycamps) was up over last year.

Registration comparison (June 1 – July 31)

2011
63 Summer Camp registrations (6% online and 94% at front counter)
625 Coastal Kids Summer Day Camp enrollments (16% online and 84% at front counter)

2012
136 Summer Camp registrations (35% online and 66% at front counter)
976 Coastal Kids Summer Day Camp enrollments (13% online and 87% at front counter)

B. GIBSONS AND AREA COMMUNITY CENTRE (GAAC)

1) Youth Centre

New Initiatives/Programs:

Grade 7 Night @ Elphinstone: GYC contract Staff attended the Grade 7 information night at Elphinstone to help promote the Summer Program. The evening was well attended and much interest was shown both by parents and youth.

Summer Program- GYC contract staff continued to work on the creation/planning/programming for the GYC Summer Program. This program offered more structured activities, games, employment support, dinners and Out-Trips. It ran from July 5th-August 18th free of charge.

Policy and Procedure Manual Update- GYC contract staff has made it a priority over the summer to revise and update the GYC policy and procedures manual. This will ensure that it is current and applicable for staff and the current programs that are running.
Parent Resource Night- Maggie Scott (counselor with SD46 and Mental Health) gave a presentation to parents around how to set clear boundaries and effectively communicate with their kids and youth. 5 parents were in attendance as well of a few service providers from the community.

Staff Training- Maggie Scott provided staff training for the GYC staff. The focus was on dealing with problem behaviour, how to identify Mental Health Concerns, and setting healthy boundaries. SD46 Support Services has generously shared staffing resources to support youth programming on the Coast. This was a follow up to the free Risk Assessment training they provided to GYC staff in May.

Sea Cavalcade- GYC contract staff met with Conchita Harding this month to discuss how we could get youth involved in Sea Cavalcade. Conchita suggested that youth could volunteer at Brothers Park after the parade and help run some of the games and activities there.

Stats:

June 2012: 179  2011: 195

Youth Homelessness: 2

GYC Food bank Accessed: 1

2) SENIORS

The Seniors Wellness Studio Host Volunteer Program was discontinued in mid August due to health concerns for the elderly volunteer who has been hosting the program. Staff are looking to find a temporary replacement for her as soon as possible.

Seniors Wellness Host attendance:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>17</td>
<td>0</td>
</tr>
<tr>
<td>July</td>
<td>11</td>
<td>0</td>
</tr>
</tbody>
</table>

3) COURTS

<table>
<thead>
<tr>
<th></th>
<th>JUNE 2012</th>
<th>JUNE 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squash</td>
<td>261</td>
<td>254</td>
</tr>
<tr>
<td>Racquetball</td>
<td>131</td>
<td>118</td>
</tr>
<tr>
<td>Wally ball</td>
<td>2</td>
<td>10</td>
</tr>
<tr>
<td>Total Usage</td>
<td>394</td>
<td>382</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>JULY 2012</th>
<th>JULY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squash</td>
<td>170</td>
<td>226</td>
</tr>
<tr>
<td>Racquetball</td>
<td>71</td>
<td>110</td>
</tr>
<tr>
<td>Wally ball</td>
<td>4</td>
<td>21</td>
</tr>
<tr>
<td>Total Usage</td>
<td>245</td>
<td>357</td>
</tr>
</tbody>
</table>
4) DROP-IN FITNESS SCHEDULE

We maintained our regular schedule through June and July.

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>738</td>
<td>723</td>
</tr>
<tr>
<td>July</td>
<td>595</td>
<td>446</td>
</tr>
</tbody>
</table>

Child Minding:

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>103</td>
<td>145</td>
</tr>
<tr>
<td>July</td>
<td>72</td>
<td>96</td>
</tr>
</tbody>
</table>

5) ADAPTED PROGRAMS

Partnership programs with VCH continue to increase in popularity and are showing great benefits for the participating clients:

<table>
<thead>
<tr>
<th></th>
<th>June 2012</th>
<th>2011</th>
<th>July 2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Explorations program (partner with SCACL):</td>
<td>83</td>
<td>97</td>
<td>59</td>
<td>68</td>
</tr>
<tr>
<td>Adapted Fitness Class (in partnership with VCH):</td>
<td>97</td>
<td>98</td>
<td>68</td>
<td>65</td>
</tr>
</tbody>
</table>

6) RECREATION PROGRAMMING

Successful registration programs for June, July and August included:

Lazer Tag; Nia; Spin; Art Camps: Intro to Japanese Art, Town Architecture and Planning, Drawing Big and Small, and Acrylic Painting; Instructor In Training program; Kicks for Kids 4 week programs and week long camps in Gibsons, Roberts Creek and Sechelt; Fencing Camp; Intro to Gymnastics camps for Parent Tot, U5, and 5 to 7 years. Final Summer Stats will be in next months report.

7) COASTAL KIDS AND ADAPTED SUMMER CAMPS

Daycamp reports for Coastal Kids, Adapted Coastal Kids, and Summer Choices Adapted Youth Camp. Final Summer Stats will be in next month’s report.

All camps were highly successful.
Coastal Kids Daycamp operated Monday to Friday at both GACC and the Sechelt Learning Centre. Both camps were full for the majority of the summer, and parents found it difficult to find space for their children. We will ask Community Schools to try for funding for 3 staff for next year at each site, as many parents were turned away.

The adapted Coastal Kids camp moved to the Sechelt location this year as most participants lived in Sechelt. Enhanced staff training plus a second year of operation made this program highly successful for the children taking part.

8) SPECIAL EVENTS

Elphinstone Dry Grad

Almost the entire class participated in the dry grad held June 27 at the Community Centre. Parent volunteers chaperoned the event which used the entire upstairs of GACC and the dry floor. Activities included a mechanical bull and surfboard, dancing, inflatable twister, casino tables, Lazer tag on the dryfloor, and tons of food. Grads arrived at 9:30pm and finished up at 7am in the morning.
Lazer Tag

Recreation partnered with the Elphinstone PAC and grad committee to provide Lazer Tag for the Community. The committee paid the entire expense for Planet Lazer to come in on June 27 as part of the dry grad, and parent volunteers came in to help set up the dry floor, and the grade 11 parents were tasked with promoting the public games as a fundraiser for next year’s class. Recreation provided administration, registration, and some promotion for the event.

A total of 319 participants registered or dropped in to play lazer tag for a revenue total of $2300.00. 50% of the revenue went back to the Elphinstone grad committee as seed money for the Grad class of 2013.

Feedback from both events was very positive, and is likely to be repeated next year.

Dry floor

Home Show

The Coast Community Home Builders held their third annual home show at the Gibsons and Area Community Centre and reported 1700 guests. The event was reported a success and they have signed for a minimum of two more years. Each year the builders try new initiatives and this year they added a nanny service so that parents could attend the show while the children were kept busy having fun.

Arena Board Ads.

The board ads continue to sell and at this time there are only two 8’and one 6’ ad spaces available on the premiere viewing side of the Arena. The plan is to continue selling ad space around the end boards as well as the less visible side.

Netting Adjustments

Staff completed adjustments to the protective netting on the bleacher side of the Arena with the objective of better viewing for spectators and an opportunity to have events filmed. The adjustments were made after many requests from the public and research on other arenas through the Province. Canadian Standards Association (CSA) requirements were followed from the Guidelines for spectator safety in indoor arenas which included warning signage around the arena. Positive feedback to staff has been received from Arena Patrons. The safety netting is now similar to other Arenas in British Columbia and across Canada.

Sound Attenuation

The Sound Attenuation project was completed on Wednesday August 1st. Staff did some testing in the Arena (Empty building) with the public announcement and for the sound system once the project was completed. The voice announcements over the PA and the sound system were crystal clear at a high volume. Staff have had discussions with the Hockey School instructors and Minor Hockey Coaches with positive feedback stating “Communicating with the hockey players is like night and day”.

Skate Club Jump Harness

The Sunshine Coast Skating Club in collaboration with staff had their jump harness installed. The jump harness will go a long way to providing a safe instructional environment for younger skaters just learning how to jump, as well as a safe way to teach higher level skaters the more difficult jumps helping to prevent serious and/or repetitive injury to skaters. It allows the Coach to control the speed and height of the jump, teaching proper technique from start to finish. The harness will also reinforce good habits while eliminating the need to correct bad habits that are developed when practicing incorrect technique, saving valuable time and money in the teaching process. Being able to maintain a skater’s safety while in the harness during jumping lessons is a key point in promoting the harness with the Club.
The harness will be lifted out of the way with a pulley system for other users and activities when required. In accordance with SCRD policy, both the harness & its installation were signed off by an engineer prior to the project start.

**Summer Hockey Schools**
Summer Hockey School registration was a huge success although slow to start until the beginning of August where we witnessed a spike in registration. The “Learn to” programs are still taking place as this report is written and staff expect to see further registrations. The registration numbers on August 22nd are 132 participants and staff expect that to reach 140 by August 27th.

Main camp
- Tykes (5 to 6 years) 8 registered
- Novice (7 to 8 years) 14 registered
- Atom/Peeewee (9 to 12 years) 22 registered
- Bantam/Midget (13 to 18 years) 22 registered

Learn to Camps
- One Goal (3-8 years ) 26 registered
- Heros (9 to 13 years ) 29 registered
- Women’s Hockey camp (adjusted to Coed) 11 registered

Total 132 registered

**Ice Allocation**
Staff continue to work with users to finalize the Ice Allocation. There are a few small negotiations to be completed between groups and at this time the Fall and Winter ice use will be as below. The results of the loss of the Sechelt Arena has affected Minor Hockey registration significantly. Minor Hockey Executive has reported the loss of four teams (50 children). The Arena loss has also affected Adult use as four groups have decided to sit on the sidelines in hope of the reopening of Sechelt and other groups cut back use to avoid the later undesired ice slots past midnight.

*Ice solely at GACC will see increased efficiency from the compressed schedule with one arena in both revenues/expenditures. However, there will be a reduction of 40 hours of ice compared to two arenas or 31% of total ice use during the main season. This creates decreased public skating, fewer drop in times and fewer programs/rentals offered through community groups for all age groups.*

<table>
<thead>
<tr>
<th>Groups</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth</td>
<td></td>
</tr>
<tr>
<td>Minor Hockey</td>
<td>30.00</td>
</tr>
<tr>
<td>Skating Club</td>
<td>16.75</td>
</tr>
<tr>
<td>Speed Skate</td>
<td>1.75</td>
</tr>
<tr>
<td>Heros</td>
<td>1</td>
</tr>
<tr>
<td><strong>Adult</strong></td>
<td></td>
</tr>
<tr>
<td>Leagues</td>
<td>9.5</td>
</tr>
<tr>
<td>Individuals</td>
<td>9.75</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
</tr>
<tr>
<td>Drop In Programs</td>
<td>16.25</td>
</tr>
<tr>
<td>Registered programs</td>
<td>1.5</td>
</tr>
<tr>
<td>School bookings</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>86.50</td>
</tr>
</tbody>
</table>
Sechelt Dry floor

The Sunshine Coast Roller Girls are renting the Sechelt Arena twice a week for a total of six hours. The Roller Girls are also planning two bouts in the early fall at the Arena. The dates for the bouts are Saturday September 15\textsuperscript{th} and Saturday October 20\textsuperscript{th}. The Roller Girls have other proposed events and clinics in the planning process through the fall of 2012.

Staff have also had communication with other groups interested in using the dry floor. Communication has started with a group interested in playing Pickle Ball (See below) on the dry floor as well as Sunshine Coast Lacrosse for some off season training and Sunshine Coast Minor Hockey for dry land training in conjunction with their ice use.

We are a group of people that play Pickle Ball. At the moment we are playing at the tennis courts in Sechelt but we are seriously looking for an indoor place where we can play this winter. Right now we are about 25 people. Pickle Ball has hit the coast like a whirlwind – so there is lots of interest and it’s growing.

We are hoping that the arena will be a possible place for us to play this winter. We do require a smooth service and nets to play.

Sincerely
Jan Williams

At the present time staff are following Board direction to rent the facility as dryfloor if staff wages and benefits are covered. Future options for the Board to consider for the Sechelt Arena will be forthcoming in a separate report.

