COMMUNITY SERVICES COMMITTEE
Thursday JUNE 13, 2013
SCRD Board Room, 1975 Field Road, Sechelt, BC

AGENDA

CALL TO ORDER  1:30 pm

AGENDA

1. Adoption of the Agenda

PETITIONS AND DELEGATIONS

2. Sunshine Coast Community Response Network
   i. Correspondence from Dianne Evans, Coordinator, regarding
      World Elder Abuse Day June 15, 2013

REPORTS

3. Manager’s Report and Highlights - Parks and Recreation

4. Recreation and Parks Services Advisory Committee Minutes of May 21, 2013 - receipt and adoption of recommendations

5. Dakota Ridge Advisory Committee minutes of May 7, 2013 - receipt and adoption of recommendations

6. Treasurer and Parks Planning Coordinator - Proposed Dakota Ridge Trail Expansion

7. Parks Planning Coordinator - Pratt Road Bike Lane Update and 2013 Project Scope

8. Director Lewis - Ocean Beach Esplanade Illegal Parking and Beach Fires - potential installation of barriers

9. Parks Services Manager - Coopers Green Hall - Welcome Beach Community Association Proposal

10. Parks Services Manager - Follow-up Request for Segregated Area at Seaview Cemetery

11. Parks Services Manager - Mt. Elphinstone Cemetery - 1059 Keith Road Possible Acquisition

12. Parks Services Manager - Egmont School/Egmont Park License Agreement with SD46

13. Recreation Services Manager - Recreation Services Fees and Charges Review 2013
14. Manager, Pender Harbour Aquatic and Fitness Centre - PHAFC Services Fees and Charges Review 2013
   Annex K
   pp 39-42

15. Treasurer - 2013 Capital Projects Funding Amendments
   Annex L
   pp 43-48

16. Sunshine Coast Emergency Program minutes of May 29, 2013 - adoption
   Annex M
   pp 49-51

COMMUNICATIONS

17. School District No. 46 - Access to Facilities at Roberts Creek Elementary School on Saturdays
   Annex N
   pp 52-53

18. Telus - Cellular and Wire Line Coverage
   Annex O
   pp 54-56

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e), (g) and (k) of the Community Charter “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality”, “litigation or potential litigation affecting the municipality” and “negotiations and related discussions respecting the proposed provision of a municipal service.”

ADJOURNMENT
June 15, 2006 was declared as the first World Elder Abuse Awareness Day by the United Nations. This Day is recognition that seniors are valued members of society, convey a wealth of experience and wisdom in our community and deserve to live with dignity and respect. It is our collective responsibility to ensure they live safely and fully in a community that cares about them.

Victims of elder abuse are parents, grandparents, neighbours and friends. Elder abuse is not limited by race, gender, culture, and circumstance, and whether physical, emotional, or financial, elder abuse takes an unacceptable toll on individuals and families.

Seniors who experience abuse or neglect face a heightened risk of health related complications; financial abuse can rob our seniors of the security they have built over a lifetime. Tragically, many older adults suffer in silence, burdened by fear, shame, or impairments that prevent them from speaking out about abuse.

Combating abuse of older adults will help improve the quality of life for all seniors in our community and allow seniors to continue to live as independently as possible and contribute to the life and vibrancy of the Sunshine Coast. To help achieve that locally, the Sunshine Coast Community Response Network (SCCRN) was formed under the sponsorship of Sunshine Coast Community Services Society.

The SCCRN is one of many across the province, working within the principles of the Adult Guardianship Act (AGA), and supported by the BC Association of Community Response Networks. Network members, all volunteers, work together through the practice of inclusion, the presumption of capability and the encouragement of self-determination and choice, using the least intrusive means. The AGA allows designated agencies to be key responders to reports of abuse of vulnerable adults. In our community these agencies are Vancouver Coastal Health Home and Community Care and Mental Health Services; and the SC Association of Community Living.

The network does not handle case work, but provides a coordinating approach for the whole community and undertakes public education, e.g. during the past year the network has provided two workshops on the issue of the financial abuse of seniors and vulnerable adults for local financial institutions. This year, to highlight World Elder Abuse Awareness Day, we are conducting a campaign to raise awareness of the issue, the work of the SCCRN and the resources available in our community. Future plans include a Fall workshop/luncheon for seniors: “How to protect yourself from frauds and scams”.

Contact: Dianne Evans, Coordinator, 604-886-2494, dianneevans@uniserve.com
RECOMMENDATIONS FROM THE RECREATION & PARKS SERVICES ADVISORY COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT: Chair
Anne Titcomb
Members
Elise Rudland
Pat Hunt
Brenda Wilkes
Vicki Dobbyn
Elaine Futterman
Heather Gordon

ALSO PRESENT: Manager of Parks Services
Carleen McDowell
Manager of Recreation Services
Bruce Bauman
Parks Secretary
Geri Gelineau

REGRETS: GM Community Services
Paul Fenwick

ABSENTEES: Barbara DeMott
Dale Peterson

CALL TO ORDER  5:03 p.m.

AGENDA  The agenda was adopted as amended:
New Business
10. Gibsons Pool Article from the May 17th Coast Reporter

DELEGATION

MINUTES

Recommendation No. 1 – Recreation and Parks Services Advisory Committee

The Recreation and Parks Services Advisory Committee recommended that the minutes of the meetings held January 2, 2013 and March 6, 2013 be received and the minutes of the meeting held April 15, 2013 be received as amended.
Recommendation No. 2 - Parks & Recreation Master Plan Workshop

The Recreation and Parks Services Advisory Committee recommended that the meeting notes from the Parks & Recreation Master Plan Workshop held April 19, 2013 be received as amended.

REPORTS

Recommendation No. 3  
Board Minutes – Parks & Recreation

The Recreation and Parks Services Advisory Committee recommended that the excerpts from the Board Minutes from Jan. 10, 2013 to May 9, 2013 regarding Parks and Recreation items be received as information.

Recommendation No. 4  
Parks & Recreation Monthly Reports

The Recreation and Parks Services Advisory Committee recommended that the February, March, April and May, 2013 Parks & Recreation monthly reports be received as information.

Pat voiced her concerns regarding drops in attendance in the recreation programs (stats showing yearly comparisons). Pat was concerned that the lack of staff may be the issue.

Recommendation No. 5  
Budget Debrief

The Recreation and Parks Services Advisory Committee recommended that the Recreation Service Manager’s report regarding approved recreation budget recommendation for 2013 be received as information.

Recommendation No. 6  
Tax Conversion

The Recreation and Parks Services Advisory Committee recommended that the Recreation Service Manager’s report titled Tax Conversion 2013 be received.

Discussion ensued regarding low or no cost recreation options and how staff is going to communicate these options to the public. Elise noted that these low or no cost options should funded out of taxation so that it’s not just the facility users who are paying into these programs.

Bruce described in detail how the Leisure Access Funding works. The committee would like to see more communications to the public regarding the low cost options, especially the ongoing yearly specials, such as the April $20 special. Further discussions ensued regarding the Leisure Access Scholarship. The committee reiterated that they would like to see the name of the Leisure Access Scholarship funding changed so that the public can easily understand what the program is. Heather suggests having discussions with users to better understand their needs.
Fees and Charges

As part of the SCRD Financial Sustainability Policy, fees and charges are to be reviewed annually; however, they have not increased for Recreation Facilities since 2010. The following are a few ideas for additional fees that require committee input:

1. **Student Rate** (would replace youth rate) There would be no age cut-off, users would be considered a student as long as they have a valid student card.
2. **Parent & 2 Tots** – Currently there is a parent and 2 Tot rate for drop-in. This would mean establishing a rate for 10/20/30 tickets.
3. **80+ yrs of age would receive free admission to facilities.**
4. **Family Rate** – This rate currently includes up to 6 people 1 of which must be an adult. There have been requests for group rates for children. Presently the Family Rate promotes families participating together.

RPSAC liked the ideas of the ‘Student Rate’ and the ‘Parent & 2 Tot Rate’ and would like to see them implemented, a ‘Group Rate’ will be considered. It was noted that the fees and charges do not have the Healthy Hearts program rates included.

The committee suggested lowering admission fees for a determined amount of time to see how many more people will participate in Recreation. Brenda notes that communication is the key to better participation. What level does the fee need to be in able to attract people? Pat recommended that “Recreation go on Sale” for a couple of months every year.

RPSAC requested that a separate committee be formed to take another look at what constitutes what’s going to work with LAS. Is there a staff member that users can go to in order to identify their needs?

Parks Permit Fees

It’s been pointed out that the current Parks Bylaw exempts youth oriented groups such as schools, cubs, scouts and guides, who primarily cater to people under the age of 18 yrs to be exempt from paying the park permit fee. This is a concern since this also includes SCRD campsites. Various school groups visit Klein Lake and Katherine Lake yearly and sometimes cause damage to park amenities. Damage and damage deposits are not reflected in the Parks Bylaw. Carleen will be reviewing and updating the parks bylaw and will bring this back to the committee for review. Staff has also been asked to consider a seniors rate for camping.

The committee made the following suggestions:
- Offer discounts during the week days and only during non prime months.
- Add a damage deposit to the park permit.
- Camping fees are already low enough that a ‘Seniors Fee’ is not required.
- Regarding the hall rental fees, change the header ‘Community’ to ‘Private’.

Regain your Health

Brenda Wilkes, on behalf of the Vancouver Coastal Health reviewed the Regain Your Health program. As a pilot project, the Sunshine Coast Regional District and Vancouver Coastal Health
(VCH) have partnered with St. Paul’s Hospital to provide doctor referral programs on the Sunshine Coast that allows residents to manage specific heart related diseases. These programs include Happy Heats Plus and Happy Heart Maintenance, Ease into Exercise (land based), Gentle Waves and Aquatic Rehab (water based). VCH and the SCRD have partnered to also offer a variety of educational clinics.

Brenda noted that even though she’s been in communication with the medical practitioners, the programs are not getting the response that staff had hoped and would like to see better communication with the public. An information brochure has been produced and now needs to be circulated to the public better.

**CORRESPONDANCE**

**NEW BUSINESS**

Process for Priority Setting for Master Plan

*Deferred*

*Gibsons Pool Article In May Coast Reporter*

Anne referenced the article on the Gibsons Pool that was in the May 17th Coast Reporter. The article suggested that, as part of the Draft Master Plan the Gibsons pool could be “phased out” in the future.

Anne is worried that the public may perceive this item as one of the top priorities in the master plan, when really; top priorities specified by the public were parks, trails and recreation programming.

