



COMMUNITY SERVICES COMMITTEE
Thursday July 11, 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. Arthur Jones - Regarding inclusion of Gibsons Curling Club in long term planning of Parks and Recreation VERBAL

REPORTS

3. Recreation Services Manager - Recreation Monthly Verbal Report VERBAL
4. Parks Services Manager - Parks Monthly Verbal Report and Second Quarterly Report Annex A
pp 1-2
5. Parks Planning Coordinator - Dakota Ridge Recreation Area Fee Increase Annex B
pp 3-8
6. Manager of Parks Services - Amendment to Parks Bylaw 356 Annex C
pp 9-12
7. Manager of Parks Services - Roberts Creek Community Use Room Follow-up Annex D
pp 13-14
8. Manager of Recreation Services - Sechelt Arena Lighting Electrical Tender Annex E
pp 15
9. General Manager of Community Services - Sunshine Coast Policing Committee Appointments Annex F
pp 16-22
10. Sunshine Coast Policing Committee minutes of June 24, 2013 - *adoption of recommendations* Annex G
pp 23-25
11. Sunshine Coast Emergency Program minutes of June 26, 2013 - *receipt* Annex H
pp 26-28
12. Manager of Financial Services & Chief Building Inspector & Bylaw Manager - Field Road HVAC System Available prior to
meeting

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

THAT the public be excluded from attendance at the meeting in accordance with Section 90 (1) (g) and (k) of the *Community Charter* as "*litigation or potential litigation affecting the municipality*" and "*negotiations and related discussions respecting the proposed provision of a municipal service*" will be discussed.

ADJOURNMENT

STAFF REPORT

DATE: July 2, 2013
TO: Community Services Committee (July 11, 2013)
FROM: **Carleen McDowell, Parks Services Manager**
RE: **PARKS DIVISION 2ND QUARTERLY REPORT 2013**

RECOMMENDATION(S):

THAT the Community Services Committee recommends the SCRD Board receives the Parks Division 2nd Quarterly Report 2013

BACKGROUND

This high level report together with the monthly verbal reports to Community Services Committee replaces the monthly written reports.

DISCUSSIONParks

The Parks and Recreation Master Plan completion has been a priority and at the time of this report three Open Houses were held and will be reported on when two additional Open Houses are completed.

The Parks Work Plan is ambitious and includes some carry forwards that have been completed. This includes Katherine Lake Campground and Soames stairs, done by our own resources. In total, six projects have been completed and 14 are in progress. The latter includes efforts to work with the Islanders to indentify and plan projects. One project, Coopers Green Hall, has been deferred to 2014.

Due to staff turnover, other projects have not commenced. This includes pets in parks and Henderson Beach access and the volunteers in parks initiatives.

Bikeways Walkways

The Pratt Road project has been modified to one side in conjunction with the waterline replacement. The other side is infested with Japanese knotweed. Staff are in ongoing discussions with MOTI and site visits have occurred for the Marine Drive bikeway/walkway (Area 'F'). The Redroofs link toward Sechelt was completed.

For Area 'A' the RFP for consulting for coordinator/project manager has been issued and a local committee has been formed.

Dakota Ridge

The Board has approved the trail expansion project that will occur later this year with volunteer assistance. The project from 2012 including grant funding was completed therefore the business plan is on track. A more detailed report for DRWRA will follow at a Community Services Committee. A highlight is the continuing contributions of volunteers as groomers and trail hosts.

Cemeteries

Further to the corporate software review, the administrative software has been procured and installed and is operational. This software reduces by 45 minutes the time to process an interment preparation (down to 15 minutes). The purchase and installment of columbaria is in progress as is the designated area for the Jewish faith.

SCRD STAFF REPORT

DATE: June 28, 2013
TO: Community Services Committee – July 11, 2013
FROM: Sam Adams, Parks Coordinator
RE: DAKOTA RIDGE RECREATION AREA FEE INCREASE

RECOMMENDATION(S)

THAT the Parks Planning Coordinator's report regarding Dakota Ridge Recreation Area Fees be received;

AND THAT the Sunshine Coast Regional District Bylaw No. 616.1 "A bylaw to amend fees and other charges for use of the Dakota Ridge Area" be amended as presented in Schedule B.

BACKGROUND

The following recommendation was adopted at the April 25, 2013 regular meeting of the Board:

Recommendation No. 10 *Dakota Ridge Admission Fee*

THAT the issue of charging a Dakota Ridge admission fee for children, age 12 and under, (e.g. \$1.00) be referred to the Dakota Ridge Advisory Committee for their consideration.

And the following DRAC minutes were adopted at the June 27, 2013 regular meeting of the Board:

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.

The Advisory Committee has not formally given feedback regarding the fees and did not comment on a fee for children. Communication has occurred with individual members by email. If more Advisory Committee input is available by the meeting, the Committee will be updated. It is important to determine the fee structure so marketing and administrative steps may be implemented over the summer.

Discussion

The Dakota Ridge Business Plan that was adopted in 2011 recommended an immediate increase of 20% to user fees followed by another 20% increase after the trail expansion. The first 20% increase was implemented in 2011 (see attached existing Bylaw). With the additional proposed cross country trails in 2013 and the already expanded groomed snowshoe trails an increase in user fees is now proposed.