C. SECHELT AQUATIC CENTRE
1) Aquatics

Thursday Evening Twoonie Swim
*June 7 – 9pm*

<table>
<thead>
<tr>
<th>Year</th>
<th>Total for Month</th>
<th>Number of Nights</th>
<th>Average / Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>207</td>
<td>4</td>
<td>51.75</td>
</tr>
<tr>
<td>2011</td>
<td>196</td>
<td>5</td>
<td>39.20</td>
</tr>
<tr>
<td>2010</td>
<td>49</td>
<td>4</td>
<td>12.25</td>
</tr>
</tbody>
</table>

*July 7 – 9pm*

<table>
<thead>
<tr>
<th>Year</th>
<th>Total for Month</th>
<th>Number of Nights</th>
<th>Average / Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>158</td>
<td>4</td>
<td>39.50</td>
</tr>
<tr>
<td>2011</td>
<td>215</td>
<td>4</td>
<td>53.75</td>
</tr>
<tr>
<td>2010</td>
<td>87</td>
<td>4</td>
<td>21.75</td>
</tr>
</tbody>
</table>

Membership Usage and Point of Sale Admissions for June

<table>
<thead>
<tr>
<th>Year</th>
<th># of admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>9367</td>
</tr>
<tr>
<td>2011</td>
<td>8724</td>
</tr>
<tr>
<td>2010</td>
<td>4988 (Pool Area closed for Annual Maintenance in June for 3 weeks)</td>
</tr>
<tr>
<td>2009</td>
<td>8056</td>
</tr>
<tr>
<td>2008</td>
<td>8364</td>
</tr>
</tbody>
</table>

Membership Usage and Point of Sale Admissions for July

<table>
<thead>
<tr>
<th>Year</th>
<th># of admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>8790</td>
</tr>
<tr>
<td>2011</td>
<td>10014</td>
</tr>
<tr>
<td>2010</td>
<td>7430</td>
</tr>
<tr>
<td>2009</td>
<td>7942</td>
</tr>
<tr>
<td>2008</td>
<td>8408</td>
</tr>
</tbody>
</table>

- **Facility Bookings:**
  - **June**
    - 18 birthday party bookings.
    - 14 Chinook Swim Team – lane bookings.
    - 15 School Bookings for Lessons and Open swimming
    - 2 Sunshine Coast Assn for Community Living for Hip Hop
    - 1 Scuba diving
  - **July**
    - 6 birthday party bookings
    - 2 Scuba diving
    - 4 YMCA camp bookings

2) Aquatic Programs

Aqua Fit Statistics: June 2012

<table>
<thead>
<tr>
<th>Year</th>
<th># classes</th>
<th># of participants</th>
<th># per class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>58</td>
<td>1075</td>
<td>18.53</td>
</tr>
<tr>
<td>2011</td>
<td>61</td>
<td>1174</td>
<td>19.25</td>
</tr>
<tr>
<td>2010</td>
<td>9</td>
<td>201</td>
<td>22.33</td>
</tr>
</tbody>
</table>

*Annual shut down in 2010 – 3 weeks in June 2010*
Aqua Fit Statistics: July 2012

<table>
<thead>
<tr>
<th>Year</th>
<th># classes</th>
<th># of participants</th>
<th># per class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>61</td>
<td>1039</td>
<td>17.03</td>
</tr>
<tr>
<td>2011</td>
<td>56</td>
<td>1114</td>
<td>19.89</td>
</tr>
<tr>
<td>2010</td>
<td>56</td>
<td>806</td>
<td>14.39</td>
</tr>
</tbody>
</table>

Private Swimming Lessons

June   Six private lessons
July   11 private lessons

Aqua Yoga 9 Participants participated in the 4 week Aqua yoga program lead by Kathseva Feinteman. The program ran in summer 2011 with the same number of participants.

Aquatic Leadership programs:

- Assistant Water Safety Instructor 9
- Water Safety Instructor 8
- Bronze Medallion 8
- Bronze Cross 6
- Junior Lifeguard Camp 7

Totals for Summer swimming lessons for the Sechelt Aquatic Centre will be in the October 2012 report.

3) Health and Wellness – Drop in Programs

Drop in Fitness Statistics – June 2012

<table>
<thead>
<tr>
<th>Year</th>
<th># classes</th>
<th># of participants</th>
<th># participation/class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>40</td>
<td>475</td>
<td>11.88</td>
</tr>
<tr>
<td>2011</td>
<td>50</td>
<td>625</td>
<td>12.50</td>
</tr>
<tr>
<td>2010</td>
<td>43</td>
<td>397</td>
<td>9.23</td>
</tr>
<tr>
<td>2009</td>
<td>35</td>
<td>453</td>
<td>12.94</td>
</tr>
</tbody>
</table>

Drop in Fitness Statistics – July 2012

<table>
<thead>
<tr>
<th>Year</th>
<th># classes</th>
<th># of participants</th>
<th># participation/class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>41</td>
<td>530</td>
<td>12.93</td>
</tr>
<tr>
<td>2011</td>
<td>34</td>
<td>434</td>
<td>12.76</td>
</tr>
<tr>
<td>2010</td>
<td>37</td>
<td>322</td>
<td>8.70</td>
</tr>
<tr>
<td>2009</td>
<td>33</td>
<td>373</td>
<td>11.33</td>
</tr>
</tbody>
</table>
Registration Programs with Drop in available: June 2012

<table>
<thead>
<tr>
<th>Program</th>
<th># classes in June</th>
<th># of Registrations</th>
<th># of Drops Ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nia with Jan</td>
<td>11</td>
<td>19</td>
<td>15</td>
</tr>
<tr>
<td>Yoga</td>
<td>12</td>
<td>20</td>
<td>28</td>
</tr>
<tr>
<td>Spin</td>
<td>21</td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td>Zumba</td>
<td>12</td>
<td>11</td>
<td>50</td>
</tr>
</tbody>
</table>

Registration Programs with Drop in available: July 2012

<table>
<thead>
<tr>
<th>Program</th>
<th># classes in July</th>
<th># of Registrations</th>
<th># of Drops Ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nia with Jan</td>
<td>13</td>
<td>19</td>
<td>25</td>
</tr>
<tr>
<td>Yoga</td>
<td>13</td>
<td>3</td>
<td>74</td>
</tr>
<tr>
<td>Spin</td>
<td>9</td>
<td>7</td>
<td>20</td>
</tr>
<tr>
<td>Zumba</td>
<td>4</td>
<td>12</td>
<td>7</td>
</tr>
</tbody>
</table>

5) Other

Special Events

National Health and Fitness Day: As per Board direction admissions costs for recreation facilities were reduced.

Dry Grad: Chateletch Secondary School held dry grad June 27th at the Sechelt Aquatic Centre. This is the third year that this event has been held at the facility. Chateletch dry grad committee installed fencing was installed between SAC and Seaside Centre to maintain a secure area between the two buildings for grads.

Junior Lifeguard Club: Wrapped up their season with a fun time party and swim. Youth in the group created a cake and a games and activity time.

Kidney Clinic: Pre Kidney disease clinic, a program run in partnership with Vancouver Coastal Health was held in June with six participants.

Staff Recertification: AED recertifications were held for aquatic staff.

Incidents/Accidents

There were 21 incidents/accidents that took place in June. Four incidents of a serious nature. Two incidents required emergency services.
D. Gibsons & District Aquatic Facility

Aquatics

Twoonie Swim Tuesday's 5:30 – 7:30pm  June 2012

<table>
<thead>
<tr>
<th>Year</th>
<th>Total for Month</th>
<th>Number of Nights</th>
<th>Average / Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>162</td>
<td>4</td>
<td>40.5</td>
</tr>
<tr>
<td>2011</td>
<td>107</td>
<td>4</td>
<td>26.75</td>
</tr>
<tr>
<td>2010</td>
<td>155</td>
<td>5</td>
<td>31.0</td>
</tr>
</tbody>
</table>

The New Twoonie swim at the Gibsons Pool was held over 4 Tuesday's in July from 5:30 – 8:30pm.

New - Twoonie Swim Tuesday 5:30 – 8:30pm July 2012

<table>
<thead>
<tr>
<th></th>
<th>Total for Month</th>
<th>Number of Nights</th>
<th>Average / Night</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>79</td>
<td>4</td>
<td>19.75</td>
</tr>
<tr>
<td>2011</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>2010</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Age of Participants during the July Twoonie Swims.

<table>
<thead>
<tr>
<th>Average age of participants</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 18 yrs old</td>
<td>45</td>
</tr>
<tr>
<td>19 – 34 yrs old</td>
<td>6</td>
</tr>
<tr>
<td>35 - 55</td>
<td>22</td>
</tr>
<tr>
<td>56 +</td>
<td>6</td>
</tr>
</tbody>
</table>
Activities of Participants:

Most of the participants under 18 swam and played in all three pools. Those over 18 either sat in the hot tub or swam lengths.

There was one participant used the pool for water jogging for 3 weeks during this special swim time.

How they found out about additional swim time thru our various marketing efforts:

- Ad in newspaper
- Schedule on door of facility
- On Line (SCRD Website)
- Facebook/Twitter
- Word of mouth

Feedback:

- “It would have been great if there was more added swims”
- “Have it again next year”
- ‘Very nice, have it again next summer’

Membership Usage and Point of Sale Admissions for June

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1500</td>
<td>1302</td>
<td>1557</td>
<td>1225</td>
<td>1086</td>
</tr>
</tbody>
</table>

Membership Usage and Point of Sale Admissions for July

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>955</td>
<td>832</td>
<td>699</td>
<td>565</td>
<td>694</td>
</tr>
</tbody>
</table>

Facility Bookings

June

- Schools - 9
- Rentals – 2 birthday parties booked the facility in June.

July

- Camp YMCA and Gibsons Fire department booked for activities.
Programs

Red Cross Swimming Lessons _ Summer 2012

<table>
<thead>
<tr>
<th>Number of Classes Offered</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim Parented  = 1</td>
<td>4</td>
</tr>
<tr>
<td>Swim Preschool Sea Otter = 2</td>
<td>9</td>
</tr>
<tr>
<td>Swim Preschool Salamander = 2</td>
<td>12</td>
</tr>
<tr>
<td>Swim Preschool Sunfish = 1</td>
<td>4</td>
</tr>
<tr>
<td>Swim Preschool Crocodile/Whale = 0</td>
<td>0</td>
</tr>
<tr>
<td>Swim kids level 1= 2</td>
<td>9</td>
</tr>
<tr>
<td>Swim Kids level 2 = 2</td>
<td>6</td>
</tr>
<tr>
<td>Swim Kids level 3 / 4 = 2</td>
<td>11</td>
</tr>
<tr>
<td>Swim Kids level 5 / 6 = 2</td>
<td>17</td>
</tr>
<tr>
<td>Swim kids 7 – 10 = 2</td>
<td>4</td>
</tr>
</tbody>
</table>

Total number of classes = 16  Total number of participants = 76  Average number of participants per class = 4.75

Red Cross Swimming lesson - Summer 2011

<table>
<thead>
<tr>
<th>Number of Classes Offered</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim Parented  = 2</td>
<td>8</td>
</tr>
<tr>
<td>Swim Preschool Sea Otter = 2</td>
<td>9</td>
</tr>
<tr>
<td>Swim Preschool Salamander = 2</td>
<td>13</td>
</tr>
<tr>
<td>Swim Preschool Sunfish = 2</td>
<td>6</td>
</tr>
<tr>
<td>Swim Preschool Crocodile/Whale = 2</td>
<td>17</td>
</tr>
<tr>
<td>Swim kids level 1= 2</td>
<td>13</td>
</tr>
<tr>
<td>Swim Kids level 2 = 1</td>
<td>5</td>
</tr>
<tr>
<td>Swim Kids level 3 / 4 = 2</td>
<td>16</td>
</tr>
<tr>
<td>Swim Kids level 5 / 6 = 2</td>
<td>9</td>
</tr>
<tr>
<td>Swim kids 7 – 10 = 2</td>
<td>14</td>
</tr>
</tbody>
</table>

Total number of classes =19  Total number of participants = 100  Average number of participants per class = 5.26

Red Cross Swimming lesson - Summer 2010

<table>
<thead>
<tr>
<th>Number of Classes Offered</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swim Parented  = N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Swim Preschool Sea Otter = N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Swim Preschool Salamander = 2</td>
<td>6</td>
</tr>
<tr>
<td>Swim Preschool Sunfish = 1</td>
<td>4</td>
</tr>
<tr>
<td>Swim Preschool Crocodile/Whale = 1</td>
<td>6</td>
</tr>
<tr>
<td>Swim kids level 1= 2</td>
<td>9</td>
</tr>
<tr>
<td>Swim Kids level 2 = 2</td>
<td>6</td>
</tr>
<tr>
<td>Swim Kids level 3 / 4 = 2</td>
<td>13</td>
</tr>
<tr>
<td>Swim Kids level 5 / 6 = 2</td>
<td>11</td>
</tr>
<tr>
<td>Swim kids 7 – 10 = 2</td>
<td>11</td>
</tr>
</tbody>
</table>

Total number of classes = 14  Total number of participants = 66  Average number of participants per class = 6
Aqua Fit Statistics: June

<table>
<thead>
<tr>
<th>Year</th>
<th># classes</th>
<th># of participants</th>
<th># per class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>48</td>
<td>700</td>
<td>14.58</td>
</tr>
<tr>
<td>2011</td>
<td>46</td>
<td>662</td>
<td>14.39</td>
</tr>
</tbody>
</table>

Aqua Fit Statistics: July

<table>
<thead>
<tr>
<th>Year</th>
<th># classes</th>
<th># of participants</th>
<th># per class</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>20</td>
<td>418</td>
<td>20.90</td>
</tr>
<tr>
<td>2011</td>
<td>44</td>
<td>652</td>
<td>14.82</td>
</tr>
</tbody>
</table>

Incidents and Accidents

2 incidents occurred in June and 2 in July all of a minor nature.