**Recommendation No. 7 Parks & Recreation Master Plan**

Given that the overwhelming priorities out of the Master Plan identified by the community are parks, trails and recreation programming in and out of the facilities;

The Recreation and Parks Services Advisory Committee recommends that the potential order of magnitude costs to either refurbish or replace Gibsons Pool and to do basic improvements and greater enhancement at the Sechelt Arena be developed after the Master Plan has been adopted and consultation with the communities impacted has been completed.

AND FURTHER that recommendation No 3 from May 9, 2013 Community Services not be included within the Parks and Recreation Master Plan.”

**NEXT MEETING:** June 17, 2013

**ADJOURNMENT:** 8:15 p.m.

Parking Lot Items:
- *Parks Tour*
- Fields
- Gender Equity
- GIS User Orientation
- 2012 Hall Usage Policy (rental rates vs. leases, business operation)
- Functions discussion
SUNSHINE COAST REGIONAL DISTRICT  
DAKOTA RIDGE ADVISORY COMMITTEE  
May 7, 2013  

RECOMMENDATIONS FROM THE DAKOTA RIDGE ADVISORY COMMITTEE  
MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL  
DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC  

PRESENT:  
Chair  
P. Neilon  
Members  
C. Robben  
R. Skene  
J. Mani  
M. Paddison  

ALSO PRESENT:  
Parks Planning Coordinator  
S. Adams  
Senior Parks Worker  
M. Frenette  
Recorder  
G. Gelineau  

ABSENT WITH REGRETS:  
C. Moore  
U. Pfaeffli  

CALL TO ORDER  5:04 p.m.  
AGENDA  
The Agenda was adopted as received  
MINUTES  
Recommendation No. 1  
Minutes  
The Dakota Ridge Advisory Committee recommended that the minutes of the meeting held April  
24, 2013 be received.  
REPORTS  
Trail Expansion Proposal  
Sam reviewed the three options given as part of the of the Trail Expansion Proposal report that 
will be going to the next June 13, 2013 Community Services meeting.  
Sam then reviewed the key benefits of the proposed 9 km of cross country ski trail system and 
asked the advisory committee for feedback.  
Add to key benefits: contained wilderness snowshoe area.
**Recommendation No. 2  Trail Expansion Proposal**

The Dakota Ridge Advisory Committee recommended that the Parks Planners report regarding the Trail Expansion Proposal at Dakota Ridge be received as amended;

AND THAT the DRAC request that Community Services recommend to the Board Option 3 as follows:

*Increase size of new trail system from the current design of 5 meters to 7 meters. This would cost an additional $5000 for construction but would make the trails easier to groom with potential savings on maintenance. In addition, a larger piston bully would be accommodated should one be purchased in the future.*

**NEW BUSINESS**

*Dakota Ridge Business Plan Review*

The Dakota Ridge Advisory Committee reviewed the draft staff report developed by Sam Adams, Parks Planning Coordinator and Tina Perreault, Treasurer, detailing how the Dakota Ridge operations compare to the Dakota Ridge Business Plan.

Discussion ensued and input was given on each section of the draft report.

The advisory committee suggested that NB Contracting receive a complementary pass to Dakota Ridge for the amount of work his business has put into snow clearing of the Forest Service Road.

**Recommendation No. 3  Dakota Ridge Business Plan Review**

The Dakota Ridge Advisory Committee recommended that the Parks Planners report regarding the Dakota Ridge Business Plan be received;

AND THAT requested changes made and a copy of the final draft report be forwarded to the Advisory Committee for input prior to it going to Corporate and Administrative Services.

**Recommendation No. 4  Dakota Ridge Fee Schedule**

The Dakota Ridge Advisory Committee recommended that the staff memo regarding a recommendation adopted by the Board requesting that the DRAC review the fee schedule and discuss adding an admission fee for children aged 12 and under be received;

AND THAT this item be deferred until the fee review.

**Addition of Advisory Committee Members**

*Due to the recent expirations of a few of the current advisory committee members, staff will be advertising three community member volunteer positions to sit on the Dakota Ridge Advisory Committee.*
BUSINESS ARISING FROM UNFINISHED BUSINESS

NEXT MEETING    At the call of the Chair

ADJOURNMENT    6:30 p.m.

Parking lot:

• Promote health and wellness plan to larger corporations on the Sunshine Coast
DATE: May 30, 2013
TO: Community Services Committee – June 13, 2013
FROM: Tina Perreault, Treasurer and
     Sam Adams, Parks Coordinator
RE: PROPOSED DAKOTA RIDGE TRAIL EXPANSION

RECOMMENDATION(S)

THAT the Treasurer and Parks Coordinator’s report regarding Proposed Dakota Ridge Trail Expansion be received;

AND THAT the Committee recommends Trail Construction Option 3;

AND THAT the Committee recommends Funding Trail Construction Option 2 to use $20,000 of the $26,000 Regional Power/ Bear Creek amenities funds received for this project;

AND THAT the Committee recommends the 2013 Financial Plan be amended accordingly.

BACKGROUND

At 2013 Round 3 Budget meetings, the following resolution was made:


THAT the Manager, Parks Services’ report titled “Dakota Ridge [680] – 2013 R3 Budget Proposal” be received;

AND THAT the following budget proposals be deferred to 2014:
• Budget Proposal 2 - Trail Expansion, $20,000, funded through Amenity Funding and Volunteers;
• Budget Proposal 5 – Widening Existing Trails for Larger Snow Groomer - $12,000 funded through Taxation;

AND THAT Dakota Ridge future Trail Expansion and Widening Existing Trails be referred to a Community Services Committee Meeting for discussion;

AND FURTHER THAT staff advise the Dakota Ridge Volunteer Committee of the deferral and include them as part of discussions at the Community Services Committee.
And the following recommendations were adopted at the April 25, 2013 regular Board meeting:

**Recommendation No. 7  Dakota Ridge Trail Expansion**

The Community Services Committee recommended that finance staff provide a report at the next Corporate and Administrative Services Committee meeting regarding the feasibility and implications of proceeding with a $15,000 trail expansion at Dakota Ridge in 2013.

AND THAT Parks staff also provide a report to the next Corporate and Administrative Services Committee meeting on the operational plan, including trails that are going to be decommissioned and an estimate of the reduction in operating costs that would entail, and that gives a perspective for the overall impact of a Dakota Ridge trail expansion.

One of the central recommendations in the “Business Plan Dakota Ridge Winter Recreation Area 2011-2016” (DRBP) is the expansion of the cross country trails system by a minimum of 8-10km. The purpose of this is to “... attract [more] day and multi-day skiers from the GVA. Resident season’s pass and day-pass sales will also increase as more skiing is added” (p.21 DRBP). This report discusses the option of increasing the existing cross country ski trail system by 9km’s.

**DISCUSSION**

Currently Dakota Ridge offers 13km’s of cross country ski trails. During the 2012-2013 season staff and volunteers regularly groomed approx. 12km’s of ski trails leaving out a km of windy less used trails to save wear and tear on the groomer.

Key benefits of the new proposed 9km of cross country ski trails system:
- Creates loop on easy terrain – accommodating all skill levels and multiday users;
- Adds additional viewpoints to trail system – Panther Mt.
- Increased safety for snowshoers by encompassing snowshoe area with ski trail;
- Easier to groom (less machine maintenance);
- Built outside the Chapman Creek watershed;
- Built with very little environmental impact (no excavation);
- Wood left on site to return nutrients to soil and help fill low spots on trail.

**Impacts on Operations – Assuming New Trail Development**

Early next season 10km’s of the existing 13km’s of trails would be opened. When there is enough snow (in early to mid January) the newest 9 km’s would be opened and the “old trail system” reduced by a further 2km, this would make 17kms of trails that would require grooming, and net increase of 5km from 2012.

It is estimated that the net cost in increased operations for the period would be $10,000. This includes anticipated costs of additional staff time to open the trails up each year, fuel and maintenance for the piston bully and summer maintenance supervision of volunteers. It is also anticipated that as Dakota grows there will be additional Parks Planning Coordinator time involved in managing operations and maintenance directly associated with increased hill use.
This is hard to measure at this time. Volunteers would be relied upon to fill in where required to compliment staff with regards to the increased trail length and facility usage.

Further information to inform the Board’s decisions is as follows:

- Increased user fees to be considered in the 2013-2014 season from $12 to $15, as per the DRBP recommendation;
- 2013 operations budget not affected as new trail will open Jan 2014;
- 2013 Dakota budget had an increase in administration fees due to planning for new trails and signage projects. This budget line item will decrease in the 2014 budget.
- Financial performance in relation to the new trails to be tracked carefully in 2014.
- The Business Plan would suggest $10,000-$20,000 in annual revenue growth due to the expanded system – less to start more as the usage grows.

**New Trails Project Steps to Completion**

The following is the list of steps, with an approximate timeline, required to complete the trail expansion:

- Refine trail expansion plan and estimate its effects on operations with input from staff, advisory committee, and other stakeholders (Completed);
- Archeological (both Sechelt and Squamish territory) and biology assessment (Summer 2013);
- Process permits and receive approval from the Ministry of Forests, Lands and Natural Resource Operations (Summer 2013);
- Volunteers to assist to build the proposed trail expansion (late summer, early fall 2013).

It is estimated that the above tasks, along with outside staff time, fallers (some trees will require removal), and a small contingency will require a budget of $15,000 to complete the project - assuming full volunteer participation. Even with the forest being relatively open and staff taking time to plan the trails to avoid as many trees as possible – some trees will need to be removed. Based on recent field work it is estimated that the number of trees, which are 30cm DBH (diameter at breast height) is 130. If complications due to topography or construction occur, the above budget would require review or the scale of the project modified.

Further reduction of tree cutting could be achieved by altering the route of the trail to go through an adjacent clear-cut. While not an ideal route this would save approximately 30 trees. This option would alter the current route of the popular Balsam Snowshoe Trail which currently traverses this clear-cut.

One final consideration is the width of the new proposed trail. It is worth considering the additional estimated expense of $5,000 to make the trails 7 meters wide in anticipation of the possibility of having them accommodate a larger piston bully. Wider trails would also decrease the chances of hitting trees while grooming and therefore potentially decrease maintenance costs (Note: a decision for a larger piston bully has been deferred as it has its pros and cons). Nonetheless it is more efficient to make the trail 7m wide now rather than adding to it later.
TRAIL CONSTRUCTION OPTIONS 2013

Option 1
Increase the trail system by 9km’s as originally planned. Estimated costs are $15,000 to construct and $10,000 per season operations (would be mitigated by increased user fees).

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<th>Item</th>
<th>Estimates</th>
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<td>One Time Construction Cost</td>
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<td>Yearly Recurring Operational Cost</td>
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<td>Trees Cut</td>
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Option 2
Alter the route of the trail system to reduce the number of trees cut from 130 to 100. Not ideal but would save some trees. There would still need to be stump cutting through the clear-cut so construction costs would remain the same. Estimated cost to construct is $15,000 with operational cost of $10,000 per season.

