



**COMMUNITY SERVICES COMMITTEE**  
**Thursday, March 14, 2013**  
**SCRD Board Room, 1975 Field Road, Sechelt, BC**  
**AMENDED AGENDA**

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**CALL TO ORDER** 1:30 p.m.

**AGENDA**

1. Adoption of the Agenda

**PETITIONS AND DELEGATIONS**

**REPORTS**

2. Parks Planning Coordinator - Renewal of Management Agreement for Klein Lake, Secret Cove, Big Tree and Sprockids Recreation Sites and Trails ANNEX A  
pp 1-34
3. Parks Planning Coordinator - Pesticides and Herbicides Policy and Invasive Plant Control ANNEX B  
pp 35-38
4. Parks Services Manager - Draft MOU for Pender Harbour Living Heritage Society - Sarah Wray Hall ANNEX C  
pp 39-44
5. Parks Services Manager - Gas Tax Expenditure - Pender Harbour Living Heritage Society ANNEX D  
pp 45-49
6. Recreation Services Manager - Gibsons Pool Funding Partners ANNEX E  
pp 50
7. CAO/General Manager Community Services - Recreation Processes Interrelationships ANNEX F  
pp 51-54
8. Parks and Recreation Monthly Report ANNEX G  
pp 55-67
- 8a. ⇒ **ADD** Men's and women's soccer leagues - request for beer garden April 6&7 **VERBAL**
9. Discussion with SD46 regarding Community Schools - *Director Shugar* **VERBAL**
10. 2013 Carry Forward Marine Drive Bicycle and Walking Path Project 665 - *Parks Services Manager & Director Turnbull* **VERBAL**
11. ⇒ **ADD** Recreation and Parks Services Advisory Committee minutes of March 6, 2013 **pp 67a-67d**
12. Gibsons and District Volunteer Fire Department 2012 Annual Report ANNEX H  
pp 68-81
13. Roberts Creek Volunteer Fire Department 2012 Annual Report ANNEX I  
pp 82-90
14. Halfmoon Bay Volunteer Fire Department 2012 Annual Report ANNEX J  
pp 91-101
15. Sunshine Coast Emergency Program Planning Committee minutes of January 30, 2013 - receipt ANNEX K  
pp 102-105

16. Sunshine Coast Emergency Program Planning Committee minutes of February 27, 2013 - *receipt* ANNEX L  
pp 106-109
17. Sunshine Coast Policing Committee minutes of February 25, 2013 - *receipt and adoption of recommendations* ANNEX M  
pp 110-111

## COMMUNICATIONS

18. Gibsons Youth Centre - 2012 Annual Report ANNEX N  
pp 112-116
19. Gibsons Youth Centre Drop-In Program - 2012 Annual Report ANNEX O  
pp 117-121
20. Gibsons and Elphinstone Community School - Youth Program - 2012 Annual Report ANNEX P  
pp 122
21. Roberts Creek Community School - Youth Program - 2012 Annual Report ANNEX Q  
pp 123-126
22. Halfmoon Bay Community School - Youth Program (Restorative Practices and Restitution) - 2012 Annual Report ANNEX R  
pp 127-128
23. Chatelech Sechelt Community School - Youth Program ( Youth Centre and Community School Grant) 2012 Annual Report ANNEX S  
pp 129-132
24. Pender Harbour Community School - Youth Program (Restorative Justice and Youth Drop-in Sports) - 2012 Annual Report ANNEX T  
pp 133-136
25. Pender Harbour Community School - Recreation Program Delivery Area A - 2012 Annual Report ANNEX U  
pp 137-143
26. Community Services Society - Community Youth Outreach Worker - 2012 Year End Report ANNEX V  
pp 144-150
27. School District No. 46 - Youth Issues ANNEX W  
pp 151-152
28. Gibsons Family Network - Concession Operation at Gibsons & Area Community Centre Hockey Games ANNEX X  
pp 153-156
29. Columbia Shuswap Regional District - 2013 Flood Management Responsibility on Crown Land ANNEX Y  
pp 157-159

## NEW BUSINESS

### IN CAMERA

*That the public be excluded from attendance at the meeting in accordance with Section 90(1), (g), and (i) of the Community Charter as "litigation or potential litigation affecting the municipality" and "the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose" are to be discussed.*

## ADJOURNMENT

**SUNSHINE COAST REGIONAL DISTRICT  
RECREATION AND PARKS SERVICES ADVISORY COMMITTEE  
March 6, 2013**

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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

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

**ALSO PRESENT:**      Manager of Parks Services                      Carleen McDowell  
   Manager of Recreation Services              Bruce Bauman  
   GM Community Services                      Paul Fenwick  
   Area A Director                                      Frank Mauro  
   Area D Director                                      Donna Shugar  
   Area F Director                                      Lee Turnbull  
   Parks Secretary                                      Geri Gelineau

**REGRETS:**

**ABSENTEES:**    Dale Peterson

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**CALL TO ORDER** 5:03 p.m.