E. PENDER HARBOUR AQUATIC & FITNESS CENTRE

1) AQUATIC/PROGRAMS

June Membership Usage and Point of Sale Admissions

<table>
<thead>
<tr>
<th>Year</th>
<th>Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>950</td>
</tr>
<tr>
<td>2011</td>
<td>847</td>
</tr>
<tr>
<td>2010</td>
<td>1089</td>
</tr>
<tr>
<td>2009</td>
<td>Closed for Renovation</td>
</tr>
</tbody>
</table>

July Membership Usage and Point of Sale Admissions

<table>
<thead>
<tr>
<th>Year</th>
<th>Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>555</td>
</tr>
<tr>
<td>2011</td>
<td>288</td>
</tr>
</tbody>
</table>

June Fitness (includes Aquafit and Dry Land classes)

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>397</td>
</tr>
<tr>
<td>2011</td>
<td>416</td>
</tr>
<tr>
<td>2010</td>
<td>479</td>
</tr>
<tr>
<td>2009</td>
<td>Closed for Renovation</td>
</tr>
</tbody>
</table>

July Fitness (includes Aquafit and Dry Land classes)

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>197</td>
</tr>
<tr>
<td>2011</td>
<td>161</td>
</tr>
</tbody>
</table>

Facility open Mon-Fri, 7:30am-1pm, July 1-15.

Facility open Mon-Fri, 7:30am-1pm, July 2-27.
The PHAFC Year 2 Pilot Project extended operating season was in effect for June and July 2012. The facility operated a summer schedule that took effect May 22 – July 27. May 22 - June 29 the facility was open Monday to Friday only, closed weekends. July 2- July 27 the facility was open Monday to Friday, daytime only, closed evenings and weekends. These hours were expanded from the Year 1 Pilot Project to include the entire month of July. Weekend hours were stopped one week earlier this year as compared to 2011 after stats showed that attendance very low during this time frame.

Overall, the users of the facility were very pleased to have the gym and pool open for fitness and swimming for a longer period of time. Our public swims were attended not only by the ‘regulars’ but also by summer residents and tourists. Summer residents were very pleased to be able to utilize the facility, many for the first time, and staff received many positive comments. Stats show a steady use of the facility during the summer schedule. It is reasonable to believe a continuation of this operating schedule will bring more community use, more use to the expanded summer community and additional summer program opportunity.

A recommendation to be presented in the 2013 budget process will be to operate the PHAFC January – July 31 (May-July on a reduced summer schedule) and opening the second weekend in September until Dec 31 (reduced hours over Christmas holidays).

2) PROGRAMS

For the first time the PHAFC was able to program a summer session of activities. In total 55 participated in these activities.

Boat Wise 7 Bronze Medallion 7
NLS Re-cert 6 Bronze Cross 4
Zumba 9 CALA 12
Swim Lessons 7
Semi-private 2
Adult Lesson 1

Summer Day Camp was cancelled due to low registration. Working with the PH Community School next year in order to facilitate a more positive outcome for a program.

3) MAINTENANCE

- Regular monthly maintenance schedule.
- Precor elliptical has been repaired and is back in use.
- Annual shut down maintenance completed.
- Overall general repairs (painting, tile fixes for example) occurred during the month of August.
- Replacement wiring for hot tub heater completed in August.
- Automatic front doors have been repaired.
- Front door glass was accidentally broken and repaired early August.
- Waiting on quotes to do work on some plumbing and piping in the chemical room.
- As per safety audit, install of permanent benches in women’s change room cubicles completed in August.
- As per safety audit, ability to install second hand rail in shallow end of pool completed in August.
- The facility closed for annual shutdown and maintenance August 1- Sept 8.
4) **ADMINISTRATION**

- Marketing and promotion of programs and scheduled events.
- Developing new marketing strategy to improve attendance levels.
- Developing new programs to engage a greater number of community members (Happy Hearts, Aqua Rehab, Hip Hop for Kids, Beginner Fitness, target specific groups such as local Dragon Boat Club and PH Fire Department for programs).
- Working with the PH Community School to create Pender Community Fall Guide.
- Updates to SCRD website and PHAFC Face book pages as well as SCRD Twitter account.
- Fall/Winter/Spring planning continuation.
- Meetings Attended: SCRD Rec Coordinators Staff; PH Aquatic Society; JH& Safety Recreation staff; PH Community School, Aquatic Supervisors; Recreation Supervisors; Master Plan review of proposed goals.
- Pool Safety Plan in process. Completion was hoped for end of July but will most likely be end of August. Staff training on the new plan will take place during In-services Sept 5 and 6.
- Working on completing file transfers to N drive.
- Gathering information and quotes for 2013 budget process.

5) **STAFF**

July 28-30, 12 staff participated in the CALA (Canadian Aqua Fitness Leadership Alliance) Vertical Water Training and Healing Waters programs held at the PHAFC. Staff came from all three aquatic facilities on the coast and received this training in preparation of the launch of the new Aqua Rehab programs scheduled to begin in September at each of the pools. CALA provides high quality training and we were fortunate to be able to have an instructor come to the Coast. Staff will fully complete their certification within the next few months. Written and practical exams will be scheduled in the near future. Deb Cole will be able to proctor the written exams for everyone.

![Graph of Pender Harbour Aquatic & Fitness Centre attendance](image-url)
F. COMMUNITY PARKS (Function 650)

Administration

- New Caretaker is in place at Shirley Macey Park/Cardinall Hall, letter drafted to retiring caretaker to express appreciation.
- Recreation and Parks MasterPlan update:
  - SCRD financial staff reviewed thoroughly the financial chapter and provided objective opinion on findings. TAG created subsequent report to RPSAC to review with financial tables at upcoming meeting.
  - RPSAC meeting held August 28th (minutes available).
- Parks staff attended Invasive Plant workshop, full summary will be provided by Planning staff to future Planning Committee meeting. Parks staff found it very interesting that MOTI will not endorse any treatment other than stem injection for the effective treatment of Knotweed. They believe the risk of the plant spreading outweighs the perceived risk of using monitored amounts of glyphosate in the targeted treatment. MOTI previously had a no pesticide policy, however, has reviewed that in recent years and approves the selected use for highly invasive species.
- Preparations for new Parks Planning Coordinator who started Tues. Aug. 21st. Parks supervisor conducted 2-day tour of major park assets, areas of neighborhood concern and upcoming projects.

1) Area A

Pender Harbour Cultural Centre
- All buildings provided ‘To Code’ emergency lights.
- Two new doors will be installed at the Music Society building (front main entrance and kitchen exit). The covered patio construction was completed in time for Chamber Music Festival and was very well received by users.

Katherine Lake
- New toilets installed- there were continual plumbing problems and the 4 toilets on site are frequently used by campers in the 22 sites.
- Positive comments have been received from campers this year. They are enjoying the new caretakers and improvements done to-date.
- Staff are preparing the Request for Proposals on the electrical work to be done this fall along with site works to level out some of the RV sites

2) Area B

Connor Park
- Final hydro seeding for amphitheatre stage and seating to be completed in early fall.
- Drainage improvements have been made to the north/east corner of the sports field.
- Washroom building hit with very serious spray-paint vandalism- RCMP involved. Earlier in July the outside light fixtures were vandalized as well.

Coopers Green
- Exterior painting has been completed.
- Welcome Beach Community Association is working on more specific plans for the hall and an estimated budget for the work. Staff will be working with the Association and Building Division to check the feasibility of the plan.
3) Area D

- Staff have not met with School District staff since the time of the last report. Staff are awaiting approval/discussion of the Volunteer Project proposal that was submitted August 22\textsuperscript{nd}. Discussions about the Community Use Room have come to a standstill because of a disagreement regarding costs.

**Cliff Gilker**
- Cookhouse has been erected awaiting roof- anticipated in September.
- New staircase installed at the waterfall bridge (red trail).

**Roberts Creek Pier**
- Installed signage regarding beach fires.
- Prepared area for Mandela and Creek Daze.

4) Area E

**Georgia Crest Park**
- Neighbors expressing interest in subsequent work parties for invasive plant mitigation

**Chaster Shoreline Mitigation**
- Residents and visitors are enjoying work completes in the park. Staff working to get approval for additional rock placement in front of Chaster House- it has been difficult to locate appropriate contact with Fisheries. It appears the a full scale plan needs to be developed to get permission prior to any works being done.

5) Area F

**Shirley Macey Field Drainage**
- There hasn’t yet been an appropriate weather conditions to know for sure that the Sand banding has improved the field drainage.

**Soames Hill Staircase (Marine Drive Side)**
- Potentially 3 persons have come forward to volunteer for this project. It has been coordinated with Recreation Division to receive 2 additional staff from Mid-October-November to provide the additional labor required to build this staircase.

G. **DAKOTA RIDGE WINTER RECREATION AREA** (Function 680)

- The contract for upgrading the road has been awarded and construction started Thursday August 23\textsuperscript{rd}.
- Staff are working cooperatively with members of the Dakota Ridge Advisory Committee to construct a safe and fun sledding hill.
- There was some Vandalism on Dakota sometime between July 16\textsuperscript{th} and August 9\textsuperscript{th}. The vandals removed the road barricades, broke into both the equipment shed and the warming hut, stole our first aid equipment and damaged the warming hut by driving into it. Staff have re-secured the buildings, upgraded the barricades to limit access, and contacted both the RCMP and the Coast Reporter in an attempt to find the culprits and reduce the chances of re-occurrence.
H. **BICYCLE/WALKING PATHS** (Function 665)

**Area B**
- The 2012 bicycle walking path along Redrooffs Rd. has been completed in cooperation with the Ministry of Transportation and Infrastructure.

**Area D**
- Staff have issued an RFP for construction of the Bicycle walking path along Lower Rd. A meeting was held with local residents on September 5th to explain the project and answer questions.

**Area E**
- Staff have been reviewing the plans for the path with the adjacent neighbors to work towards minimizing impacts on parking and events held at Bonniebrook Lodge.

**Area F**
- Grant applications are pending with GSPF Strategic Priorities and the CIIF. Staff also drafted a report for this agenda on potential contingency plans if the two grant applications are not successful.

I. **CEMETERY** (Function 400)

Key activities have been:
- Continuation of ongoing operations.
- We have sold 10 burial plots and 7 cremation plots for 2012.
- We have had 6 burials and 12 cremations to date for 2012.
- We have had 2 disinterments of ashes for 2012.
SUNSHINE COAST REGIONAL DISTRICT
RECREATION AND PARKS SERVICES ADVISORY COMMITTEE
August 28, 2012

RECOMMENDATIONS FROM THE COMMUNITY SERVICES COMMITTEE MEETING HELD IN THE BOARD ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT:  Chair
Anne Titcomb
Pat Hunt
Carolyn Mortensen
Heather Gordon
Barbara DeMott

Members

ALSO PRESENT:  Area A Director
Frank Mauro
Area B Director SCRD Chair
Garry Nohr
Area F Director
Lee Turnbull
Parks Planning Coordinator
Susan Turnbull (partial attendance)
Manager of Parks Services
Carleen McDowell
Manager of Recreation Services
Bruce Bauman
General Manager Community Services
Paul Fenwick

ABSENTEES:
Elise Rudland
Vicki Dobbyn
Dale Peterson
Elaine Futterman
Brenda Wilkes

CALL TO ORDER  4:00 p.m.

AGENDA

The Agenda was adopted as amended to add item 4(a) Discussion of role of SCRD Directors on the Steering Committee and 5(a) updated Technical Analysis of Draft Financial Chapter.

Overview

The Committee Chair welcomed the members and new Parks Planning Coordinator Susan Mason. The Chair facilitated a discussion on how the Master Plan is visionary and noted the committee is aiming to complete its review to have the draft to the SCRD Board and the public. Related brief discussion took place on priority setting and financial aspects as well as concerns with the TAG Report.
Role of SCRD Directors on RPSAC

It was agreed that SCRD Directors as members of RPSAC (in acting as the Master Plan Steering Committee) have full participation and vote on recommendations.

**Recommendation No. 1  Minutes**

The Recreation and Parks Services Committee recommended that the minutes for the meetings held June 20, 2012 and July 10, 2012 be adopted.

**CORRESPONDENCE**

Dale Peterson

The Committee reviewed an email from Dale Peterson, Committee Member, regarding content of the Master Plan.

**Recommendation No. 2  Dale Peterson Suggestions**

The Recreation and Parks Services Committee recommended that the consultant give greater consideration and/or make edits for the following factors/needs in the master plan text:

- Consideration of Shift workers.
- Challenges for engaging the age 20 to 34 cohort.
- Unique needs of ferry commuters to enjoy parks and recreation; and
- Cut the last sentence in the report for the “tweens” section p. 67.

**Director Shugar Correspondence**

The Committee discussed Director Shugar’s comments were received. Specific recommendations relating the role of the SCRD and Arts and Culture required Board consideration and could not be dealt in detail with by the MP.

**Remarks by Committee Chair**

The Committee Chair read a prepared statement on supporting community development and commented on certain associated sections of the TAG report. Related discussion on how staff reviewed the Master Plan and all staff who assisted. Further discussion occurred on what “community development” is and potential financial factors in shaping the Master Plan.

Discussion also occurred on the organization of the current draft and with emphasis that it is a ten-year plan and would have action plans and priorities flowing from the final plan.