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<td>Trees Cut</td>
<td>100</td>
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Option 3
Increase size of new trail system from the current design of 5 meters to 7 meters. This would cost an additional $5000 for construction but would make the trails easier to groom with potential savings on maintenance. In addition, a larger piston bully would be accommodated should one be purchased in the future.

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<td>Trees Cut</td>
<td>175</td>
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FUNDING TRAIL CONSTRUCTION OPTIONS 2013

In order to fund the Dakota Ridge Trail Expansion project in the 2013 Budget, there are two available options as follows:

Option 1- Taxation in 2014
Amend the 2013 Financial Plan in the amount of $15,000 (or $20,000) as “required revenue”, and fund the project from taxation in 2014. In 2013, there was an amendment to the Bylaw requisition limit to .04¢/$1000 in assessment, up from .025¢/$1000, which would allow for this addition.

Option 2- Amenities Funds
Use a portion of the $26,000 received from “Regional Power/Bear Creek” amenities funds. This would involve amending financial plan accordingly.
DAKOTA RIDGE WINTER RECREATION AREA
Proposed Cross-Country Ski Trail Expansion 2013

Legend

- Proposed Ski Trails
- Existing Ski Trails
DATE: May 27, 2013

TO: Community Services Committee – June 13, 2013

FROM: Sam Adams – Parks Planning Coordinator

RE: Pratt Road Bike Lane Update and 2013 Project Scope

RECOMMENDATIONS

THAT the report regarding the Pratt Road Bike Lane Update and 2013 Project Scope be received;

AND THAT Option 1 is selected to have a bikeway constructed on both sides of Pratt Road;

AND THAT the Committee recommends that the 2013 Financial Plan be amended to reallocate gas tax revenue of $93,986 from Area E Ocean Beach Esplanade Bicycle Walking Path (01-6-665-470 CC#928-3) and $30,000 from Area E Ocean Beach Esplanade Bicycle Walking Path Addition Chaster Creek Bridge (CC# 928-6) to this project (01-6-665-470 CC#928-7) and to defer the OBE projects.

BACKGROUND

At the May 9, 2013 Regular Board Meeting the following resolution was adopted:

Pratt Road Knotweed

225/13 THAT all Japanese knotweed be eradicated prior to SCRD implementing any work on the Pratt Road water line and bike lane;

AND THAT all soils excavated for the trench in the knotweed infestation zone remain on the Pratt Road work site;

AND THAT the MOTI Permit conditions be reviewed to determine SCRD responsibilities in eradicating knotweed in the permitted area in the future;

AND FURTHER THAT property owners adjacent to the knotweed infestation site on Pratt Road be notified regarding the work to eradicate knotweed.
DISCUSSION

Knotweed along Pratt has necessitated additional planning in order to develop Best Management Practices for this construction.

The Board has asked that all soils from within the zone of infestation remain on site. For the proposed bike lane, this is possible on the west side of Pratt Rd by using this material as shouldering. There is a drainage ditch on the east side and therefore no room exists to leave the materials on site.

For the east side, the knotweed infested soils could be removed (around 20 dump truck loads of soil from the area of contamination) once it has been treated with Glyphosate. This would involve covered/tarped dump trucks taking the material to a pit at the Gibsons Ready Mix site where it would be wrapped and buried 20 ft deep. The site where the material is deposited would be monitored.

The alternative is to construct the bike lane along the west side only and wait 2 or 3 years until the knotweed has been eradicated along the east side before constructing that bike lane.

OPTIONS

Option 1: Construct Bike Lane on Both Sides of Pratt Road (remove soil from east side)

Bike lane on both sides as originally planned. All construction would take place after knotweed has been treated.

The construction of the 1.5m bike path along Pratt Road for 1.6km’s on both sides between Chaster Road and Gibsons Way is estimated to cost $573,000. During the 2013 budget process $440,000 of Area E’s Gas Tax was set aside for the Pratt Road bike lane.

The needed revenue could be made up by a reallocation of $135,000 from Area E’s Gas Tax funding currently allocated to the Ocean Beach Esplanade thereby deferring the OBE projects. This project which consists of a bike path and a bridge are technically unfeasible at this time due to onerous engineering standards for the bridge and knotweed issues in the Chaster Creek riparian area.

The advantage of option 1 is to take advantage of economies of scale for construction. It also gives both sides a bike lane which is preferred on a busy road.

Option 2: Construct bike lane on west side of Pratt Road only

The construction of the 1.5m bike path along Pratt Road for 1.6 km’s on the west side only between Chaster Road and Gibsons Way. This is estimated to cost around $400,000 based on preliminary analysis. This option would not require amendments to the 2013 budget and would leave the bike lane on the east side for future construction once the knotweed has been eradicated assuming funding was available at that time.
RECOMMENDATION(S):

THAT the Community Services Committee receives the Parks Services Manager’s report entitled Welcome Beach Community Association - Coopers Green Hall Proposal;

AND THAT the 2013 Financial Plan be amended to add $57,500 funded from taxation 2014 for the project to occur 2013, or staff be requested to prepare a 2014 Budget Report.

BACKGROUND

In 2012, staff was approached by the Welcome Beach Community Association (WBCA) to discuss improvements they would like to initiate at Coopers Green Hall in Halfmoon Bay. The Association used to operate and maintain a private hall in the area; however, they sold it in early 2012. Association members offered the SCRD partial proceeds from this sale to complete a portion of the proposed improvements to Coopers Green Hall.

Review of earlier proposals showed some technical and financial issues. This report concerns the latest proposal.

DISCUSSION

Requested improvements to be covered by the WBCA donation:
- Expansion of the kitchen
- Addition of a covered deck to be located on the ocean side of the building
- Complete re-wiring
- New plumbing for kitchen and hot water system
- Removal of existing roof to be replaced with a new vaulted roof
- Replacement of exterior siding and entrance features
- Interior upgrades such as new drywall, heating, insulation, lighting, flooring and new fireplace
- WBCA offers to aid in choice of paint colors, appliances and lighting

Items requiring SCRD support identified below:
- Possible asbestos remediation required for drywall (up to $10,000)
- Need for NFPA 96 fire suppression system for new kitchen ($12,000)
- A Board of Variance application would be required to deal with setback encroachments to the ocean for a new deck (staff time)
- Long term building maintenance due to low roof slope (cost unknown)
- Removal of two trees (possible public resistance)
- Upgrades to existing washroom to make them wheelchair accessible ($500)
- Building permits and licenses (usual fees)
- Engineering including signing/sealing of plans
- Brick chimney demolition and disposal
- Cost of construction insurance
- Surveyor certificate
- Kitchen counters, 3 sinks plus hand washing sink, stoves, cooler, dishwasher, fire suppression
- Amendments to drawings/engineering based on any changes required as process unfolds
- Landscaping if required after works performed
- Replacement of tables to round tables
- WBCA wishes to keep the work local and has been working with local contractors for pricing etc.

SCRD staff estimate that the costs could run up to $50,000 (plus contingency of $7,500) for items using SCRD support. These works will require the closure of hall for approximately 3 months.

The WBCA have already had project plans drafted and a local construction company has given a quote on the work (in 2012), which WBCA will provide $140,000 towards. SCRD would tender and manage the project and have design drawings prepared. If the tenders came in high the project would have to be reassessed.

Another option would be to ask the Association to change the scope of the project to reduce costs. Keeping the existing roof would reduce the budget considerably.

One of the trees that will need to be removed
Hall does not meet existing setback requirement of 7.5 meters (currently 6.8 meters)

Hall within 3.3 meters of neighboring property (set back is supposed to be 7.5 meters)

Summary

The proposed improvements (subject to variances and budget) would drastically improve Coopers Green Hall inside and out. Work could begin this year (2013) with an SCRD financial contribution. Staff time would also be involved to coordinate and oversee our portions of the project.
Recommendation(s):

THAT the Community Services Committee receives the Parks Services Manager’s report entitled Follow up - Request for Segregated Area at Seaview Cemetery;

AND THAT the Board selects Option 5 to amend the five year plan and phase in an expansion for the segregated area at the full cost of the Jewish community and reserves plots for them for future sale.

Background

At the April 25, 2013 regular meeting of the Board, the following excerpt of a recommendation was adopted:

171/13  Recommendation No. 1  Proposal for Seaview Cemetery

AND THAT a decision regarding the segregated use of the cemetery be deferred until staff report back at a future Community Services Committee meeting regarding the budgetary implications, scheduling of the cemetery expansion, fee structure amendments, and policy implications for creating segregated uses within the cemetery, as they relate to the overall cemetery expansion plan;

AND FURTHER THAT information about Pioneer Cemetery, as per the correspondence received from Sunshine Coast Museum and Archives be considered, and included as part of this report.

Discussion

Implications of a Segregated Section at Seaview Cemetery

Due to site characteristics the location for this section would better be located just before the wooded area that could be developed for this segregated purpose and for future expansion.
This area available is approx 9480 sq feet and could allow up to 180 full burial sites. It would require tree cutting, land clearing, leveling site prepping etc. There would be approximately 8 cedars, 4 firs and multiple cherry and maple trees requiring removal. It is estimated that the works to prep the site will be approximately $20,000 plus GST fall the trees and chip all debris and buck the wood to a predetermined length for hauling.

**Scheduling of an Expansion at Seaview Cemetery**

There is no scheduled plot expansion in the current 5 year work plan.

At the current level of activity for interments for full burials and with creation of new options, it is estimated that Seaview has a 10 year supply of traditional full burial plots.

The “Seaview Cemetery- Plan for the Future” is focused in the first 5 years to provide new options for interments and other options like a columbarium.

Thus actions recommended within the plan for years 1-5 are as follows:
- Implementing Stone Orchard database software (now in progress);
- Site preparation and installation of columbarium’s (research and conceptual design completed);
- laying out green burials (pending);
- upgrading the veterans cenotaph (pending);
- reviewing the bylaw (in progress);
- working on marketing new options (in progress).

Proposed plans beyond the 5 years included:
- Additional full burial plots;
- Commemorative bench and tree planning;
- Designing guidelines for mausoleum, stream restoration, planning and layout of scattering area (see below adjusted priorities).

The SCRD Board during the 2013 budget process adjusted the above priorities to include; implementing Stone Orchard database software, planning and layout of green burials, designing and implementing a scattering garden, the memorial wall and amendment of Cemetery Bylaw No. 445 in 2013.