**AGENDA**      The agenda was adopted as received.

**MINUTES**

**REPORTS**

*Anne reviewed with the Steering Committee the Master Plan timeline from this point on as follows:*

*March 6      Draft Parks & Recreation Master Plan review by RPSAC.*

- March 14      *Community Services Meeting.*  
TBA            *Once today's changes and typos are addressed, workshop by staff for rural directors, three municipal councils and Chair and Vice Chair of RPSAC.*  
TBA            *Draft Master Plan to be presented to Community Services.*  
TBA            *Draft Master Plan to be presented to the community which will be hosted by the consultants.*  
TBA            *All information to be presented to the Board.*

### **Review of Draft Master Plan**

*Each person from the Parks and Recreation Master Plan Steering Committee was asked for their thoughts regarding the Draft Master Plan. Their responses are as follows:*

*Pat: This is an exciting document that will give us direction for the next 10 yrs. It will be interesting to see how items will get prioritized.*

*Elaine: The Master Plan says what we wanted it to say.*

*Elise: Very educational. I like the direction that it advocates support to the volunteer sectors.*

*Vicki: Seems to be consistent with what we discussed. Looks at individual communities, and speaks of the sustainable and environmental aspects; however, found that arts and culture is a little weak. Anne noted that that arts and culture was not something that was required in the document.*

*Heather: I'm very pleased with the outcome and it mirrors what the community wants. It's great that this document allows us to go to the community to let them see what we're going to do.*

*Brenda: Reminds her of the beginning of the committee. It's a lot of information with some repetition; however, the repetition flows and links throughout the document. See's issues being dealt with.*

*Donna: Appreciates the outcome and is pleased to see the definition of community development. Glad to hear that everyone is pleased with the final draft Master Plan. Items regarding facilities will still need to be addressed.*

*Garry: Does not want to say much, however, is interested in everyone's views and is happy the Steering Committee is pleased up to this point. We shall have a document to guide us through the next 10 yrs.*

*Lee: Reflects the values we've tried to bring out. Not sure what the process will be for a few items that require addressing.*

*Frank: In general a good plan and people should be commended. It shows the role for SCRDC being a facilitator and likes that it recognizes volunteers. Have areas of concern regarding data of demographics.*

*RPSAC - Areas of concern are as follows:*

- *Pg. 43 no 7: big emphasis on groups developing trails. Some reference to major process. Should note individuals. GM suggested wording change to recommendation to support RPSAC comments.*
- *Pg. 97 Recommendation #6: add bullet about public process regarding input.*
- *The completion/continuation of the Suncoaster trail should be identified as a recommendation and that the SCRD is hoping for public feedback on routes during trail strategy discussions.*
- *Pg. 67: Tweens noted in document as 8 to 12 year of age, however this should be changed to 10 to 12 years of age. Specific programming that was identified is now being served. This was identified in the focus groups.*
- *Pg. 80: Need to capture the extra staffing required to carry through with items noted in the Marketing and Communication Plan. Maybe should note in the Executive Summary to bring plan alive in 10 yrs. Since there is no extra funding, strategy and ideas are required, e.g. hire someone for strictly fundraising.*
- *Pg. 101 Recommendation #14: Additional recommendation that Parks should have a yearly detailed maintenance schedule.*
- *Remove the word 'electronic' from signage requirements.*
- *Pg. 71: 'Older adults volunteer at a lower rate than any other age group'. These are national trends across Canada and may not reflect the overall volunteering profile situation of the Sunshine Coast. Identify right off the top that this is from the 2010 National Survey.*
- *Pg. 24: add under West Howe Sound "Area F" that it is difficult for Island residents to access recreation facilities.*
- *Chapter 9 'Financial': Directors on RPSAC spoke to the importance of this chapter. More work is needed to differentiate conditions in 2011 and onward.*
- *Paul reviewed staff suggestions for improvements he would like to see regarding the Financial Chapter. Financials need to be up to date; however, these numbers will also change within the following years.*
- *There's a paragraph required: Require a preamble explanation of times and process e.g. Yearly review, numbers crunched regarding priority setting. Staff will then be required to update the financials on a yearly basis to reflect current costs. (Figures are a guide required by staff and Board in order to help with decision making).*

- *Include in the Executive Summary that this Master Plan is a snap shot of time as of 2011 and that “the following items have already been accomplished”...(to be noted). Staff to work with the consultant to re-write Chapter 9 and then email to RPSAC and finalize.*

**Recommendation No. 1**      *Parks & Recreation Master Plan*

The Recreation and Parks Services Advisory Committee recommended that the first eight chapters of the Parks and Recreation Master Plan be accepted as amended to go forward to the Board for their workshop, subject to grammar, typo's and corrections;

AND THAT Chapter 9 be re-worked in consultation with the Consultant and forwarded to the Steering Committee, via e-mail for approval. Once Chapter is adopted by the Steering committee, the Master Plan can be forwarded to the workshop.

**CORRESPONDANCE**

**NEW BUSINESS**

**NEXT MEETING:** April.15, 2013

**ADJOURNMENT:** 7:10 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*