**REPORTS**

**Recommendation No. 3  Technical Advisory Group-Master Plan Review**

The Recreation and Parks Services Advisory Committee recommended that a subcommittee
consisting of Garry Nohr, Heather Gordon, Lee Turnbull, Pat Hunt and Anne Titcomb meet with staff to continue the consideration of the TAG report and specifically:

- propose new wording for where it agrees to combine or streamline selected master plan recommendations;
- concentrate on pages 32 to 35 of the August 28th RPSAC agenda;
- for the master plan recommendations ensure that the subcommittee reports on where the master plan recommendations are changed or not changed from the committee’s previous work;
- include Director Shugar's comments regarding TAG report sent previously to the committee chair;
- review staff comments on SCRD Strategic Plan and “We Envision” and consider whether an update with those aspects could be done at this stage; I thought that we agreed that those docs would be simply referenced in the MP;
- regarding the master plan text provide old and new wording to show where the subcommittee suggests changes to the text; and
- give regard to how priorities for the master plan will eventually be established.

**Recommendation No. 4  Technical Advisory Group - Financial Chapter**

The Recreation and Parks Services Advisory Committee recommended that staff prepare some amendments to the Financial TAG report and send this electronically to individual committee members for comment before sending this to the consultant with a request that the Financial Chapter be re-drafted, and specifically that the amended TAG report:

- includes more information on first year costs to explain that they are illustrative given the material in the Financial Chapter and that notes be included on who participates e.g. Area A only etc.; and only includes items that are relevant to the Master Plan i.e. Sechelt Arena depending on resolution of insurance etc. and to discuss options like dry floor gym since this was a priority in the Master Plan.
- provides lower cost and higher cost scenarios for the potential capital planning costs and emphasises this is included to illustrate potential impacts that may be affected by identified factors.

**Additional Committee Discussion**

The Committee talked further on the visionary aspects of a master plan and how implementation would result in some shorter term and longer term priorities. It was clarified that the consultant terms of reference are to do a master plan and do not include detailed work for implementation. Discussion also occurred on how the Recreation Function 670 at one time was more richly resourced for community development work. Some directors on the committee reinforced the need to include basic financial implications within a master plan and how the master plan complements SCRD Board direction regarding the Sunshine Coast as a “community of communities”.
**Recommendation No. 5  Mechanisms to Enhance Community Development**

The Recreation and Parks Services Advisory Committee recommended that the Parks and Recreation Master Plan financial chapter comments on the need for some sort of administrative/functional framework or mechanisms for the SCRD to move forward to support master plan goals to enhance community development inside and outside of the major facilities.

**NEXT MEETING**

The next meeting will be held at the call of the Chair. Subcommittee to meet on Thursday, August 30th at 10:30 am at 1975 Field Road

**ADJOURNMENT  7:35 p.m.**
DATE: July 17, 2012  
TO: Community Services Committee - (September 13, 2012)  
FROM: Paul Fenwick, General Manager Community Services  
RE: JOINT TOWN HALL MEETING JULY 7, 2012 KEATS/GAMBIER

RECOMMENDATION(S)

THAT the Community Services Committee receives the report on the Joint Town Hall Meeting July 7, 2012 Keats/Gambier.

BACKGROUND

The Board passed the following Community Services Committee Recommendation of July 12, 2012:

*The Community Services Committee recommended that the Area F Islands Public Consultation notes July 7, 2012 be forwarded to the September Community Services Committee meeting.*

REPORT

Notes from the General Managers of Infrastructure Services and Community Services are attached to this report.

Paul Fenwick
Staff Meeting Notes: Joint Town Hall Meeting July 7, 2012 Gambier/Keats

General:

- Staff provided data and support e.g. participation spreadsheets, history document/reports, admin fees info, Grant in Aid background, Parks info etc.
- Bryan Shoji and Paul Fenwick attended.
- Director Turnbull/Joyce Clegg from Area E and Kate-Louise Stamford and Jan Hagedorn Islands Trust were the elected officials present.
- These notes are for SCRD portion only.

Keats:

- Meeting held at Keats Camp. 15 members of the public present.
- Purpose of meeting to provide another channel of communication and to discuss a few specific SCRD Functions.
- Directors noted general framework for how RDs work and accounted for.
- Regarding Function 665 (Bicycle and Walking Paths) gave the current “dichotomy” for how they are funded and planned, meeting feedback is to withdraw from this function for Keats.
- Regarding Animal Control, they don’t use the service much but feel more secure knowing a service is available. Interested in the concept of a separate service tailored to the Islands.
- Regarding Community Parks, support staying in the function but prefer that their park land remain in a natural state versus creating destination parks.
- General roundtable discussion—would like to stay in Community Parks 650 but see more projects, ports are critical, don’t appreciate the “no swimming” signs on the docks, invasive plants in parks must be addressed, appreciation expressed for Langdale dock, Eastbourne Water etc.

Gambier:

- Held at Gambier Community Hall. 11 members of the public present.
- Purpose of meeting to provide another channel of communication and to discuss a few specific SCRD Functions.
- Directors noted general framework for how RDs work and accounted for.
- Regarding Function 665 (Bicycle and Walking Paths) gave the current “dichotomy” for how they are funded and planned, meeting feedback is to withdraw from this function for Gambier.
- Regarding Animal Control similar views to Keats.
- General roundtable discussion—want a more ongoing funding for their fire protection equipment co-ops, interested in better access to Parks like Thomas Lipton Park, Gambier Conservancy may be interested in parks partnerships, New Brighton dock future is a concern, don’t appreciate the “no swimming” signs on the docks nor the replacement rules and regulations signs.
**RECOMMENDATION(S):**

THAT the Community Services Committee recommends the SCRD Board receives, for information, the staff report entitled Board Directives Update;

AND THAT clarification be given and directives log be updated accordingly.

**BACKGROUND**

The directives log is the organization’s record for work requested by the board. Below are a few items that require further information before staff can proceed:

**DISCUSSION**

<table>
<thead>
<tr>
<th>Date</th>
<th>Keyword</th>
<th>Action Required</th>
<th>Questions from Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/02/2004</td>
<td>153/04 8</td>
<td>Joint Use Invite SIGD to participate in Joint Use function</td>
<td>Is this still the wish of the Board? No record to indicate that this action was complete</td>
</tr>
<tr>
<td>10/03/2005</td>
<td>152/05 0</td>
<td>Tree Cutting Report on method to educate residents of foreshore properties on proper disposal of garden waste and protection of the foreshore</td>
<td>Can this item be re-tasked to Zero Waste coordinator/Solid Waste staff to include in their outreach and education?</td>
</tr>
<tr>
<td>24/11/2011</td>
<td>456/11 10</td>
<td>MOTI Bike THAT a meeting be held with the Ministry of Transportation and Infrastructure officials regarding the maintenance of bike paths.</td>
<td>Are these issues discussed at Transportation Committee or does committee require special meeting with representatives? Is it the local District Manager who you wish to speak with?</td>
</tr>
<tr>
<td>26/01/2012</td>
<td>033/12 22</td>
<td>School Facilities/ Joint Use THAT staff arrange a meeting with the Board and School District No. 46 trustees in April 2012 to discuss a broader use of the joint-use function.</td>
<td>This meeting did not happen due to multiple schedule conflicts. Does the Board still wish to proceed with this meeting? Is there a proposed agenda and potential date? Note: SIGD rep could attend see item #1 in table.</td>
</tr>
</tbody>
</table>
**SCRD STAFF REPORT**

**DATE:** August 13, 2012  
**TO:** Community Services Committee - September 13, 2012  
**FROM:** Carleen McDowell, Parks Services Manager  
**RE:** FOLLOW UP ON GAMBIER ISLAND POWDER POINT/DOUGLAS BAY SUBDIVISION  

**RECOMMENDATION(S):**

THAT the Community Services Committee recommends that the report from the Parks Services Manager regarding maintenance of the Gambier Island Powder Point subdivision trail be received;  

AND THAT the non maintenance of these trails continue until a request comes forward from the Gambier Island Conservancy to upgrade these trails.

**BACKGROUND**

At the July 26, 2012 regular meeting of the SCRD Board the following recommendation was adopted:

301/12 cont. **Recommendation No. 13** Gambier Island - Trail Maintenance

*THAT the Parks Services Manager look into the Gambier Island Powder Point subdivision trail maintenance and forward information to a future Community Services Committee.*

That recommendation was created in response to receiving the following directive for review in July.

430/98 10  
11/06/1998 *trails to be constructed at the time of the subdivision to standards developed by the Parks & Rec Manager, with trail maintenance responsibility of SCRD.*

**DISCUSSION**

The Powder Point/Douglas Bay Subdivision was created in 2004. At that time, a small park area was dedicated and there were two historical trails that followed old logging roads that ran through from the parent parcel to the subdivision. Long-time residents of the island used these trails in the past, however, are now less inclined to do so as the trails end at the private subdivision.
This subdivision appears to have been controversial with certain residents at the time. It is difficult to access related information, as some files are in the care of Islands Trust and MoTI records were not accessible to MOTI staff.

The development lands were logged and lots put up for sale, however, because no housing development has occurred extremely thick underbrush is now growing in the previously cleared area.

Two small trails do currently exist in the park:

**SCRD trail to Gambier Lake** - The majority of the trail is well marked with red markers and reasonably well used. In the past, the trail was maintained once a year by members of the Gambier Island Conservancy, however the maintenance and marking of the trail stopped once the subdivision was approved.

**SCRD trail to Gambier Creek** – This is an older trail that Gambier residents developed and flagged years ago, however, has not been maintained. It begins from a road located in the subdivision to a waterfall.

When discussing this item with island residents they expressed some interest in rebuilding the trails, however, it is on a very remote portion of the island with not many other features around.

SCRD staff suggests that the directives pertaining to this subdivision be removed from the directives log and if a request comes forward from Gambier Island Conservancy to upgrade these trails that it be considered in the Parks work plan. This can be accomplished under function 650 or outside the park with appropriate tenure.
SCRD STAFF REPORT

DATE: August 20, 2012
TO: Community Services Committee - September 13, 2012
FROM: Carleen McDowell, Parks Services Manager
RE: STAFF TIME TRACKING - 665 & 650

RECOMMENDATION(S):

THAT the Community Services Committee recommends that the SCRD Board receives the Parks Services Manager’s report regarding tracking Parks Staff time;

AND THAT the Board provides feedback.

BACKGROUND

At the July 26, 2012 regular meeting of the SCRD Board the following recommendation was adopted:

301/12 Recommendation No. 5 Tracking of Staff Time

THAT staff bring forward a report to a future Community Services Committee meeting explaining how staff time and resources are allocated to cost centres to better track staff time by Area for functions such as Bicycle/Walking Paths [665] and Community Parks [650].

And from the Community Services meeting Nov 24, 2011 a similar recommendation was made:

THAT staff time be accounted for, using cost centres, for each Bike Path project.

DISCUSSION

Staff wages in functions (650) Community Parks, (665) Bicycle/Walking Path, (680) Dakota Ridge and (400) Cemeteries are allocated in the HR Plan based on estimated work for the next year and from analyzing patterns shown in previous years.

Economies of scale are possible due to having staff shared by the functions in question.

Inside staff wages are not budgeted to specific cost centers or projects in the Financial Plan, however, can be tracked during the year on that basis where required. Parks workers are tracked under five electoral area cost centers under 650 (in addition where needed by a cost centre associated with a capital project).
At the request of the Board, staff are now looking at other provisions to track time for inside Parks staff. A new time-sheet tracking process will be implemented starting September 2012 which will see the Parks Planning Coordinators charging their time in 30 minute increments to specific projects in 665. There will also be some time charged to administration in 665 for meetings such as Transportation Committee appearances, cross jurisdictional meetings etc. in conjunction with this function.

Community Parks is more complex as there are already over 85 cost centers in our division and staff time may not be spent on one specific item, but in bundles of activities that involve several cost centres.

Timesheet tracking is primarily for internal purposes and administration that sets benchmarks for reallocating wage cost distributions. The objective is also to reduce the time and effort required by payroll to JV wages each pay period to the various cost centers. Offsetting this somewhat is the extra time the Divisional staff will spend to track and report.

Updates to the committee will be forwarded in the New Year and also after the new system has operated for a sufficient period of time in order to draw conclusions on its effectiveness.
RECOMMENDATION(S):

THAT the Community Services Committee recommends the SCRD Board receives, for information, the staff report entitled Mount Elphinstone Trails.

BACKGROUND

At the March 22, 2012 regular meeting of the Board the following recommendation was adopted:

149/12  Recommendation No. 11  Mount Elphinstone

 THAT the mapping of popular trails along Mt. Elphinstone be referred to the Regional District Parks Department for discussion of how this can be accomplished;

 AND THAT Parks Staff provide a report regarding the mapping of Mt. Elphinstone trails to the Community Services Committee.

DISCUSSION

The sections of Mount Elphinstone in question are Provincial Parks and not within the jurisdiction of the SCRD Parks Division. The SCRD GIS Department does have a layer of trail mapping on our system, which was received by an independent 3rd party many years ago, however, has not been verified by GPS site work.