**Fee structure amendments**

Each year SCRD reviews the Cemetery Tariff Fee Schedule and compares it to other municipalities. Our cemetery bylaw can be amended at any time to better reflect market rates, new services, and increased staff costs for administration, opening/closing of graves and ongoing maintenance. At the time that new options are being created staff will review other jurisdictions for fee information and bring proposed rates to the Committee for discussion.
Policy implications for creating segregated uses within the cemetery, as they relate to the overall cemetery expansion plan

Policy would need to be created if segregated uses were to be accommodated. This type of development was not discussed in the cemetery expansion plan. In principle it is reasonable to grant this request. There are no serious capacity issues.

Option of segregated section at Mt Elphinstone Cemetery

SCRD is not recommended to add this cemetery to its Cemetery Function (see related report).

Establishing an area at Mt Elphinstone would require physical work to the site. The lands are wooded and would need to be cleared, stumps removed, site prepped, seeded etc. There has been no planning done for that site as it has not been acquired by the SCRD and the current operators do not have the capability.

Further information regarding other jurisdictions

The following municipalities have some segregated sections in cemeteries:

- Prince George would allow special interest groups to purchase a block of plots in advance. Groups requiring extra separation from other faiths would be required to purchase additional plots that will remain empty around the plots intended for burial.
- Maple Ridge has a Lutheran Section and has pre-sold a block of plots for Roman Catholic burials.
- Kamloops has Muslim Section
- Surrey sold a section of their cemetery to the Jewish Community who administer and coordinate burials themselves.

The following municipalities do not have segregated sections:

- North Vancouver
- Coquitlam
- Abbotsford
- Township of Langley (has separate section for Veterans)
- Hope (has separate section for Veterans)

Options

1) Deny the request for a segregated area in Seaview;

2) Amend the five year plan and at SCRD cost expand the cemetery and pre-sell a section as a block of plots for segregated use like Prince George;

3) Amend the five year plan and phase in an expansion for segregated section at SCRD cost to pre-sell a block of plots (similar to Option 1 but expand only for this request);
4) Amend the five year plan and at joint cost expand the cemetery and reserve a section for the Jewish Faith either through a sale in advance of plots or reserving an area as segregated for future sale of plots to them.

5) Amend the five year plan and phase in an expansion for the segregated area only at the full cost of the Jewish community and reserve plots for them for future sale until this supply is exhausted.

All but option 1 would allow a segregated section. Options 2, and 4 allow for expansion beyond the needs of the Jewish Faith. Options 3 and 5 have expansion for the segregated area only.

Staff recommend Option 5 as it does not take resources away from the current five year plan while providing a positive response to the request. If the Jewish Community lacks the resources to do this, the decision could be reconsidered.
SUNSHINE COAST HIGHWAY
LOWER ROAD
Proposed Interment Expansion
SCRD STAFF REPORT

DATE: May 29, 2013
TO: Community Services Committee – June 13, 2013
FROM: Carleen McDowell, Parks Services Manager
RE: Mt. Elphinstone Cemetery 1059 Keith Road – Possible Acquisition

RECOMMENDATION(S):

THAT the Community Services Committee receives the Parks Services Manager’s report entitled Mt. Elphinstone Cemetery – Possible Acquisition;

AND THAT the Board selects Option #1 - Decline the offer to take over Mount Elphinstone Cemetery.

BACKGROUND

At the November 22, 2012 regular meeting of the board the following recommendation was adopted:

454/12

Recommendation No. 11 Cemetery on Mount Elphinstone

THAT a staff report be added to the work plan regarding acquisition and cost of maintaining the Elphinstone (Pioneer) cemetery.

And at the January 24, 2013 regular meeting of the board the following recommendation was adopted:

023/13

Recommendation No. 14 Mt. Elphinstone Cemetery

THAT staff report to a future Community Services Committee meeting after investigating the viability and costs associated with acquiring the Mt. Elphinstone Cemetery and the utility for Green Burials.

Mt Elphinstone Cemetery (also known as Pioneer Cemetery) located at 1059 Keith Road has been a topic of conversation. There was an attempt approximately 17 years ago by the Trustees of the cemetery to have the SCRD take it over. SCRD declined the acquisition at that time, however, did commit to basic maintenance.

Location map attached.
DISCUSSION

Dan Devlin, the local funeral director and sole administrator of the cemetery noted that there is a basic map and records available for Mr. Elphinstone/Pioneer property that dates back to 1916 showing names and dates of interments. A legal survey was never done on the existing plots and no future development plans exist.

Option for Acquisition

The current administrator of this cemetery is eager to transfer this property to the SCRD at a nominal fee. It would have to be clarified who would pay for transaction and legal costs.

The parcel is 10 acres in size with the approximately 9 acres that are still natural and treed. Acquisition of the cemetery lands for a park is not directly supported in the Elphinstone OCP but would not appear to be a major conflict since the area to the south is identified as a potential park acquisition in the OCP:

(b) Future Community or Regional Park No. 2
District Lot 1314 – Old Watershed Reserve
This 33 ha. (82 acre) site includes land sloping northward towards Mount Elphinstone and is partly covered by mature coniferous forest area identified in the Sunshine Coast Sensitive Ecosystem Inventory (2003). The land is crossed by Webb Brook and two upper branches of Chaster Creek incised in steep ravines.
This site should be protected in its entirety as a Regional Park and managed in a manner that protects the surface and ground water resources so that they continue to be available to the Town of Gibsons and the Regional District for community water purposes as needed.

Operational Aspects

In the past as a courtesy, the SCRD helped maintain this cemetery by having parks staff cut the grass 2-3 times per year and perform minor clean up of the access road. This work takes our staff approximately 7-9 person hours each time. In August of 2010, we had a contractor perform a one-time cutting of the grass at a cost of $420. Due to budget restraints, staff were requested to no longer perform these duties and it’s was left up to the cemetery administrator to find someone to do the work, which has been very difficult and costly for Mr. Devlin. There are no perpetual care funds for this property and there has been limited revenue collected due to small number of interments/inurnments. Staff are unaware if the society has additional funds or holdings that would transfer with the cemetery.

Existing plots in this cemetery are situated on a substantial hill which makes grass cutting and general maintenance more strenuous and excavating quite difficult. It would not be recommended to add additional plots to this site in order to keep maintenance limited to its current level. If the RD took on the cemetery or added sites where trees are cleared there would be extra operating costs.

Operating costs would also include substantial staff time to process all records and add to the system database.
Internment Obligations/Reservations

Currently, there are nine reservations of cremation plots and nine of full burial plots (that may be used for cremation).

Potential for Green Burials

Any cemetery can include a section for green burials, as long as it’s included in the cemetery bylaw. The current cleared area of this cemetery would not be conducive to interring people without liners. A better suited section could be arranged for green burials or the use of the wooded area for hand-dug plots, however, this would involve the services of a landscape architect or planner in order to prepare a feasibility study and plan.

Options

The options are as follows:

1) Decline the offer to take over Mount Elphinstone Cemetery.

2) Take it over with conditions that cover all transaction/legal costs plus an agreed upon lump sum cash payment for perpetual care and start up costs such as a survey.

3) Take it over at a nominal cost and absorb costs/increase taxation in 2014 budget for Operations.

Options 2 and 3 will add to the Cemetery’s (Function 400) annual operating costs well in excess of potential new revenues. Option 3 is the most costly in the short and longer run.

Taking on the additional responsibilities of a third party cemetery is not recommended. The recent Seaview Cemetery Business Plan shows that with implementation of various options there is currently sufficient space to meet anticipated cremated and full burial needs.
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: May 15, 2013

TO: Community Services Committee – June 13, 2013

FROM: Carleen McDowell- Parks Services Manager

RE: EGMONT SCHOOL/ EGMONT PARK LICENSE AGREEMENT WITH SD 46

RECOMMENDATION(S)

THAT the Parks Services Manager report regarding the Egmont School/Egmont Park License Agreement be received;

AND THAT the Board authorizes the Corporate Officer and Chair to sign the License Agreement between the SCRD and School District No. 46.

BACKGROUND

In the past, School District No 46 had been approached by community groups to manage the Egmont Park, which at one time was the site of the Egmont School, however, the liability risks were too great for these groups.

At the July 1998 meeting of the Parks and Recreation Committee, staff was directed to explore the possibility of leasing the Egmont School site from School District No. 46 to be used as a park. The Egmont Community Club raised $3,000 to help fund new playground equipment for the site and some upgrades were made.

DISCUSSION

Since the time of those discussions SCRD Parks staff has been maintaining this park as a SCRD Park, including maintenance, grass cutting, playground inspections, minor repairs etc.

In 2008 the SCRD was approached by a collective group of property owners from the Egmont Cove area and a petition was distributed by 2009 which resulted in the majority of home owners requesting an extension of SCRD water to service their area. Based on the agreement for water service, all property owners that front the new water system were to pay $4,000 to the SCRD as a capital contribution to help pay for the expansion.

School District No. 46 has drafted a new agreement for consideration which requires the SCRD to pay this cost for the water hook-up. If the Board agrees and adopts the above recommendation, the operating budget for Community Parks will absorb the $4,000 cost over two years ($2,000 each 2013 and 2014).

The main conditions of the agreement are:
  • five year agreement due to SD legislative requirements;
- usage restricted to a community park;
- lessee to comply with bylaws and avoid nuisances;
- standard insurance and indemnification clauses.
LICENSE TO OCCUPY

This “Agreement” made the ___ day of ______, ____ (the “Effective Date”)

BETWEEN:

THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)
P.O. Box 220, 494 South Fletcher Road, Gibsons, B.C., V0N 1V0 (the "Owner");

AND:

SUNSHINE COAST REGIONAL DISTRICT, 1975 Field Road, Sechelt, BC V0N 3A1
(the “Licensee”);

WHEREAS the Owner is the registered owner of the lands known as the former Egmont School Site, located in Egmont, B.C. and having the following legal description:

PID: 010-056-789 Lot 1 District Lot 5940 Plan 8476 (the “License Area”).

AND WHEREAS the Licensee wishes to obtain, and the Owner wishes to grant to the Licensee, a non-exclusive license (the “License”) to occupy and use the License Area during the Term (defined below) for the purposes indicated herein, on the terms and conditions set forth herein.