An internet search located many different websites that provide mapping and directions to various trails on Mount Elphinstone. Comprehensive mapping of this area could be conducted through a coast wide Trail Strategy which would include all trails on Crown land. Staff is not sure how the SCRD may help fund this potential initiative; however, staff could be involved on a technical steering committee. A Trail Strategy could be a priority once the SCRD Parks and Recreation Master Plan is completed, at that time the Province could be asked to provide some resources for this planning or other source of funding sought. The Trail Strategy would accomplish two things: define the types of use permitted on trails (motorized vs. non-motorized), and coordinate the mapping.
Website for Provincial Park http://www.env.gov.bc.ca/bcparks/explore/parkpgs/mt_elphinstone/

Comprehensive Map provided by Sunshine Coast Trail Society http://sctrails.ca/elphinstone_notes.html
Various websites with information on the trail:


http://www.bigpacific.com/whattodo/mtelphinstonetrailtramway.htm
This information has been compiled by the Sunshine Coast Regional District (SCRD) using data derived from a number of sources with varying levels of accuracy. The SCRD disclaims all responsibility for the accuracy or completeness of this information.
SCRD STAFF REPORT

DATE: August 28, 2012
TO: Community Services Committee – September 13, 2011
FROM: Carleen McDowell, Parks Services Manager
RE: PARKS HUT/STAFFING EXCLUSIVE TO AREA A

RECOMMENDATION(S):

THAT the Community Services Committee recommends the SCRD Board receives, for information, the staff report entitled Parks Hut/Staffing in Area A.

BACKGROUND

At the regular meeting of the Board held July 26, 2012 the following recommendation was adopted:

300/12 cont. Recommendation No. 6 Parking Lot Item R2 #11

THAT for Parking Lot Item R2 #11 staff report to a future Community Service Committee meeting on the feasibility of a Parks Hut in Area A to increase efficiency by reducing transportation costs and increasing Park’s employee available work time with other considerations included.

DISCUSSION

As Area A does have a number of parks and trails in the area, there is always a variety of work to be done in any given week, especially in the spring and summer months, for example:

- During Spring/Summer, Lions Field requires two visits per week to perform cutting, aerating, slicing, fertilizing, over seeding and maintenance of the irrigation system.
- Suncoaster Trail is inspected and maintained once every 2 months with exception of winter clean-up.
- Baker Beach garbage is picked up at least once week.
- Supplies for our caretakers are delivered once per week during the camping season (May to Sept).
- Site visits are conducted when staff are already in the vicinity or a complaint has been received.

External caretaker services are utilized for two recreation sites, Klein and Katherine Lake, to provide onsite maintenance and public service during the camping seasons. There is also a summer contract with a local service provider to pick up the garbage on a weekly basis from Katherine Lake and Garden Bay Lake garbage containers and Dan Bosch Park. This alleviates the requirement for staff to be at those places each week.
The SCRD Parks list of assets has grown in the past years and staff have always been looking at ways to be more efficient, build things that require less maintenance and find time saving measures in tasks.

Because of the seasonal nature and varying types of tasks that are performed in Area A in any given week by a Parks Worker, Senior Parks Worker or Parks Supervisor, these tasks are always in conjunction with other work in Area B or multiple tasks in Area A.

### Parks Hut/Staffing Exclusive to Area A

<table>
<thead>
<tr>
<th><strong>Advantages</strong></th>
<th><strong>Disadvantages</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee and equipment in the vicinity should an emergency arise (assumes employee lives in Area A).</td>
<td>Less flexibility as staff assigned to Area A would take longer to travel to other electoral areas when required.</td>
</tr>
<tr>
<td>Potential savings in transportation costs and time.</td>
<td>Supervision less direct.</td>
</tr>
<tr>
<td>Employee becomes intimately familiar with Area A parks/play field and trails.</td>
<td>Skills vary by staff (currently staff work as a pool which allows for various tasks to be completed)</td>
</tr>
<tr>
<td></td>
<td>Need for duplication of equipment that is now shared.</td>
</tr>
<tr>
<td></td>
<td>Many supplies are not purchased in Area A e.g. janitorial.</td>
</tr>
<tr>
<td></td>
<td>Lose the advantage of checking parks on the way to and from Area A (at least 7).</td>
</tr>
<tr>
<td></td>
<td>Some tasks are not appropriate for lone worker (chain saw, heavy lifting etc.).</td>
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<tr>
<td></td>
<td>Sharing of vehicle not possible.</td>
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<td></td>
<td>Potential inequity of service level.</td>
</tr>
</tbody>
</table>
RECOMMENDATION(S):

THAT the Community Services Committee recommends that the report entitled “Contingency Plan for Marine Drive” from the Parks Services Manager be received as information;

AND THAT the Board addresses how the project may proceed for construction once the outcomes of two 2012 grant applications are known.

BACKGROUND

At the July 26, 2012 regular meeting of the Board the following recommendation was adopted:

301/12 cont. Recommendation No. 9   Marine Drive Bicycle & Walking Path

THAT staff forward a report to the September Community Services Committee on options to manage the Marine Drive Bicycle & Walking Path as a contingency should a grant not be received.

The SCRD submitted applications for 1) $1,075,335.00 on May 31st to the Gas Tax Agreement’s General Strategic Priorities Fund, and 2) Community Infrastructure Improvement Fund (CIIF) in the amount of $250,000.00. In both cases, the SCRD proposed project funds is an additional $300,000.00.

In July 2012 during a staff to staff meeting, UBCM communicated to SCRD that the General Strategic Priorities program was ‘oversubscribed’ and a decision would not be made until the end of the year (2012).

The CIIF grant is administered by Western Economic Diversification Canada and their service standard is to contact an applicant with a funding decision within 90 business days of the application deadline. That would suggest that staff should receive a decision regarding this grant by mid December.
DISCUSSION

In preparing for the CIIF grant, staff worked with the design engineer to develop a modified plan as the funding was not as large as the previous grant application and would require the project to proceed in stages. The modified plan allows for a bicycle/walking path on both sides of Marine Drive at a reduced length compared to the larger grant (would total between 420m and 605m depending on tendering results) and would still maintain the maximum feasible width of 1.5m for both sides. This project could be broken into the following sections:

- North Road to Hopkins Road: 175m
- Hopkins Road south for 150m: 150m
- South on Marine Drive to approx. 1181 Marine Drive: 280m

Along with construction there would be project management (estimated at $40,000), utility relocation (estimated at $10,000), and 25% contingency costs. Actual figures are not given to protect the tendering process.

Previous briefing notes provided to the Directors explain the technical challenges of this route.

Current and potential gas tax amounts forecast for Area F (by the end of 2013) total $527,597.00 as follows:

- Current balance of CWF gas tax funds: $380,522.00
- Anticipated in November 2012: $49,025.00
- Anticipated in 2013: $98,050.00
- Total Potential Funds: $527,597.00

In 2012, SCRD staff had done considerable work to support this project, including an EA bikeways/walkways workshop, working with the consultant to update engineering plans, and completing two grant applications. Several related reports were prepared at the request of the Board.

Options for this project if the above grants are not received include:

1. Build as much as possible in 2013 using up to $527,597 gas tax money and any other minor funds added by taxation - say for a $600,000 project.
2. Build a reduced scale project in 2013, say up to $450,000 using gas tax revenues exclusively.
3. Continue to earmark funds for Marine Drive and continue to apply for grants (currently $300,000 earmarked in the approved Financial Plan).
4. Have the function taxed significantly more to raise additional capital for this project to use in conjunction with gas tax revenues, say a $900,000 project by 2015 at the latest depending on the annual level of taxation.

If the desire is to commence construction as soon as possible, then Options 1 or 2 would be selected.

Selecting options other than Option # 3 would mean that matching revenues would be depleted or reduced and funds would have to be raised in some other fashion (most likely taxation or
## Gas Tax Community Works Fund
### Summary of Commitments
#### 2012 Funding Year

<table>
<thead>
<tr>
<th>CWF Funding</th>
<th>Function</th>
<th>Area</th>
<th>A</th>
<th>B</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>Total</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>CC</td>
<td>925</td>
<td></td>
<td></td>
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<tr>
<td>Balance of 2011 Uncommitted Funds to 2012</td>
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<td></td>
<td>349,330.34</td>
<td>(2,464.60)</td>
<td>22,055.94</td>
<td>228,233.29</td>
<td>306,753.19</td>
<td>903,908.16</td>
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<td>Balance of 2011 Committed Funds to 2012</td>
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<td>20,421.81</td>
<td>(5,339.24)</td>
<td>202,876.76</td>
<td>102,589.15</td>
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<td>345,291.64</td>
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<td>Total</td>
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<td>369,752.15</td>
<td>(7,803.84)</td>
<td>224,932.70</td>
<td>330,822.44</td>
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<td>July 2012 payment</td>
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<td>77,364.98</td>
<td>44,770.37</td>
<td>313,148.20</td>
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<tr>
<td>November 2012 payment</td>
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<td></td>
<td>59,501.27</td>
<td>59,434.61</td>
<td>72,076.97</td>
<td>77,364.98</td>
<td>44,770.37</td>
<td>313,148.20</td>
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<tr>
<td>Total funding Available for projects</td>
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<td></td>
<td>488,754.69</td>
<td>111,065.39</td>
<td>369,086.63</td>
<td>485,552.40</td>
<td>421,037.09</td>
<td>1,875,496.20</td>
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<td>Less: Project commitments</td>
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<tr>
<td>Area A - Sarah Wray Hall (Irvines Landing Schoolhouse)</td>
<td>650</td>
<td>925-3</td>
<td>20,421.81</td>
<td></td>
<td></td>
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<tr>
<td>Area A - PH Sports Field Drinking Water Treatment System</td>
<td>650</td>
<td>925-5</td>
<td>20,000.00</td>
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<td></td>
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<tr>
<td>Area B - Bike Paths for Redroofs South from Coopers Green</td>
<td>665</td>
<td>926-5</td>
<td>2,500.00</td>
<td></td>
<td></td>
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<tr>
<td>Area B - Bike/Walk Path Coopers Green South - Redrooffs Rd.</td>
<td>665</td>
<td>926-6</td>
<td>99,000.00</td>
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<tr>
<td>Area D - Pedestrian walkway downtown (2008, 2009 &amp; 2010)</td>
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<td>927-5</td>
<td>52,030.91</td>
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<td>52,030.91</td>
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<td>Area D - Pedestrian walkway construction</td>
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<td>Area D - Lower Rd. construction project</td>
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<td></td>
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<td>4,399.81</td>
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<tr>
<td>Area D - Bike Path Lower Rd Woodley Rd East towards Byng</td>
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<td>927-9</td>
<td></td>
<td>140,000.00</td>
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<td>140,000.00</td>
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<td>140,000.00</td>
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<tr>
<td>Area D - Bike Path (off road) Hwy 101 Rob Crk expansion</td>
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<td>927-10</td>
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<td>10,000.00</td>
<td></td>
<td></td>
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<td>10,000.00</td>
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<tr>
<td>Area E - Ocean Beach Esplanade Trail (2009)</td>
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<td>928-3</td>
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<td>98,485.91</td>
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<tr>
<td>Area E - OBE Bike Path Chaster Creek Bridge</td>
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<td>928-6</td>
<td></td>
<td></td>
<td></td>
<td>30,000.00</td>
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<td>30,000.00</td>
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</tr>
<tr>
<td>Area F - Bike/Walk Path Marine Drive additions</td>
<td>665</td>
<td>929-5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>300,000.00</td>
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<tr>
<td>Uncommitted CWF Gas Tax Funds for 2012</td>
<td></td>
<td></td>
<td>448,332.88</td>
<td>9,565.39</td>
<td>46,129.87</td>
<td>357,066.49</td>
<td>121,037.09</td>
<td>982,131.72</td>
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</tr>
<tr>
<td>CWF Funds allocation based on per capita basis</td>
<td></td>
<td></td>
<td>19.00%</td>
<td>18.98%</td>
<td>23.02%</td>
<td>24.71%</td>
<td>14.30%</td>
<td>100.00%</td>
<td></td>
</tr>
</tbody>
</table>
RECOMMENDATION(S):

THAT the Community Services Committee receives the Parks Planners report regarding the VeloCity International Bike Conference as information only;

AND THAT SCRD shares this report with local municipalities and the Transportation Advisory Committee.

BACKGROUND

Staff applied for and received a grant from the Ministry of Transportation and Infrastructure which covered the registration fee to attend the June 2012 VeloCity International Conference on bicycling held in Vancouver. The VeloCity conference, which has been an annual event since 1980, is put on by the European Cycling Federation and is a forum for discussing and promoting bicycling. Regions that hosted past conferences have seen substantial bike user-ship improvements based on previous conference recommendations. The purpose of this report is to share information from the conference to support the work SCRD is undertaking to invest in bicycle-walking pathways and to highlight best practices from rural and urban communities.

DISCUSSION

There are significant benefits to cycling for both individuals and the communities in which they live:

- saves money on infrastructure and maintenance;
- reduces congestion;
- prevents obesity, diabetes and cardiovascular disease;
- prevent depression;
- and reduces green house gas emissions.

With all of these positive benefits this begs the question “how can we invite more people to bike”? Below are five key points which staff took from the conference in relation to that question:

1) **Reduce Speed from 50km to 30km**

Reducing speed limits on feeder streets from 50km to 30km will reduce accidents and save lives. An accident between a pedestrian and a vehicle has a 5% chance of ending in pedestrian fatality if the vehicle is travelling at 30km/hr as opposed to a 45% chance at 50km/hour*. In other words, as a pedestrian you are almost 10 times more likely to be killed if hit by a car going 50km/hr as you are by a car going 30km/hr. Below 30km/hr per hour the likelihood of pedestrian death is almost zero.
In addition, the stopping distance of a vehicle is much better at the slower rate of travel which reduces the chances of an accident even occurring. For example, travelling at 40mph (64km/hr), the average driver who sights a pedestrian on the road 100 feet (30m) ahead will still be travelling 38mph (61km/hr) on impact; driving at 25 mph (40km/hr), the driver will have stopped before the pedestrian is struck. **

In assessing additional bicycle pathway routes on the coast, the potential to apply speed reductions simultaneously would support enhanced safety for bicyclists and support increased ridership.

2) Building and Upgrading Bikeways

Safe and continuous infrastructure is still an essential element in encouraging cycling as a mode of travel. This table from a City of Portland survey demonstrates different segments of the population and their propensity for cycling as their main form of transportation.

<table>
<thead>
<tr>
<th>Four Types of Transportation Cyclists in Portland</th>
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<tr>
<td>By Proportion of Population</td>
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</table>

- **Interested but Concerned**: 60%
- **No Way No How**: 33%
- **Strong & Fearless**: <1%
- **Enthused & Confident**: 7%

This poll was conducted to see who would use cycling as their main means of transportation as opposed to just riding recreationally, which would yield different results.

The two smallest categories total under 8% of the population – Strong and Fearless and Enthused and Confident represent those riders who either ride anywhere anytime with the encouragement of non-separated bicycle walking lanes (like those supported by SCRD’s work under the 665 function).

The largest segment – 60% communicated a need for ‘better separation from traffic’ in order to ride their bicycle on a regular basis.

This survey suggests that to capture the 60% of ‘Interested but Concerned’ we would need to build our infrastructure with much more separation from traffic. The off road bike path in Roberts Creek would be an example of this type of infrastructure. Findings at VeloCity suggested everything from rumble strips, ramps; plastic bollards, rubbers curbs and similar devices that provide comfort to a broader range of cyclists and pedestrians.


Additional specific recommendations for road configuration included:

- Where space or cost constraints do not permit a separate lane, sharrows or green-painted road surface, (now prescribed by the TAC guidelines), are a low-cost way of raising awareness, decreasing speeds and creating space for cyclists – these markings could be extended to pedestrians walking on the left side of the road. One present potential example is the westbound Payne Road/ Hwy 101 intersection lane which could be repainted at nominal cost.

- Advisory walk/cycle lanes are an innovative way of using the existing space where traffic volumes do not justify two full lanes. This is in combination with removal of the centre line, an accepted traffic calming method.
3) **Education and Policy**

Numerous studies show that the addition of education, encouragement, and events significantly increases return on investment on bicycle infrastructure and can double ridership. ([http://policy.rutgers.edu/faculty/pucher/TRA960_01April2011.pdf](http://policy.rutgers.edu/faculty/pucher/TRA960_01April2011.pdf))

Three cities that have programming and events to support cycling saw a mode share increase (Austin, Chicago, Colorado Springs), and the three that implemented similar infrastructure with little or no programming saw mode share decreases.


The high number of cyclists now common in several European countries who are considered world leaders now, follows concerted public outreach effort in the 1970’s.

The SCRD’s support of ‘Bike to Work Week’ saw a near tripled ridership from 2011 to 2012 events (~200 to 512) and doubled in-kind and community based sponsorship for the event with doubled emissions reductions. Considering the potential return on investment, there is clearly room for increasing such initiatives on the Sunshine Coast. Bike Safety & Awareness workshops; School Travel Planning and related programs provide opportunities to support increased awareness and uptake in other segments of the community.

*The 665 Function is authorized for “building and maintaining” bike paths; programming, education and outreach has been supported to date through 136 Function Community Energy & Emissions Plan. Including education should be considered for future.*

4) **Electric Bikes**

In regards to using cycling as a main form of transportation, many areas of the Sunshine Coast don’t lend themselves to easy riding. Distances between destinations and hills are two of the main barriers to the incorporation of cycling into a personal transportation schedule. Electric bikes and their advancing technologies are, and will continue to be, game changers on the Sunshine Coast in this regard, local bike shops sell several models. There is a noticeable increase in use and experimentation of these technologies. The technologies are advancing rapidly with electric motors and their battery packs becoming smaller and cheaper every year. While electric bikes will not completely eliminate the barriers to cycling offered by hills and distances, they will greatly diminish them and thereby allow more people to access cycling as a regular means of transportation.

5) **Bicycle Tourism**

There are several types of bicycle tourism, in one type riders use the Sunshine Coast as a vacation destination and are either riding through or making riding part of their vacation. An example of this might be a family visiting the coast and spending three days in a Bed and
Breakfast (B&B’s) and mountain bike riding at Sprockids on one of those days and doing other recreational activities on other days. Or there is the “Circle Route” which involves riding bicycles from Vancouver through the Sunshine Coast, over to Powell River by ferry then on to the Comox Valley and back to Horseshoe Bay by way of Nanaimo. We often see these folks riding on Hwy 101 in the summer with their panniers (the luggage bags on the sides of the bikes).

Bicycle event tourism is another category of cycling tourism. Events like the SunCoaster Bicycle Race and the BC Bike Race bring thousands of people a year to the coast. While these are primarily mountain biking events they serve to promote a bicycling culture.

Whether people are cycling through or participating in an event they bring money to the Coast and increase awareness of bicycling. Support of these events and investments in our bicycling infrastructure will serve to enhance these desirable revenue streams and add to the culture of bicycling.

Finally, a theme which ran through the entire VeloCity conference was that walking, bicycling, and transit must be considered together when considering transportation needs. People rarely, if ever just cycle, but they do cycle, walk and sometimes incorporate a bus ride into their trip. Therefore in order to invite people to step out of their cars it is important to coordinate these transportation choices.
SCRD STAFF REPORT

DATE: August 29, 2012
TO: Community Services Committee - September 13, 2012
FROM: Carleen McDowell, Parks Services Manager
RE: AREA A BIKEWAY FUNCTION FOLLOW-UP

RECOMMENDATION(S):

THAT the Community Services Committee recommends that the report from the Parks Services Manager regarding an Area A proposed bikeway function be received as information;

AND THAT the 2012 Financial Plan for Area A Feasibility (function 151) be amended to included $6,948 of costs to establish the new Area A Bicycle/Walking Path service.

BACKGROUND

At the July 26, 2012 regular meeting of the SCRD Board the following recommendation was adopted:

301/12 Recommendation No. 4 Area A Bicycle & Walking Paths Function

THAT staff start the process to create an Area A Bicycle & Walking Paths function at an estimated cost of $44,631 and be included in the 2013 Financial Plan;

AND THAT staff provide more detailed research on costing for staff and how that would impact management and equipment requirements.

DISCUSSION

The budget for this function will very much depend on the projects chosen for completion. The community has had much discussion regarding an off-road connector near Lily Lake that will provide a bicycle/walking path connection from Madeira Park village to the Medical Clinic. During public meetings to discuss the current Parks & Recreation master plan process there was discussion regarding the general lack of shoulders and safe biking routes within the community. This means there would need to be some consultation and study conducted to identify other priority connections eventually.

In the electoral areas that are part of the 665 function, they have more recently concentrated on major commuter connections i.e. Gower Point Road, Redrooffs Road, Lower Road, Marine Drive and Highway 101. Area A consists of five different communities (Garden Bay, Madeira...
Community Services Committee  
Area A Bikeway Function Follow-up  

Park, Frances Peninsula, Egmont and Earls Cove) and there will have to be careful consideration as to where the priority projects should be. Staff anticipate that priorities may shift based on opportunities for partnership with MOTI if they are doing roadwork in specific areas. Working together with MOTI on the Redrooffs road project in 2012 was seen as beneficial for the community and we would like to capitalize on those potential partnering opportunities in the future for Area A.

**Staffing and Management**

The Gas Tax agreement is in place until 2014, after that time it is unclear if there will be funds to spend or perhaps different spending parameters that may exclude bikeways. After considering the options, staff recommend that this function be managed by SCRD Parks Services Manager and that the work be performed under contract with a qualified individual or firms. This is largely due to the inconsistent flow of the expected works. Staff will have to look further into how this person’s time would be funded as there may be options to charge this work to the Gas Tax funds, however, a balance using taxation could also be considered. Taxation that was not used for payment of contractor etc. would create a surplus that would stay with this function for the next year.

**Equipment**

By having the work performed by a contractor it eliminates the requirement for providing office space, internet connection, vehicle transportation or other materials and supplies required for the performance of this work. No equipment from 650 or 665 would be used.

**Updates on New Function Preparations**

Staff have been working on preparations for the creation of a new bicycle/walking path function in Area A and are relying on information received from the Area A Director to shape the process and move forward. There was clearly a preference for the Lily Lake walkway as it was mentioned frequently in the master plan open houses and in the public survey. Once the function is established time can be spent by staff/contractor to identify additional priorities for the area.

Staff are working on the preliminary 5 year budget and the package of information for the purpose of the AAP. It is anticipated that this function will also tax based on improvements only similar to function 665.
RECOMMENDATION(S):

THAT the Community Services Committee recommends the SCRD Board receives, for information, the staff report entitled Support for Synchronicity Festival;

AND THAT they provide direction to staff to complete the Confirmation of Support form with updated information including rental fees and staff time required supporting the event;

AND THAT The Community Services Committee recommends that a letter of support be written and forwarded to Heritage Canada’s “Building Communities Through Arts and Heritage - Local Festivals” grant for Deer Crossing The Art Farm for in kind use of Shirley Macey Park for the 2013 Synchronicity Festival;

AND THAT a letter be forwarded to Deer Crossing The Art Farm with a copy of the support letter to Heritage Canada;

AND FURTHER THAT these recommendations be forwarded to the September 13, 2012 regular meeting of the Board for adoption.

BACKGROUND

At the September 22, 2011 regular meeting of the Board, the following recommendation was adopted:

Recommendation No. 4  Synchronicity Festival 2012

The Community Services Committee recommended that a letter of support be written to Heritage Canada’s “Building Communities Through Arts and Heritage - Local Festivals” grant for Deer Crossing The Art Farm for in kind use of Shirley Macey Park for their Synchronicity Festival;

AND THAT Deer Crossing The Art Farm be encouraged to apply to a SCRD grant in aid for 2012 hall rental;

AND FURTHER THAT a letter be forwarded to Deer Crossing The Art Farm with a copy of the Heritage Canada letter.
DISCUSSION

Staff received the request from the organization Wednesday September 5th. The funding from Heritage Canada is a major portion of their budget; they received $14,000 in funding last year for the 2012 event. ‘Dear Crossing the Art Farm’ is again requesting three days of usage of Shirley Macey Park Aug 23-25th 2013 and staff are encouraging them to submit a request for ‘Grant in Aid’ for the three day rental of Eric Cardinall Hall.

The deadline for their grant submission is September 27th, 2012. Staff is requesting that this recommendation be forwarded to the Board for adoption Sept 13, 2012.

This event has run for the past three years and has been very successful each time. The group leaves the park in pristine condition and the feedback from the community is very positive. Beyond park usage, staff time is required to support the event, staff will have the calculated staff time available at the Sept. 13th Community Services meeting. The community benefits are wide spread for a festival such as this and as directors will see in the draft master plan this type of liaison, support, and facilitation is a direction the community suggested they would like to see more of.
Part E – Confirmation of Support from Municipal Government or Equivalent Authority

APPLICANT: ________________________________________________

Name of festival: ___________________________________________

Funding by the Program is conditional upon confirmation of cash and/or in-kind support from the applicant's municipal government or equivalent authority (referred to below as - "the municipality").

For applications from a local band council, local tribal council, other local Aboriginal government or equivalent authority, that authority must provide written confirmation of support. Public organizations such as police, public transportation, waste management, or libraries, if directly under the municipal authority, can also provide municipal support. Financial support from the discretionary funds of elected officials is considered a donation from an individual and cannot constitute municipal support.

This form, once completed and signed, constitutes proof of support from the municipality. Support may also be confirmed in a letter that includes the cash and/or in-kind value of the municipal contribution for the event or activity. Should the municipality withdraw its support, the applicant must immediately notify the Department of Canadian Heritage.

Please print this form and have it completed and signed by an authorized representative of your municipality or equivalent authority. Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

<table>
<thead>
<tr>
<th>CASH</th>
<th>IN-KIND (monetary value)</th>
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<tbody>
<tr>
<td>This amount must appear in the budget.</td>
<td>The in-kind support for this festival will be as described in the following table. (Use additional pages if necessary) Please itemize contributions of in-kind goods and services.</td>
</tr>
</tbody>
</table>

Total: ____________________

Total: $ 0

Name of authorized representative (required):

Authorized representatives are employees of the municipal administration or equivalent authority or any elected official with signing authority.