GRANT OF NON-EXCLUSIVE LICENSE

In consideration of and subject to the terms and conditions of this Agreement, the Owner hereby grants the License to the Licensee. The interest granted pursuant to this Agreement constitutes a contractual license only and does not constitute a lease or a sublease, nor create any other interest in land, nor any partnership, joint venture or agency relationship between the Owner and the Licensee (collectively, the “Parties”, and individually, a “Party”).

a) TERM AND LICENSE FEES:

Subject to the Licensee’s compliance with all the terms hereof and early termination or renewal as may be provided herein or otherwise agreed in writing, the License shall be for a term (the “Term”) of SIXTY (60) months commencing on the Effective Date. On the Effective Date, the Licensee shall pay the Owner a non-refundable license fee of $1.00 as payment in full of the license fees for the entire Term.

b) USE OF LICENSE AREA:

The Licensee shall not use the License Area nor allow the License Area to be used for any purpose other than for public community park purposes, unless the Owner’s written consent is first obtained, which consent may, in the Owner’s absolute discretion, be withheld or granted subject to conditions.

c) NO NUISANCE:

The Licensee shall not at any time during the said Term or any renewal thereof permit anything to be done or kept on or around the License Area that may be considered a nuisance.

d) COMPLY WITH LAWS:

The Licensee shall comply at its expense with all laws, regulations and requirements of any and all authorities, including the Owner, from time to time applicable to the Licensee or to the License Area or any improvements thereon, and all notices in pursuance of same. The Licensee shall save the Owner harmless from all costs and damages the Owner may incur or suffer by reason of the Licensee’s breach of this provision.
e) **DAMAGE BY LICENSEE:**

The Licensee shall pay the cost of any damage to the License Area or to any property of the Owner arising from the use of the License Area by the Licensee or its staff or invitees. Without limiting the foregoing, the Licensee shall reimburse the Owner for costs incurred by the Owner in making good any damage caused to the said License Area or any part thereof as a result of the negligence or willful act or omission of the Licensee, its invitees, licensees, agents, servants, clients or other persons from time to time in or about the License Area.

f) **INSURANCE:**

The Licensee covenants and agrees with the Owner to maintain the following insurance coverage throughout the Term:

1. General liability insurance including bodily injury, and property damage on an occurrence basis with respect to all activities carried on or in or from the License Area and Licensee’s use and occupancy thereof. The limit of such insurance shall be for not less than Two Million Dollars ($2,000,000.00) inclusive per occurrence or such higher limits as may be required by the Owner from time to time. This insurance shall name the Owner as an additional insured, and shall include a cross liability clause and Licensee’s legal liability insurance in the minimum amount of One Million Dollars ($1,000,000.00).

2. Such other insurance of the License Area and activities conducted thereon as would be carried by a prudent operator of premises similar in use, type and location.

If the Licensee does not provide or maintain in force such insurance, then the Owner shall be entitled but not obligated to take out the necessary insurance at the Licensee’s expense. The Licensee shall pay to the Owner as additional rental the amount of such premium immediately on demand. If both the Owner and the Licensee have claims to be indemnified under any such insurance, then the indemnity shall be applied first to the settlement of the claim of the Owner and the balance, if any, to the settlement of the claim of the Licensee.

**Insurance Certificates:**

The Licensee shall obtain and provide to the Owner prior to occupying the License Area insurance certificates issued by the insurer or insurance broker of the Licensee containing the following information:

1. Name of insurance company and the binder or policy number.
2. Name and address of the Insured (user group).
3. Policy period (covering at least the period the License is in place).
4. Description of coverage.
5. Policy limits.
6. Description of insured operations and location(s).
7. Signature of authorized representative and date.

**Acts Conflicting with Insurance:**

The Licensee shall not do or permit to be done any act or thing which might render void or voidable or conflict with the requirements of any policy of insurance, including any regulations of fire insurance underwriters applicable to such policy, whereby the License Area are insured or which may cause any increase in premium to be paid in respect of any such policy. If any policy
is cancelled or threatened to be cancelled by reason of any act or omission of the Licensee, then the Owner shall, in addition to any other remedies under this License or otherwise available to the Owner, have the right at its option to terminate this License forthwith by giving notice of termination to the Licensee. If the premium to be paid in respect of any such policy is increased by any act or omission of the Licensee, including the use of the License Area as provided herein, then the Licensee shall immediately pay to the Owner the amount of such increase.

g) **LIABILITY FOR DAMAGE TO PERSONS OR PROPERTY:**
The Licensee shall be responsible for securing its own property and the property of others in its care and control in the License Area, and for ensuring the safety of its staff and invitees, and hereby releases the Owner from any and all liability whatsoever in respect thereof.

The Owner shall not be responsible in any way for any injury to any person or for the loss of or damage to any property belonging to the Licensee or to the employees, invitees, or licensees of the Licensee while such person or persons or property is on or about the License Area or any part of the License Area, and the Licensee covenants to indemnify the Owner against all loss, costs, claims or demands in respect of any injuries, loss or damage referred to in this section.

h) **INDEMNITY OF OWNER:**
The Licensee shall indemnify and save harmless the Owner (which indemnity shall survive the expiry or sooner determination of this License) from any and all liabilities, damages, costs, claims, suits, or actions, including all costs and actual legal fees and disbursements incurred, in connection with:

1. any default under any provision of this License by the Licensee;
2. any wrongful or negligent act or omission of the Licensee or anyone for whose actions the Licensee is legally responsible;
3. any damage to property while said property is in or about the License Area; or
4. any injury to any licensee, invitee, agent or employee of the Licensee, including death resulting at any time therefrom, occurring in or about the License Area;

except to the extent such results from the wrongful act or failure to act or negligence of the Owner, or of the Owner's agents or employees.

i) **CONDITION OF LICENSE AREA, REPAIRS AND MAINTENANCE:**
The Licensee hereby accepts the License Area on an “as is” basis, and the Licensee shall at its own expense, during the said Term and any extension thereof, sufficiently keep the License Area in good repair and in a safe and lawful condition for its use as licensed hereunder.

j) **ALTERATIONS AND INSTALLATIONS:**
The Licensee shall not make any alterations, repairs, installations, removals or improvements in or about the License Area or any improvements thereon without the Owner's prior written consent, in the Owner's absolute discretion, as to suitability and acceptability and only after having submitted adequate plans and specifications thereof to the Owner. Such consent shall be at the discretion of the Director of Facilities of the Owner, and may be given subject to conditions including without limitation requirements for security and indemnity of the Owner. If consent is given, all work shall be done in accordance with any such conditions and in a good and workmanlike manner to a standard acceptable to the Director of Facilities of the Owner.
k) **FIXTURES:**

The Owner has no responsibility, risk or liability whatsoever for any loss of or damage to any work, improvements, fixtures or equipment installed or left on the License Area by the Licensee.

At the expiry or other termination of the License, all improvements erected or placed upon the License Area by the Licensee and all fixtures in or about the License Area placed by the Licensee shall be removed by the Licensee and the Licensee shall repair any resulting damage.

The Owner shall have the right upon the expiry or termination of this License to require the Licensee by written notice to remove any chattels and equipment located on the License Area and if the Licensee does not remove its property forthwith after written demand, then the Owner may remove and dispose of such property at the Licensee’s sole risk and expense, and the Owner shall not be responsible for any loss or damage to any such property.

l) **LIENS AND ENCUMBRANCES:**

The Licensee covenants to forthwith discharge any liens and other encumbrances at any time filed against the License Area arising by reason of any work done or materials supplied at the direction of the Licensee, and to keep the said License Area free from any and all liens and other encumbrances, arising as a result of its acts or omission, and if the Licensee fails to do so, the Owner shall be entitled but not obligated to pay into court the amount required to obtain a discharge of any such lien in the name of the Licensee and any amount so paid together with all disbursements and costs in respect of such proceedings on a solicitor and client basis shall be forthwith due and payable by the Licensee to the Owner as additional license fees. The Licensee shall allow the Owner to post and keep posted on the License Area any notices that the Owner may desire to post under the provisions of the *Builders Lien Act* or any other legislation.

m) **UTILITIES:**

The Licensee’s use of any utilities supplied to the License Area shall be subject to the Licensee agreeing in writing to and complying with the Owner’s terms of use, as may be determined by the Owner in its discretion from time to time. The Licensee shall pay all telephone, electric, gas, water, cable, internet, garbage collection and other utility charges in connection with its use or occupancy of the License Area as and when the same become due. If at any time for any reason the Owner is required to pay all or any of the foregoing, such amount so paid shall forthwith become due and payable by the Licensee as additional license fees hereunder.

n) **OTHER COSTS:**

The Licensee shall pay and be responsible for all heat, fuel, electricity, scavenging, snow removal, insurance, janitorial and maintenance costs, repairs, utilities, assessments, painting, security protection, sewer and water levies, and all other costs, charges, outlays and expenses in connection with the License Area or any improvements thereon. Should any taxes, assessments, levies, utility, local improvement or other charges be levied against or in respect of the License Area or any improvements thereon or in the local community by any authority, then the Licensee shall be responsible for those taxes relating to the License Area, and improvements located thereon, or if no separate tax notice shall be issued for the License Area, then in such event the Licensee shall pay the proportionate share attributable to the License Area.

o) **SECURITY:**

The Licensee will be responsible for securing and controlling access to the License Area throughout the Term in the same manner that it secures and controls access to other public community parks that it owns or controls.
p) **OWNER’S ACCESS TO LICENSE AREA:**

The Owner shall be entitled to enter, inspect and otherwise have access to the License Area throughout the Term of the License, and upon the expiry or sooner determination of the Term, or of any renewal thereof, the Licensee shall forthwith peaceably vacate and cease occupancy of the License Area without notice from the Owner.

q) **ASSIGNMENT OR SUBLICENSING:**

This Agreement and the License are personal to the Licensee and may not be assigned or sublicensed, including by succession or operation of law, except with the prior written consent of the Owner, which may be withheld in the absolute discretion of the Owner. No assignment or sub-licensing will relieve the Licensee from its obligations under this License.

r) **TERMINATION:**

The Owner may terminate the License on one week’s notice in the event of any default or non-performance of any covenant hereunder by the Licensee.

Notwithstanding anything herein contained, the Owner shall have the right in its discretion and without cause or liability to the Licensee to terminate this License by giving at least six (6) months’ prior notice in writing to the Licensee.

The Licensee shall vacate the License Area on or before the effective date of any termination.

s) **NOTICES:**

Any notice to be given hereunder shall be sufficiently given if mailed in Canada by registered mail, postage prepaid, to the appropriate Party at the address first set out above for that Party, or such other address as may be designated by written notice given by that Party to the other Party in accordance with this provision.