Title and municipality (required):

Telephone number (required):

Authorized representative's signature (required):

Date YYYY-MM-DD (required):

DCAP-BCAH_01F01_20120731-eng Page 14 of 19
DATE: September 5, 2012  
TO: Community Services Committee – September 13, 2012  
FROM: Bruce Bauman – Manager Recreation Services  
RE: Enabling Accessibility Fund APPLICATION – GIBSONS & DISTRICT AQUATIC CENTRE

RECOMMENDATION(S)

THAT the SCRD Community Services Committee receives the report on Enabling Accessibility Fund APPLICATION – GIBSONS & DISTRICT AQUATIC CENTRE as information;

THAT the Community Services Committee directs staff to make an application of up to $50,000 for this grant for the Gibsons & District Aquatic Centre with a closing date of October 5, 2012;

AND THAT this recommendation be referred to the next SCRD Board meeting for ratification.

Background

Human Resources and Skills Development Canada have announced applications are now open for the Enabling Accessibility Fund with a closing date of October 5, 2012. In 2011 an application for the Gibsons & District Aquatic Centre was unsuccessful under this grant. As a result of being unsuccessful the funder encouraged SCRD Recreation to submit a further application for the Gibsons & District Aquatic Centre when grant funding was again available.

Discussion

The Enabling Accessibility Fund is a Human Resources and Skills Development Canada Grant of up to $50,000 per project for facility upgrades that promote opportunities for people with disabilities to fully participate in community life. It is proposed up to $50,000 grant funding for a Gibsons & District Aquatic Centre project be sought. This project would need to take into account the ongoing refurbishment study presently being undertaken for this facility. Staff would ensure that any work on this project being undertaken would be available and transferable if required in any refurbishment of this facility. The results of the refurbishment study will be known for the 2013 budget process.

In order to obtain grant funding, there is a requirement that 25% of TOTAL project costs be provided by the SCRD. This would amount to up to $16,667 for the 2013 Budget process.

Improvements will not be made beyond the available funding and could include:

- Height adjustable toilets
- Mobile & height adjustable trolley for changing & transfers
- Ceiling track & lift for family change room
- Privacy space improvements in family change room
- Railings installed in shower areas and along walls in change rooms and on deck
- Second railing installed to improved shallow end access to pool
- Washroom grab bars
- Improved signage for accessibility areas

Summary

The proposed improvements will enable people with disabilities to enjoy increased access to SCRD recreation facilities. This grant requires 25% SCRD funding. The maximum SCRD funding would be $16,500.
RECOMMENDATION(S)

THAT the SCRD Board receives the report on Enabling Accessibility Fund for PHAFC as information;

AND THAT the Board directs staff to make an application of up to $50,000 for this grant for the PHAFC with a closing date of October 5, 2012;

AND FURTHER THAT if successful the 2013 Financial Plan to include the SCRD portion of the funding.

Background

Human Resources and Skills Development Canada have announced applications are now open for the Enabling Accessibility Fund with a closing date of October 5, 2012.

Discussion

The Enabling Accessibility Fund is a Human Resources and Skills Development Canada Grant of up to $50,000 per project for facility upgrades that promote opportunities for people with disabilities to fully participate in community life. It is proposed up to $50,000 grant funding for a PHAFC project be sought.

In order to obtain grant funding, there is a requirement that 25% of TOTAL project costs be provided by the SCRD. This would amount to $12,500 for the 2013 Budget process.

Improvements will not be made beyond the available funding and could include:

- Height adjustable toilets
- Mobile & height adjustable trolley for changing & transfers
- Ceiling track & lift for family change room
- Privacy space improvements in family change room
- Railings installed in shower areas and along walls in change rooms and on deck
- Second railing installed to improved shallow end access to pool
- Washroom grab bars
- Improved signage for accessibility areas

Summary

The proposed improvements will enable people with disabilities to enjoy increased access to SCRD recreation facilities. This grant requires 25% SCRD funding. The maximum SCRD funding would be $12,500.
DATE: August 15, 2012

TO: Community Services Committee - September 13, 2012

FROM: Paul Fenwick, General Manager Community Services

RE: FIRE DEPARTMENTS JOINT TRAINING

RECOMMENDATION(S):

THAT the Community Services Committee recommends that the report on Fire Departments Joint Training be received as information.

BACKGROUND

During budget discussion in 2010 and 2011, the Directors expressed interest in how Volunteer Fire Departments collaborate particularly for training.

The information of latest efforts is contained below. Previously all Sunshine Coast Fire Departments cooperated in procuring radio equipment and to deal with BC Ambulance Service regarding First Responder duties. Four departments have trained together to implement the FDM operational software (Project Fires). Wildfire equipment was also purchased with a view to being shared when needed.

The Chiefs regularly have meetings to discuss mutual topics and opportunities. The last one attended by the undersigned focused on GIS mapping and how the SIGD and others can deal with a data base that becomes outdated.

DISCUSSION

The latest large scale collaborative effort was the joint purchase of the Bullex Fire Extinguisher Training unit.

Where it is practical, training sessions have been opened up to all of the departments on the Coast. This includes 1) Live Burn opportunities in Gibsons and Halfmoon Bay, 2) Water Rescue at the Gibsons Pool and 4) air brakes endorsement in Sechelt. The next joint effort under discussion is a combined events radio channel that all responders can communicate on.

At the Sechelt Training Facility there will be a joint training weekend in 2012 for local fire departments and visitors from the Sea to Sky Corridor. This facility on Mason Road is still under development. It cannot meet all of the training needs as departments must be tied to their own area for a substantial amount of the training. Selected training could be done here like auto extraction or possibly live burn training if reasonable rentals were charged by Sechelt Fire. The latter would eliminate off coast travel for live burn training. To get to that point, Sechelt Fire would have to invest in more buildings. A low estimate of $500,000 has been presented.
Chief Bob Stevens notes "I believe we are all making an effort to be inclusive when an opportunity arises".

Paul Fenwick
MINUTES FROM THE SUNSHINE COAST EMERGENCY PROGRAM PLANNING COMMITTEE MEETING HELD AT THE SECHELT FIRE BASE OFFICES, SECHELT, BC

PRESENT:

Chair, SCEP Coordinator
Amateur Radio
BC Ambulance: Gibsons
BC Ferries (Langdale)
BC Forest Service
Bylaw Enforcement, District of Sechelt/Deputy EPC
CKAY Radio
Fire Departments: GVFD, Chief
GVFD, Deputy Chief
SVFD, Chief
RCVFD, Chief
Fraser Health, LMHEM
Ministry of Transportation & Infrastructure
Royal Canadian Marine Search & Rescue: Unit 12
Royal Canadian Marine Search & Rescue: Coxswain & Training Officer
Salvation Army
Search and Rescue
Town of Gibsons, Public Works
Admin. Assistant, Community Services Dept./Recorder
Vancouver Coastal Health, Medical Health Officer

REGRETS:

BC Ambulance: Pender Harbour Sechelt
BC Ferries (Earls Cove)
BC Hydro
BC Parks
Capilano Highways
Emergency Management BC, Regional Manager
Emergency Social Services Director
Fire Departments: HMBFD, Chief
Pender Harbour, Chief
Egmont, Chief
HSPP, Chief
HSPP
Information Officer: SCRD
District of Sechelt (Alternate)
Pender Harbour Health Centre
RCMP
School District #46
Town of Gibsons, CAO

Bill Elsner
Don Prendergast
Ray Mcclean
Maureen Darragh
Rick Machowski
Bruce Haynes
Sean Eckford
Bob Stevens
Bruce McClymont
Bill Higgs
Bruce Searle
Deirdre McLachlan
Kirsten Fagervik
Robert McKee
Mark Coombs
Harry Almond
Greg Foss
Lynda Edstrom
Dr. Paul Martiquet
Tonya Stephan
Scott Spain
Sarah Dunbar
Jeff Scherer
Ryan Elphick
Tyler Lambert
Mike Andrews
Marilyn Pederson
Ryan Daley
Don Murray
Peter Sly
Steve Hodges
Bob Martin
Cecilia Garia
Connie Jordison
Rick Macdonald
Sgt. Mike McCarthy
Rob Collison
Warren Waycheshen
CALL TO ORDER  3:00 pm

INTRODUCTIONS

Introductions were made.

AGENDA

The agenda for the meeting was accepted.

DELEGATIONS

1. Robert McKee - Canadian Coast Guard Auxiliary Renaming

Robert provided a PowerPoint presentation. He stated there was a renaming ceremony held last week in Horseshoe Bay. Unit 12 is part of the Coast Guard Auxiliary-Pacific parent group, now renamed “Royal Canadian Marine Search and Rescue” (RCMSAR). They are not part of the Canadian Coast Guard and receive no federal funding. They are a Society made up of 1400 volunteers along the west coast with 46 community based units and 127 vessels.

They are renaming their vessels, buildings, uniforms and publications with the new name and emblem. They have a $50,000 budget for the region for the new signage. The new branding should increase their fundraising capabilities. The SCRD provides grant to each of the 3 units ($5,000 per year).

The Canadian Coast Guard is pleased that the two organizations will be more easily identified as separate entities by the public. Robert noted that RCMSAR are fast response units, within 20 minutes.

JRCC in Comox will be closing and calls will automatically be transferred to the new location at Victoria.

Their callout procedure must follow Federal guidelines and units may only respond when tasked by the Coast Guard. Situations must involve a risk for life. Routine tows will not be conducted. This could result in vessels crashing into rocks and causing environmental damage. The Units are often stood down while enroute.

Robert noted that one third of all call outs for assistance are addressed by and attended by the RCMSAR group.

Bill thanked Robert McKee for the presentation.
Deirdre Mclachlan provided an overview of how LMHEM manage evacuations and the support network they have in place for any of their health care facilities. Ideally they do not evacuate. Shelter in place is their number one way to look after themselves and patients. They do horizontal evacuations as the first option and then vertical evacuations. As a worst case scenario, external evacuation is to get out of the building. They are not expected to manage an evacuation on their own. They would look to the community for potential staging areas to move patients to a safe location while they put into place the relocation plans. They have a resource network of BC Ambulance, Emergency Management Branch in identifying who to call and what kind of resources they can expect. Another network for them is BC Bedline (administered through BC Health) who have their eyes on hospitals across the Province to locate beds. BC Bedline is a network that works every day and in an event, they would use the same resources as they do on a daily basis. A recent example was the mill fire in Prince George - all of the Health Authorities were notified of this event, they then teleconference and identify numbers and types of patients. A single hospital will not be on their own trying to manage a large event. They have done evacuation planning on a large scale as one of their facilities in Chilliwack is in a flood plain. Every three years or so they look at the evacuation planning and look at plans for getting every single person out of that building. They have a lot of guidelines and procedures but during an evacuation, where patients are moved, depends on many variables and decisions can be made at the time of the event. They also have mutual aid agreements with Washington State, where ambulances can go back and forth and can share medical services during a disaster.

Bill Elsner noted that Transit has three spare 38 passenger buses available at all times that can be used for temporary shelter to get people away from immediate danger. For those needing to be sent to another primary care facility, BC Ferries could be asked to provide an extra sailing. Ministry of Health will play a key role. They have a huge network of resources. We would work with local authorities for initial staging.

Deirdre noted that agreements could be made with other care facilities in the area, to be used in a local event. She noted that the new Jim Pattison Outpatient Care Facility in Surrey is a day facility and they have plans to convert it into an acute care facility should they have to relocate people in a large evacuation. Oxygen has been installed in the hallways, to allow for patient care needs in an emergency.

Bill asked if Deirdre if she will be looking at alternate care facilities on the Sunshine Coast? Deirdre noted they will look at this and could arrange agreements. Bill noted it is good to be aware of the scope of the Ministry of Health and the Health Authorities interaction with each other and the networks that are available.

Bill stated there was a major gas leak near the hospital when a 3” 80 PSI line was struck. Patients in Totem Lodge had to be relocated inside the facility. Fortunately the incident was over within 45 minutes with no damage or injuries. He noted this did have the potential to be quite serious and this prompted the questions and concerns about evacuation plans.

** The SCRD looks forward to seeing the Code Green Evacuation Plan when it is drafted by VCH Emergency Management.

Bill thanked Deirdre Mclachlan for her presentation.
MINUTES

Bob Stevens / Bruce Searle

THAT the minutes of the Sunshine Coast Emergency Program Planning Committee meeting held April 25, 2012 be adopted.

CARRIED

REPORTS

After Action Review of Exercise “Shake and Bake”

The Exercise “Shake and Bake” After Action Report prepared by K. R. Neilson was received. The document was emailed to the group for their information. The following is an excerpt from the report outlining the key recommendations:

Recommendations:

This exercise was a huge success, resulting from a lot of hard work by many, but in particular, Mr. Bill Elsner, SCRD EPC. Judging from comments received and heard, it is believed to have also been well received by all participants. Considering the huge amount of work that the Exercise Design Team as a whole put forth, the results of this exercise should prove to be very satisfying. Some general recommendations for consideration are as follows:

- The Liaison Officer should have an assistant, or someone trained to fulfil that role in the case of his/her absence due to un-availability, shift change(s), holidays, or illness. This position is a key role in any EOC, and if left to one individual who is also “double hating” as a trainer, could see an early burn out of that individual as they try to be a master of all.
- Formal media briefings should start with a written statement read out, giving an overview based on the latest Situation reports. This can then lead into provisions made for media questions and answers, provided by the EOCD or I/O, with the support of key leadership team members able to provide subject matter detail.
- Continue to train and exercise in critical areas and/or general staff functional roles. Consider training in Sections, i.e. Ops & Planning, Ops and Logistics, Logistics & Finance, Ops and Information etc. Exercising with assisting and co-operating agencies and participating in their emergency exercises is to be encouraged. Suggest to them that they involve the SCRD EOC, now that they have played with you.
- Conduct an emergency exercise once a year. It doesn’t have to be large. Table tops twice a year are considered optimum, functional exercises once every two years, and a full scale every 5 years. Update emergency plans after completing such exercises, pending learning outcomes and recommendations.
- Look to providing additional resources for the EOC in support of operational requirement. It is currently very well equipped, but should the SCRD building become compromised, what portable equipment could quickly be mobilized to an alternate location?
- Encourage and support the involvement of the Sechelt Indian Band in all future exercises, as they move forward in their Emergency Preparedness training and awareness.
**Information Officer Training**

There will be an EMBC sponsored Public Information Officer Training session held October 15 and 16 regarding the role of the Information Officer in the EOC at the SCRD Field Road Office.

**HSPP Emergency Plan**

Bill Elsner has received a copy of the updated Howe Sound Pulp and Paper emergency plan. Copies are available from him.

**Snow Pack**

Bill Elsner stated the snowpack in the interior is still at 140-150% and the potential for flooding will occur in hot weather, likely the second week in June. Flooding is likely in the Skeena Bulkley areas.

**MSAT Radio**

Bill Elsner has received the MSAT satellite radio and is waiting for it to be hooked up. There is also one at St. Mary’s Hospital and at many municipalities in BC. Calls can be made collectively or individually as a direct telephone. Bill will provide a demo at the June meeting.

**Federal Government Funding Cutbacks to JEPP and USAR Programs**

The SCRD Board passed the following motion, to forward a letter to the federal government regarding the funding cutbacks to JEPP and USAR Programs:

“THAT the report from the Emergency Program Coordinator regarding Federal Funding Cuts to Emergency Preparedness Programs be received;

AND THAT the SCRD Board write letters opposing the elimination or reduction of funding for the Joint Emergency Preparedness Program (JEPP) and the Heavy Urban Search and Rescue (HUSAR) team to the federal Minister of Public Safety and Emergency Preparedness, Sunshine Coast Member of Parliament, Opposition Critics, local Member of the BC Legislature, FCM and UBCM;

AND THAT the following excerpt from the Sunshine Coast Emergency Program Planning Committee minutes of April 25, 2012 regarding Emergency Preparedness Week be incorporated into the letter as follows:

“No special activities are being planned on the coast for this federal initiative. There are several reasons for this:

1. We do not subscribe to the outdated message of “72 Hours Preparedness” and would like to see the Feds modernize the message to “7 days Preparedness”.
2. The Federal Government no longer provides EP Week support resources to local authorities.
3. The elimination of JEPP has caused financial constraints to the SCEP budget.

The Sunshine Coast Emergency Program (SCEP) will be using “the Great BC Shakeout” event in October to promote personal preparedness and hazard awareness.”
Agency Reports

Robert McKee, RCMSAR - The boat is now in service in the Sechelt Inlet.

Sean Eckford, CKAY - At present there is no live person in the studio on weekends. Call Sean at home in an emergency.

Salvation Army – a 2 day seminar on emergency training is being conducted this week.

Paul Martiquet, Medical Health Officer - The flu season is winding down.

Harry Almond, Search and Rescue - They had one recent call where a man walked out of the hospital and was found quickly. They did an evidence search task for the RCMP.

Bill Higgs, SVFD Chief – There was a gas leak near St. Mary’s hospital. There was also a couple of bush fires. They worked with the RCMP over the weekend on a few incidents.

Maureen Darragh, BC Ferries - The new Shoulder Season schedule is in effect until June 25.

Kirsten Fagervik, MOTI - They are winding down for the summer and getting ready for the fall. They are finishing a project on Redrooffs Rd.

NEXT MEETING June 27, 2012, SCRD Offices

ADJOURNMENT 4: 15 p.m.
**Recommendation No 2   Homelessness Outreach Program**

The Corporate and Administrative Services Committee recommended that Board send a letter to the Premier supporting the Homelessness Outreach Program and advocating for an increase to disability benefits to ensure that individuals living in areas with high accommodation costs and limited housing options are able to secure lodgings;

AND THAT this letter be copied to Nicholas Simons, MLA and member municipalities;

AND FURTHER THAT Homelessness Outreach Program be referred to the September, 2012 Community Services Committee Meeting for discussion of possible assistance.
Sechelt Youth Centre July and August, 2012

In the month of July there were 29 youth who dropped in, compared to 86 in June, with numbers dropping as the month progressed. We had expected low summer numbers so planned several special activities. These proved not to actually get youth to turn up, despite initial enthusiasm.

Given these numbers we chose to close for 3 weeks from July 31 to August 17 and started back up August 21, 2012. By then there was renewed interest in attending and a total of 15 youth dropped in during the last two weeks of August.

**Hours of Operation**

We have continued to be open 3 to 7 on Tuesdays, 3 to 6 on Wednesdays and Thursdays and 3 to 9 on Fridays. Special programs were planned for Saturdays.

**Programs**

- Volleyball
- Weekly BBQ; Youth shopped, prepped, cooked and cleaned up
- Blackberry picking for jam making
- Swimming @ Pier

**Special Events**

- Hike in Tetrahedron (Cancelled due to no Participation, although Youth showed interest)
- Beach Day ~ Ruby Lake (Cancelled due to no Participation, although Youth showed interest)

**Connections/Partnerships**

**Youth Outreach** – Youth Outreach Team Leader Daanish, has continued to make SYC a routine stop Friday nights. His co-worker Tina also made a stop in during the month of July.

**Aboriginal Mental Health Support Worker** – Janet Mulligan, also made weekly stop ins, for support of the youth and Staff. Also Janet brought in some duffle bags for the youth to have.

**Successes & Challenges**

**Drugs & Alcohol** – Drugs & Alcohol continue to not be an issue within the centre. Our policy is that there is a ZERO tolerance agreement in place at the centre and on outings
and that there are consequences for such behavior. If Drugs or Alcohol use is apparent
the youth will be asked to leave and given a written warning or if on an outing be taken
home and only home and given a written warning.

**Centre becoming homeless** – We continue to await news from SD46 on whether we can
relocate to the Sechelt Learning Centre campus. This would be an ideal solution should a
suitable space be offered to us. In the meantime we are using our current space in
partnership with Community Services which must end by October. SD46 has assured us
they are committed to providing a space and that we will know very shortly what they
can offer us as a space. If they cannot provide a suitable one, we will move quickly to
rent another location.

**Program development** – The month to month nature of our location has been
frustrating for our Youth Programmer and is, naturally, impacting program development
in some respects. While there are a number of ideas for activities to be offered, these
and the overall promotion are difficult to proceed with given that the where is unknown
at the moment.

Like any new endeavor, even one in a permanent location, we are learning our way
forward.

The less positive than hoped for news is it is slower than we would like. Having said that
we’ve been told by the Team Leader of Youth Outreach our first months are actually
very good based on his experience with other programs in other communities.

The upside is that while we are through five months of the fiscal year, we have used
only twenty percent of the funding (combining the 10,000 Community School grant and
the 30,000 Sechelt Youth Centre grant.)
Reference: 167542

Garry Nohr, Chair
Sunshine Coast Regional District
1975 Field Road
Sechelt BC V0N 3A1

Dear Mr. Nohr:

I am writing to follow up on my email of May 3, 2012, in response to your letter of April 2, 2012, regarding the Ministry of Environment’s Marine Oil Spill Response Plan and the Sunshine Coast Regional District’s interest in participating in a marine oil spill exercise.

The Ministry’s plan is tested on a regular basis through joint exercises organized by the Canadian Coast Guard, the Western Canada Marine Response Corporation (WCMRC) and private industry. Most recently, this included our participation in the 2011 CANUSDIX exercise held in Ketchikan, Alaska; the 2011 CANUSPAC exercise held in Oak Harbour, Washington; the WCMRC 1000-tonne spill exercise held in Victoria, British Columbia on May 16, 2012; and the WCMRC 10,000-tonne spill exercise in Vancouver from June 5 to 6, 2012. The Ministry also organizes or participates in a variety of other marine spill-related training or exercises, including our annual Spill Incident Management Team training, which rotates around the Province providing opportunities for local government, First Nations and other levels of government and agencies to participate.

The Province’s plans and policies do undergo periodic review and updating. The marine spill response plan is currently targeted for review and updating to represent changes to the federal marine spill response regime and changes to our ministry structure, as well as to address lessons learned through spill incidents (both in BC and abroad), training, and exercise participation. The timing of the review will be based on available resources and operational demands.

The Ministry has been reviewing current spill-related legislation to ensure that the Province and industry are appropriately prepared to address the current and changing risk profiles for spills. We anticipate further consultations with industry, various levels of government, First Nations and key stakeholders as this work progresses.
I would also encourage you or your staff to contact Mr. Graham Knox, Environmental Emergency Program Manager, to discuss specific concerns, training and exercising opportunities. Mr. Knox can be reached at 250 356-8383 or at Graham.Knox@gov.bc.ca.

Thank you again for writing and sharing your interest in this issue and your commitment to working with the Province to protect our communities and our environment from spills.

Sincerely,

[Signature]

Terry Lake
Minister of Environment

cc: Graham Knox, Environmental Emergency Program Manager, Environmental Protection Division, Ministry of Environment
Mr. Garry Nohr  
Chair, Sunshine Coast Regional District  
1975 Field Road  
Sechelt, British Columbia V0N 3A1

Dear Mr. Nohr:

Thank you for your correspondence of June 8, 2012, concerning the elimination of the Joint Emergency Preparedness Program (JEPP).

In line with the Economic Action Plan 2012 announced March 29, 2012, Public Safety Canada carefully and critically examined its emergency management activities and identified deficit reduction measures that streamline government operations while ensuring the safety and security of Canadians.

Federal contributions for emergency preparedness projects under the JEPP will end in 2013, along with funding provided for Urban Search and Rescue (USAR) and Critical Infrastructure initiatives. While funding continues to be in place for projects submitted for consideration in 2012-13, Public Safety Canada is in discussion with the USAR Advisory Committee regarding Heavy USAR capacity and delivery options, and a transition plan will be developed in collaboration with our provincial and municipal partners.

I would also emphasize that federal, provincial and territorial governments have achieved notable successes in recent years in enhancing our collective emergency management capacity through initiatives like the renewal of *An Emergency Management Framework for Canada*, the Communications Interoperability Strategy and Action Plan, the National Disaster Mitigation Strategy and the National Public Alerting System.
Please be assured that Public Safety Canada remains committed to working with provinces and territories to ensure a safe and resilient Canada.

Again, thank you for writing.

Yours sincerely,

[Signature]

Vic Toews, P.C., Q.C., M.P.

c.c.: Mr. John Weston, M.P.
West Vancouver – Sunshine Coast – Sea to Sky Country

Mr. Brian Masse, M.P.
Public Safety and Emergency Preparedness Critic

Mr. Nicholas Simmons, MLA
Powell River, Sunshine Coast

Ms. Kathy Corrigan, MLA
Critic for Public Safety and Corrections and Women

Federation of Canadian Municipalities

Union of BC Municipalities
June 8, 2012

Vic Towes, Minister of Public Safety
House of Commons
Ottawa, Canada K1A 0A6

Dear Minister Towes:

Re: Elimination of Joint Emergency Preparedness Program Funding (JEPP)

The SCRD Board at their meeting held on May 24, 2012 passed the following motion:

"THAT the report from the Emergency Program Coordinator regarding Federal funding cuts to Emergency Preparedness Programs be received;

AND THAT staff draft a letter opposing the elimination or reduction of funding for the Joint Emergency Preparedness Program (JEPP) and the Heavy Urban Search and Rescue (HUSAR) team to the Federal Minister of Public Safety and Emergency Preparedness, Sunshine Coast Member of Parliament, Opposition Critics, local Member of the BC Legislature, FCM and UBCM."

The Sunshine Coast has relied on JEPP funding to enhance our ability to plan for, mitigate and respond to disasters. The elimination of the JEPP and Heavy Urban Search and Rescue (HUSAR) Team funding without any public consultation is short-sighted and reduces public safety. We urge you to please reconsider your decision.
Further, we did not directly promote "Emergency Preparedness Week". As an isolated community our citizens, businesses and governments should be prepared to respond to a disaster by being on their own for a minimum of seven days. We feel it is time for the Ministry of Public Safety to change the message from 72 hours preparedness to one week and to take a leadership role in educating the public.

Yours truly,

SUNSHINE COAST REGIONAL DISTRICT

Garry Nohr, Chair

/be

CC: John Weston, ML, West Vancouver - Sunshine Coast - Sea to Sky Country
Brian Masse, Public Safety and Emergency Preparedness Critic

Nicholas Simmons, MLA, Powell River, Sunshine Coast
Kathy Corrigan, Critic for Public Safety and Corrections and Women

Federation of Canadian Municipalities
Union of BC Municipalities