Any notice mailed as aforesaid shall be conclusively deemed to have been received on the third business day following the day on which such notice is mailed as aforesaid.

t) **REGISTRATION:**

The Licensee shall not in any circumstances apply to register this License or any other interest or notice of interest against or in respect of the License Area or any part thereof. The Licensee further covenants not to mortgage or otherwise encumber this License or any interest hereunder.

u) **EXPROPRIATION:**

During the Term of this License, if the whole of the License Area shall be expropriated, or otherwise taken by virtue of any power or authority having the power for such acquisition or condemnation, then the Term of this License shall be deemed terminated from the date of entry of such authority without any liability to the Owner or recourse by the Licensee to the Owner whatsoever including, without limitation, for any refund of prepaid license fees or for any costs or damages. Nothing herein contained shall prevent the Owner nor the Licensee or both from recovering damages from such authority for the value of their respective interests or for such other damages and expenses allowed by process of law.

v) **COMMENCEMENT:**

The covenants expressed herein shall be binding on the Parties from the Effective Date notwithstanding the dates of execution of this Agreement by the Parties.

w) **RENEWAL AND OVERHOLDING:**
The Licensee does not have any right or option to renew or extend this License. If the Licensee continues to occupy the License Area with the express consent of the Owner after the expiry of the Term of this License but without any express written agreement as to the term of such occupancy, then the Licensee shall be a monthly licensee on the terms and conditions herein set out.

x) **TIME:**
Time is of the essence of this Agreement.

y) **ENTIRE AGREEMENT:**
This Agreement contains the entire agreement between the Parties. There are no other conditions, representations or warranties, express or implied, and no amendment hereto shall be valid unless in writing signed by the Parties.

z) **ENUREMENT:**
All of the provisions of this License shall be binding upon and enure to the benefit of the Parties hereto and their respective heirs, executors, administrators, successors and permitted assigns.

IN WITNESS WHEREOF the Parties have duly executed and delivered this Agreement as of the Effective Date.

OWNER:
The Board of Education of School District No. 46 (Sunshine Coast), per:

___________________________________
Secretary-Treasurer

LICENSEE:
Sunshine Coast Regional District, per:

___________________________________
Authorized Signatory

Name: ______________________________
Title: _______________________________
Date: May 24, 2013
To: Community Services Committee – June 9, 2013
From: Bruce Bauman, Recreation Services Manager
Re: Recreation Services Fees & Charges Review 2013

Recommendation(s)

That the Community Services Committee receives the report on Recreation Services Fees & Charges Review 2013 as information;

And that all fees and charges adjustments be adopted as presented effective September 1, 2013;

And further that Bylaw 599 be adopted with the proposed changes prior to September 1, 2013

Discussion

In keeping with the 2012 – 2014 SCRD Strategic Plan and the Key Strategic Direction of Financial Sustainability all fees and charges are to be reviewed annually. Recreation Services fees and charges were last reviewed in 2012 have not increased since 2010.

Background

The Recreation & Parks Service Advisory Committee conducted their annual review of the existing Bylaw 599 - Recreation Fees & Charges on May 22, 2013. The committee agreed that the following are the only changes to be considered as part of their annual review:

A) Teen Rate – adjusted to a Student Rate which would expand the inclusion of people over 18 that are in school with a valid student card from the current 13 – 18 year old age group.

B) Parent & 2 Tots Rate - Presently there is a parent and 2 tot rate for drop in at our aquatic centres. This would mean establishing a rate for 10/20/30 tickets in keeping with our pricing formula.

Staff supports the advice of the Recreation & Parks Services Advisory Committee as detailed above.

The attached fees and charges Bylaw 599 schedule includes the changes described in this report.
# Regional Fees

## Swimming / Fitness / Racquet Sports

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<td>Student 30 tickets</td>
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<td>$</td>
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<tr>
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<td>13 - 18</td>
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<table>
<thead>
<tr>
<th>Adult</th>
<th>19+</th>
<th>$</th>
<th>6.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult 10 tickets</td>
<td>19+</td>
<td>$</td>
<td>60.75</td>
</tr>
<tr>
<td>Adult 20 tickets</td>
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<td>Adult Lifestyle 12 months</td>
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<table>
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<th>Senior</th>
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<th>5.75</th>
</tr>
</thead>
<tbody>
<tr>
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<td>$</td>
<td>51.75</td>
</tr>
<tr>
<td>Senior 20 tickets</td>
<td>60+</td>
<td>$</td>
<td>97.75</td>
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<td>Senior 30 tickets</td>
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</tr>
<tr>
<td>Senior Lifestyle 1 Month</td>
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## Parent & Preschooler

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<thead>
<tr>
<th>Parent &amp; Preschooler</th>
<th>1 parent 1 preschooler</th>
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<th>8.75</th>
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</thead>
<tbody>
<tr>
<td>Parent &amp; Preschooler Double</td>
<td>1 parent 2 preschooler</td>
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<td>$</td>
<td>148.75</td>
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<tr>
<td>Parent &amp; Preschooler</td>
<td>30 tickets</td>
<td>$</td>
<td>218.75</td>
</tr>
<tr>
<td>Parent &amp; 2 Preschooler</td>
<td>10 tickets</td>
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<td>94.50</td>
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<td>Parent &amp; 2 Preschooler</td>
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<tr>
<td>Parent &amp; 2 Preschooler</td>
<td>30 tickets</td>
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## Raquet Courts

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<th>12 &amp; under</th>
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<th>4.00</th>
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<tbody>
<tr>
<td>Student</td>
<td>13 - 18</td>
<td>$</td>
<td>5.00</td>
</tr>
<tr>
<td>Adult</td>
<td>19+</td>
<td>$</td>
<td>6.75</td>
</tr>
<tr>
<td>Single</td>
<td>60+</td>
<td>$</td>
<td>5.75</td>
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## Lockers

<table>
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<th>Lockers</th>
<th>Single</th>
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<tbody>
<tr>
<td>5 Tokens</td>
<td>$</td>
<td>2.50</td>
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## Personal Trainer

<table>
<thead>
<tr>
<th>Personal Trainer</th>
<th>Single</th>
<th>$</th>
<th>12.00</th>
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</thead>
<tbody>
<tr>
<td>Personal Trainer 10 Visits</td>
<td>$</td>
<td>108.00</td>
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</table>

### NOTE: FLEX PASS

- used at any facility at any time when open for drop-in

Includes Swimming, All Fitness, Skating, Scrub Hockey and Court Rentals

### FLEX PASS

| FLEX PASS | Adult Flex 12 Month | 19+ | $ | 745.75 |

## NON Prime Memberships 25% Off

<table>
<thead>
<tr>
<th>NON Prime Memberships 25% Off</th>
<th>Mon thru Friday</th>
<th>12:30 p.m. - 4:00 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Lifestyle 1 Month NP</td>
<td>12 &amp; under</td>
<td>$</td>
</tr>
<tr>
<td>Child Lifestyle 3 month NP</td>
<td>12 &amp; under</td>
<td>$</td>
</tr>
<tr>
<td>Child Lifestyle 6 month NP</td>
<td>12 &amp; under</td>
<td>$</td>
</tr>
<tr>
<td>Child Lifestyle 12 month NP</td>
<td>12 &amp; under</td>
<td>$</td>
</tr>
</tbody>
</table>

### Student

<table>
<thead>
<tr>
<th>Student</th>
<th>13 - 18</th>
<th>$</th>
<th>4.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lifestyle 1 Month NP</td>
<td>13 - 18</td>
<td>$</td>
<td>110.00</td>
</tr>
<tr>
<td>Student Lifestyle 6 months NP</td>
<td>13 - 18</td>
<td>$</td>
<td>195.00</td>
</tr>
<tr>
<td>Student Lifestyle 12 months NP</td>
<td>13 - 18</td>
<td>$</td>
<td>341.25</td>
</tr>
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</table>

### Adult

<table>
<thead>
<tr>
<th>Adult</th>
<th>19+</th>
<th>$</th>
<th>60.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Lifestyle 1 Month NP</td>
<td>19+</td>
<td>$</td>
<td>148.25</td>
</tr>
<tr>
<td>Adult Lifestyle 6 months NP</td>
<td>19+</td>
<td>$</td>
<td>263.25</td>
</tr>
<tr>
<td>Adult Lifestyle 12 months NP</td>
<td>19+</td>
<td>$</td>
<td>460.75</td>
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</table>

### Senior

<table>
<thead>
<tr>
<th>Senior</th>
<th>60+</th>
<th>$</th>
<th>51.75</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Lifestyle 3 months NP</td>
<td>60+</td>
<td>$</td>
<td>126.25</td>
</tr>
<tr>
<td>Senior Lifestyle 6 months NP</td>
<td>60+</td>
<td>$</td>
<td>224.25</td>
</tr>
<tr>
<td>Senior Lifestyle 12 months NP</td>
<td>60+</td>
<td>$</td>
<td>392.50</td>
</tr>
</tbody>
</table>

### NOTE:

If a non prime membership wishes to attend a prime time drop in there is an additional fee of $1/Child & $2.00/Student/Senior/Adult
DATE: May 27, 2013
TO: Community Services Committee – June 13, 2013
FROM: Deb Cole, Pender Harbour Aquatic & Fitness Centre Manager
RE: PHAFC Services Fees & Charges Review 2013

RECOMMENDATION(S)

THAT the Community Services Committee receives the report on PHAFC Fees & Charges Review 2013 as information;

AND THAT All Fees and Charges Adjustments be adopted as presented effective September 1, 2013;

AND FURTHER THAT Bylaw 630 Schedule “A” be presented to the Board for adoption with the proposed changes prior to September 1, 2013

DISCUSSION

In keeping with the 2012 – 2014 SCRD Strategic Plan and the Key Strategic Direction of Financial Sustainability all fees and charges are to be reviewed annually. PHAFC fees and charges were last reviewed in 2012 have not increased since 2010.

BACKGROUND

The Pender Harbour Aquatic Society conducted their annual review of the existing Bylaw 630 - PHAFC Fees & Charges on May 16, 2013. The committee agreed that the following are changes to be considered:

A) Youth Rate – adjusted to a Student Rate which would expand the inclusion of people over 18 that are in school with a valid student card from the current 13 – 18 year old age group.

B) Parent & Pre-schooler - Presently there is a parent and tot rate for drop in at our aquatic centre valid during a specific time. This has been revised to remove the time limitation and make this rate valid during any hours of operation. This would mean establishing a rate for 10/20/30 tickets in keeping with our pricing formula.

C) Child Punch Pass - Presently there is only a 10 punch pass option. It has been agreed to add both 20 and 30 punch options.

D) 6 Month Gym and Swim Passes - Presently there are 5 month pass options. It has been agreed to revise this option to a 6 month pass to be consistent with the other recreation facilities and be consistent with Active Net set up.
E) Family Punch Passes- Presently there is a 10 punch pass option only. It has been agreed to add both 20 and 30 punch options and remove the 1 Month pass.

The attached fees and charges Bylaw 630 schedule includes the changes described in this report.
## Schedule A
### Pender Harbour Aquatic and Fitness Centre Fees and Charges Bylaw No. 630
Inclusive of taxes unless otherwise noted

#### Swimming
**Drop In/Punch Cards/Gym and Swim Passes**

<table>
<thead>
<tr>
<th>Category</th>
<th>Age Range</th>
<th>Single</th>
<th>10 Punch</th>
<th>20 Punch</th>
<th>30 Punch</th>
<th>1 month</th>
<th>3 month</th>
<th>6 month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child 3-12 years</td>
<td></td>
<td>$3.50</td>
<td>$31.50</td>
<td>$59.50</td>
<td>$87.50</td>
<td>$38.50</td>
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<td>$168.00</td>
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</tr>
<tr>
<td>Child 10 Punch</td>
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<td></td>
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</tr>
<tr>
<td>Child 20 Punch</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Child 30 Punch</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child 1 month</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Child 6 month</td>
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</tr>
<tr>
<td><strong>Student 13-18 years</strong></td>
<td></td>
<td>$4.25</td>
<td>$38.25</td>
<td>$72.25</td>
<td>$106.25</td>
<td>$46.75</td>
<td>$114.75</td>
<td>$204.00</td>
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</tr>
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<tr>
<td>Student 20 Punch</td>
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<td>Student 30 Punch</td>
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<td>Student 1 Month</td>
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<td>Adult 1 Month</td>
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</tr>
<tr>
<td>Adult 6 Month</td>
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</tbody>
</table>

**Gym and Swim Pass** is valid for pool and gym use only, does not include drop in fitness classes

<table>
<thead>
<tr>
<th>Type</th>
<th>Duration</th>
<th>Single</th>
<th>10 Punch</th>
<th>20 Punch</th>
<th>30 Punch</th>
<th>1 month</th>
<th>3 month</th>
<th>6 month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Family Swimming</strong></td>
<td>6 incl 1 adult (max 2 adults)</td>
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<td><strong>Parent and Preschooler</strong></td>
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<td>$6.50</td>
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<tr>
<td>Parent and Preschooler Single</td>
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</tr>
<tr>
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</tr>
<tr>
<td>Parent and Preschooler 30 Punch</td>
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<tr>
<td><strong>Pool Rental Rates</strong></td>
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<td><strong>School Rental Rates</strong></td>
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<td>$65.00</td>
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</tbody>
</table>

Includes 2 lifeguards. Does not include swim lessons or other programs.
Inclusive of taxes unless otherwise noted

### Fitness Drop In/Punch Cards/All Inclusive Passes

<table>
<thead>
<tr>
<th></th>
<th>Student 13-18</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Inclusive Pass: pool, gym use and drop in fitness programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Single</td>
<td>$ 5.75</td>
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</tr>
<tr>
<td></td>
<td>10 Punch</td>
<td>$ 51.75</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>20 Punch</td>
<td>$ 97.75</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>30 Punch</td>
<td>$ 143.75</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>1 Month All Inclusive</td>
<td>$ 63.25</td>
<td></td>
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<tr>
<td></td>
<td>3 Month All Inclusive</td>
<td>$ 155.25</td>
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<tr>
<td></td>
<td>Adult 19-59</td>
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RECOMMENDATION(S)

THAT the report regarding 2013 capital projects funding amendments be received;

AND THAT the 2013 Financial Plan be amended as follows:

- **Gibsons & Area Community Centre (GACC)**
  - $59,357 - Grant Revenue - Federal Government (CR-01-1-617-014)
  - $59,357 - Debt Principle/LUA (DB-01-2-617-508)

- **Gibsons Aquatic Centre (GAC)**
  - $25,000 - Tsf Other - Internal LUA (CR-01-5-616-482)
  - $25,000 - Required Revenue (DB-01-5-616-146)

- **Sechelt Arena (SA)**
  - $5,000 - Future Revenue Required (DB-01-5-620-146)
  - $788,638 - Recoveries Other Organization (CR-01-5-620-133)
  - $788,638 - Building (DB-01-6-620-471)

BACKGROUND

At the March 14th, 2013 regular Board meeting, motion 129/13 was adopted as follows (in part):

AND THAT the current mandatory repairs at Sechelt Arena and Gibsons and District Aquatic Centre be funded (as follows) with a combination of remaining internal borrowing from Internal Liability Under Agreement (LUA) - Water Reserves $173,000, 2012 Surplus $90,000, and a required revenue amount of $30,000 with funding sources to be determined at a future date:

- Sechelt Arena Compressor Room Ventilation $50,000
- Sechelt Arena Insurance Deductible, Header Pipe Repair and Perimeter Drain Inspection $8,000
- Sechelt Arena Perimeter Drain Repair $95,000
- Sechelt Arena Electrical and Lighting Upgrades $115,000
- GDAC Tot Pool Drain Repairs – Safety $25,000

AND THAT the 2013 Financial Plan be amended accordingly;
DISCUSSION

As outlined in the motion above, funding for $30,000 of the capital projects, $25,000 for Gibsons Aquatic Centre tot pool and $5,000 toward the Sechelt Arena repairs, was to be determined at a later date. During the 2013 budget process, the grant application for the GACC sound attenuation was still pending, and there was reasonable assurance that we would receive funds toward the project. This project was initially funded from the internal loan under agreement (LUA) from the regional water reserves. In April, funding from the federal government in the amount of $59,357 was confirmed. Therefore, Staff recommend this amount be used to reduce the LUA principle owed at GACC, and the $30,000 required funding come from the Internal LUA (see attached for detail budget amendments). The actual amount used will then be used to determine the repayment schedule for future years.

It has also been noted that a formal motion to include the Sechelt Arena repairs and insurance recoveries to the Financial Plan, was never done. In 2012, $389,862 was spent of the $1,178,500 approved by the insurance. Staff recommend the 2013 Financial Plan be amended to include the remaining portion of $788,638 for the Sechelt Arena repairs and appending insurance recovery.
## SUNSHINE COAST REGIONAL DISTRICT

### Financial Plan

#### General Revenue Fund - SCRD

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Description</th>
<th>2010 Actual Amount</th>
<th>2011 Actual Amount</th>
<th>2012 Actual Amount</th>
<th>2012 Amended Budget</th>
<th>2013 Budget Values</th>
<th>Variance $</th>
<th>Variance %</th>
<th>2013 Amended Budget</th>
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Add $59,357 to Revenue
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<th>Account Description</th>
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<th>2011 Actual Amount</th>
<th>2012 Amended Budget</th>
<th>2013 Budget Values</th>
<th>Variance $</th>
<th>%</th>
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<td>-390,269</td>
<td>-393,697</td>
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<td>-390,269</td>
<td>0</td>
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Total Expenditures: 1,657,121, 1,747,898, 1,855,052, 1,847,531, 1,851,817

Total Capital Revenues: -24,289, -12,662, -126,524, -135,000

Increase $59,357
## SUNSHINE COAST REGIONAL DISTRICT

### Financial Plan

**From Category:** 616  
**To Category:** 621  
**Account Code:** ??-?-???-???  
**To:** ??-?-???-???

**Tax Requisition Object:** 15  
**Variance:** 2013 First Round Budget

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<th>2013 Budget Values</th>
<th>Variance</th>
<th>%</th>
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<td>-10,312</td>
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**Total Expenditures:** 593,712  
**Total Capital Revenues:** 0

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**Total Capital Revenues:** 0  
**Total Capital Expenditures:** 0

| Gibsons Aquatic Centre Surplus/Deficit | -57,765 | -1 | 14,692 | 24,710 | 0 | 0 | 0 | 0 |

**Amend to $0**

 strapped to 01-6-616-470 Land & improvements, 01-6-616-471 Building, and 01-6-616-475 Machinery & equipment.

- **$16,667 remains in AB**
- **$Increase to $25,000**
### Sunshine Coast Regional District

#### Financial Plan

**From Category:** 616  
**To Category:** 621  
**Account Code:** ??-??-???-???  
**To:** ??-??-???-???

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<th>Account Code</th>
<th>Account Description</th>
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<th>2011 Actual Amount</th>
<th>2012 Actual Amount</th>
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<th>2013 Budget Values</th>
<th>Variance $</th>
<th>%</th>
<th>2013 Amended Budget</th>
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**Total Expenditures:** 565,005 | 617,145 | 476,132 | 584,532 | 570,386 | 0 | 0.0 | 570,386

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<th>%</th>
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<tr>
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**Total Capital Revenues:** 0 | -64,160 | -389,862 | -70,000 | -330,796 | 0 | 0.0 | -330,796

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<th>2013 Budget Values</th>
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<th>%</th>
<th>2013 Amended Budget</th>
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**Total Capital Expenditures:** 0 | 64,160 | 389,862 | 70,000 | 330,796 | 0 | 0.0 | 330,796

**Sechelt Arena Surplus/Deficit:** -41,878 | -26,827 | -67,479 | -24,710 | 0 | 0 | 0.0 | 0
MINUTES FROM THE SUNSHINE COAST EMERGENCY PROGRAM PLANNING COMMITTEE MEETING HELD IN THE CEDAR ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT: Chair, SCEP Coordinator Bill Elsner

Fire Departments: RCVFD Assist. Chief Bruce Searle

SVFD Matt Gilroy

Ground Search & Rescue Alec Tebbutt

BC Ambulance Service Richard Chick

Royal Canadian Marine Search & Rescue: Station 12 Jason Hall

BC Ambulance Service Ray McClean

Wildfire Management Branch John Forrest

RCMP Sgt. Mike McCarthy

Sunshine Coast Search & Rescue Harry Almond

Sunshine Coast Amateur Radio Don Prendergast

Vancouver Coastal Health, Medical Health Officer Dr. Paul Martiquet

Town of Gibsons Greg Foss

Salvation Army Matthew Hardman

BC Ambulance Service Dan Martin

BC Ambulance Service Michael Buikena

General Manager, SCRD Community Services Paul Fenwick

Recording Secretary Diane Corbett

CALL TO ORDER 3:03 pm

AGENDA

The agenda for the meeting was accepted.

MINUTES

It was Moved and Seconded

THAT the minutes of the Sunshine Coast Emergency Program Planning Committee meeting held April 24, 2013 be adopted.

CARRIED

INTRODUCTIONS

Introductions were made.
DELEGATION

Ray McClean, Unit Chief, BC Ambulance

Mr. McClean addressed the committee regarding the “Combined Events (CE-SC) Radio Frequency”.

- The channel is designed for first responder response and safety through enhanced communication, and using simple communication with no codes.
- To be used in addition to maintaining connection with dispatch.
- Ambulance, police and fire service providers were urged to become familiar with the channel and to use it day to day, to become comfortable with it prior to an urgent situation.
- Scheduled to go live on the Sunshine Coast June 1st.

REPORTS

Agency Reports

Alec Tebbutt, Search & Rescue – SAR is looking at interagency practices. New training officer is Sue Duxbury, assistant Kirsten Favervik.

Richard Chick, Superintendent, BC Ambulance Service – BCAS is continuing to adapt as it is no longer an agent of the government. A big push over the next few years is getting national accreditation. BCAS hopes to raise the bar of ambulance service by going though that process.

Jason Hall, Royal Canadian Marine Search & Rescue: Station 12 – Recent fundraising initiatives were quite successful. The second boat in the inlet is now back in service, completely rebuilt.

Ray McClean, Unit Chief, BC Ambulance Service – BCAS communications technician has installed Combined Events CE_SC in all SC cars.

John Forrest, Wildfire Management Branch – Provicially and nationally things are quiet. There was one incident at Ashcroft. Locally, all hiring is complete. A Second Officer will be starting June 24, from Revelstoke. He has offensive fire use experience.

Matt Gilroy, Sechelt Volunteer Fire Department – Call volume has been slow, below average. SVFD has permit ready for an addition to the fire hall.

Sgt. Mike McCarthy, RCMP – BC Gun Amnesty, June 1-30: weapons can be turned in for the month of June. Musical Ride tickets are on sale at IGA’s and Credit Unions, $10/adults, $5/children. This is being run by Rotary, who will purchase something for the hospital with the proceeds.

Don Prendergast, Sunshine Coast Amateur Radio – Western Washington will be changing to split frequencies on radios. This may impact S.W. BC.

Matthew Hardman, Salvation Army – Local ministry unit is getting new leadership on June 28th.
Dr. Paul Martiquet, Vancouver Coastal Health, Medical Health Officer - Flu season is over. Corona virus is in Saudi Arabia. It is mutating, and seems not to be showing any human-to-human transmission. WHO has some experts investigating in the Middle East. H7M9 is in China. H1N1 is in Venezuela.

Bruce Searle, Assist. Chief, Roberts Creek Volunteer Fire Department – There was a quiet start to the year, then it was busy, and now it is quiet again.

Bill Elsner, SCEP Coordinator – The EOC Essentials training was held April 30 and May 1. 20 SCRD staff took the training. In last month and a half, 90 people received Emergency Management training. Bill will consult with the fire departments about looking at getting Structural Collapse training here. Currently there is no equipment or training here to deal with structural collapse rescue. This may be combined with Rapid Damage Assessment training.

Ministry of Environment (MoE) will be positioning a fully stocked Fast Action Emergency Response trailer at Mason Road. The “Equipment Loan Agreement” for this resource has almost been worked out. If there is a spill event here, Environmental Response Officers would not have to bring equipment on the ferry and could fly here. If unit needed, contact Bill Elsner. One day training on this will be offered to fire departments by the MoE ERO’s. Bill will facilitate getting this training here.

NEXT MEETING  June 26, 2013 - SCRD Offices

ADJOURNMENT  4:03 pm
May 22, 2013

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

Dear Garry,

RE: Access to facilities at Roberts Creek Elementary School on Saturdays

Thank you for your letter dated November 15, 2012 citing the recommendation adopted at your November 8th Board meeting regarding the Joint Use facility at Roberts Creek Elementary. This letter will serve to confirm that in response to your request, School District No. 46 will be offering lower-cost weekend access at Roberts Creek Elementary School effective September, 2013.

As of this date, Roberts Creek Elementary Common Use room and Gymnasium will be available for community use on Saturdays for a maximum of seven hours at our standard facility rental rates, without additional custodial charges. Booking can be made through our central booking clerk by calling 604-886-4480. Please see the enclosed brochure for additional information. Please note that bookings for Saturday access will be on a first come, first served basis.

We appreciate your contribution and work done on this matter.

With thanks,

Nicholas Weswick
Secretary-Treasurer

NW:er

P.O. Box 220, Gibsons, BC V0N 1V0 ~ Tel: (604) 886-8811 ~ Fax: (604) 886-4652
November 15, 2012

School District
494 South Fletcher Road
PO Box 220
Gibsons, BC
V0N 1V0

Attention: Silas White, Chair

At the November 8th regular meeting of the Board the following recommendation was adopted:

431/12 THAT the SCRD Chair write to the School District No. 46 Board proposing the following to facilitate community use of the Joint Use facility at Roberts Creek Elementary School not later than September 2013:

- That a Memorandum of Understanding be signed between the SCRD and SD No. 46 for three years with a review after 1 year;
- That the SCRD would contribute $4,000 towards the cost of providing access to the facility on Saturdays during the school year;
- That the Community Use Room and the gymnasium be available for eight hours of community use on Saturdays at the usual SD No. 46 rates exclusive of custodial costs;
- That SD No. 46 manage the bookings;
- That SD No. 46 retain the revenue;
- That SD No. 46 is responsible for all maintenance and utilities costs;
- That SD No. 46 have priority use of the Community Use Room and the gym during school hours except for the New Horizons use which has been long-standing for many years;
- That the SCRD work with SD No. 46 and Roberts Creek Community School to develop a marketing strategy to generate interest in the use of the facility funded through Roberts Creek Grant-In-Aid.

If you would like to discuss this further please call Carleen McDowell, Parks Service Manager at (604) 885-6800 ext 6826, however, if the above is acceptable, I suggest that SD #46 staff prepare a draft MOU for our consideration.

We look forward to greater community use of the facility and a positive ongoing working relationship between the parties to the proposed MOU.

Yours truly,
SUNSHINE COAST REGIONAL DISTRICT

[Signature]

Garry Nohr
Chair

Cc: Donna Shugar, Area D Director
May 2, 2012

Garry Noir
Sunshine Coast Regional District
1975 Field Road
Sechelt, BC VON 3A1

RE: Cellular and Wire Line Coverage

Thank you for your inquiry requesting wireless service for the west side of Gambier Island, Roberts Creek, along Highway 101, Gower Point Road and Egmont areas and wire line service in Egmont. Following your request, a detailed review of our coverage plans was undertaken for these areas and an investigation in to the land line infrastructure.

TELUS recognizes your concern for coverage and the value it brings for personal and business communications. Our organization goes through a rigorous review of all our decisions to ensure returns and benefits for both the community and for our TELUS shareholders. Expanding coverage to rural areas involves significant infrastructure and maintenance costs including cell site construction and operations, securing power through hydro connections, and connection to the TELUS core network.

Since receiving your request TELUS has been evaluating each of the areas for current site development activities and potential future opportunities for providing wireless coverage. Each of the areas has unique requirements so will be addressed separately.

The west side of Gambier Island is an area that TELUS is actively searching for a site location to improve service in the area. We are focusing on the Port Mellon Highway area to ensure improved and expanded wireless service to the west side of Gambier Island and the Twin Creeks areas. Roberts Creek is also an area that TELUS is actively searching for a site to supplement the service provided by the current cellular site in the area. The goal of this new site is to improve the coverage in the waterfront areas that are currently shadowed by the slope of the hill leading to the water. The assistance of the SCRDC in acquiring these new sites and gaining local approvals in a timely manner would greatly be appreciated.

The village of Egmont has been evaluated for feasibility of providing wireless service to Egmont, East Egmont and Skookumchuck Narrows Provincial Park. We are continuing to invest aggressively to expand our advanced wireless networks and are reaching more B.C. communities every year but must balance the priority of requests and needs of all communities in British Columbia. TELUS has identified Egmont as an area of interest as needing expansion and will prioritize accordingly as our coverage expansion plans allow.

The Gower Point shoreline is a fairly small and unique area for wireless service in Gibsons as the area of issue along the foreshore is shadowed from the current two cellular towers that serve Gibsons. TELUS does not have any current plans to expand coverage for that area. Nevertheless, with the increased demand for service and technological advancements that continue to reduce the costs of equipment, enhanced wireless coverage for Gower Point may become more likely in the future.
future. TELUS will identify this area as having the potential for future expansion, and prioritize accordingly as our coverage plan is expanded in the area.

The wire line service in Egmont has been an area of focus for TELUS and in 2012 we upgraded the copper cable running from Earl's Cove to Egmont to fiber. As of January of this year, all calls to/from Egmont are utilizing this new fiber cable. The benefits of moving our transport to fiber is the overall reliability of fiber over copper. Fiber is not impacted by the electrical surges we often experience and which were the primary cause of many of our 2012 outages in this region. Additionally, fiber flexes and as such can withstand more trauma than copper resulting in much fewer damage related outages due to downed trees.

Currently, we are working to move East Egmont onto the Egmont fiber cable with a goal of having this completed in Q3, of this year. As well, we are reviewing an upgrade of our network equipment in East Egmont with a goal of having this completed by late 2013 or into early 2014.

Garry, please feel free to contact me directly should you have any additional questions or concerns.

Sincerely,

Lisa LaMothe
General Manager - Customer Solutions Delivery
TELUS
January 14, 2013

Ms. Jennifer Connor
Director, BC Wireless Implementation and Operations
TELUS
1st Floor - 4535 Canada Way
Burnaby, BC V5G 1J9

Dear Ms. Connor:

Re: Cellular and Landline Coverage

The SCRD Board at their meeting held on January 10, 2013 passed the following motion:

"THAT the SCRD communicate with Telus to begin lobbying them to improve cellular coverage and reliable land line coverage on the Sunshine Coast, specifically, cellular coverage on the west side of Gambier Island, Roberts Creek, along the Highway, and in the area between Gower Point Road and the shoreline; as well as land line and cellular coverage in Pender Harbour-Egmont;

AND THAT a copy of the communication be forwarded to Shaw Cable, Coast Cable, Rogers, Nicholas Simons, MLA Sunshine Coast/Powell River, E-COMM, RCMP, BC Ambulance Service and the Hon. Ben Stewart, Minister of Citizens' Services and Open Government."

The SCRD Board is concerned about reliable cell and landline coverage, particularly for 9-1-1 calls. We appreciate any efforts your company may make to improve coverage in the weaker parts of those systems.

Yours truly,

SUNSHINE COAST REGIONAL DISTRICT

Garry Nohr, Chair

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cc: Shaw Cable
    Coast Cable
    Rogers
    E-COMM
    Sunshine Coast RCMP
    BC Ambulance Service
    Nicholas Simons, MLA, Sunshine Coast Powell River
    Ben Stewart, Minister of Citizens' Service and Open Government

ELECTORAL AREAS: A - Egmont, Pender Harbour  B - Halfmoon Bay  D - Roberts Creek  E - Elphinstone  F - West Howe Sound
MUNICIPALITIES: District of Sechelt / Sechelt Indian Government District / Town of Gibsons