The following compares existing and proposed fees:

Schedule A					
Existing Fees Bylaw 616.1 October 27, 2011					
Pass Type	Adult	Seniors	Youth	Child	Family
Day Pass	\$12.00	\$9.00	\$6.00	Free	\$24.00
Season Pass	\$120.00	\$90.00	\$60.00	Free	\$240.00
Snowshoeing					
Pass Type					
Day Pass	\$6.00	\$4.50	\$2.50	Free	\$12.00
Season Pass	\$60.00	\$42.00	\$24.00	Free	\$120.00
Sledding/Other					
Per Car	\$5.00				

Schedule B					
Proposed Dakota Ridge Fee					
Pass Type	Adult	Seniors	Youth	Child	Family
Day Pass	\$15	\$10	\$6	Free	\$30
Season Pass	\$140	\$90	\$60	Free	\$290
Snowshoeing					
Pass Type					
Day Pass	\$8	\$6	\$4	Free	\$16
Season Pass	\$70	\$50	\$30	Free	\$150
Sledding/Other					
Per Car	\$6				

Schedule C			
Dakota Ridge Fees Comparison			
Pass Type	Proposed Price	Current Price	% Increase
Ski			
Adult Day Pass	\$ 15.00	\$ 12.00	20%
Senior Day Pass	\$ 10.00	\$ 9.00	10%
Youth Day Pass	\$ 6.00	\$ 6.00	-
Child Day Pass	\$ -	\$ -	-
Family Day Pass	\$ 30.00	\$ 24.00	20%
Adult Season	\$ 140.00	\$ 120.00	14%
Senior Season	\$ 90.00	\$ 90.00	-
Youth Season	\$ 60.00	\$ 60.00	-
Child Season	\$ -	\$ -	-
Family Season	\$ 290.00	\$ 240.00	17%
Snowshoeing			
Adult Day Pass	\$ 8.00	\$ 6.00	25%
Senior Day Pass	\$ 6.00	\$ 4.50	25%
Youth Day Pass	\$ 4.00	\$ 2.50	38%
Child Day Pass	\$ -	\$ -	-
Family Day Pass	\$ 16.00	\$ 12.00	25%
Adult Season	\$ 70.00	\$ 60.00	14%
Senior Season	\$ 50.00	\$ 42.00	16%
Youth Season	\$ 30.00	\$ 24.00	20%
Child Season	\$ -	\$ -	-
Family Season	\$ 150.00	\$ 120.00	20%
Sledding/Other			
Per Car	\$ 6.00	\$ 5.00	17%

When recommending price increases, staff and the DRAC committee considered, through email correspondence, many factors including: the ability for seniors to access the site, the core Dakota objective to attract more families to the hill; and the ability, or lack thereof for volunteers to issue change on the hill. Proposed prices are still below our regional competitors.

Schedule D Prices at Competing Resorts (full adult fee 2011 pricing)

Facility	Nordic Skiing Day Pass (\$)	Snowshoe Day Pass (\$)	Nordic Season Pass(\$)
Manning Park	20	free*	300
Cypress Mountain	19	10	333
Lost Lake Park	20	8.50	280
Callaghan Country	20	12	320
Mount Washington	22	14	344
Dakota Ridge**	15	8	99

* Manning Park does not groom snowshoe trails and there is unlimited terrain

* Proposed 2013/2014 Fee

These new user fees will help offset some of the anticipated increased operating costs, such as the 2013 ski trail expansion, the snowshoe trail expansion and increased snowshoe grooming of previous years.

Staff would like to point out it can be cumbersome for volunteers to collect small denomination fees on a day by day basis. While not recommended above, fees for children could be tried on a one-year basis if the Board thinks free use by children is uneconomic for this function. The season pass for children could be \$50.00 to ski and \$25.00 to snow shoe with the day rate at \$2.00 for either activity. Bear in mind that children learning to enjoy the hill are the future adult users and their parents often accompany them to use DRWRA. The Advisory Committee may have some more comments in time for the meeting as noted above.

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 616.1

A bylaw to amend fees and other charges for use of the
Dakota Ridge Recreation Area

WHEREAS the Board of the Sunshine Coast Regional District wishes to amend *Dakota Ridge Fees and Charges Bylaw No. 616, 2008*;

NOW THEREFORE the Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as *Dakota Ridge Fees and Charges Amendment Bylaw No. 616.1, 2011*.
2. *Dakota Ridge Fees and Charges Bylaw No. 616, 2008* is hereby amended as follows:
 - a. Delete Schedule A in its entirety and replace with the revised Schedule A attached hereto.
 - b. Insert a new section 5 as follows:

At the discretion of the General Manager of Community Services reciprocal discounts with other winter recreation facilities may be offered in an effort to promote participation in programs and services.

READ A FIRST TIME this	27 th	day of October, 2011
READ A SECOND TIME this	27 th	day of October, 2011
READ A THIRD TIME this	27 th	day of October, 2011
ADOPTED this	27 th	day of October, 2011

CORPORATE OFFICER

CHAIR

SCHEDULE A

Prices are inclusive of GST

Cross Country Skiing:

<u>Pass Type</u>	Adult	Seniors	Youth	Child	Family
Day Pass	\$ 12.00	\$ 9.00	\$ 6.00	Free	\$ 24.00
Season Pass	\$120.00	\$ 90.00	\$ 60.00	Free	\$ 240.00

Snowshoeing:

<u>Pass Type</u>	Adult	Seniors	Youth	Child	Family
Day Pass	\$ 6.00	\$ 4.50	\$ 2.50	Free	\$ 12.00
Season Pass	\$ 60.00	\$ 42.00	\$ 24.00	Free	\$ 120.00

Sledding/Other: \$5.00 per car

SCRD STAFF REPORT

DATE: June 21, 2013
TO: Community Services Committee – July 11th, 2013
FROM: Carleen McDowell, Parks Services Manager
RE: **AMENDMENT TO PARKS BYLAW 356**

RECOMMENDATION(S)

THAT the Parks Services Manager’s report regarding an Amendment to Parks Regulations Bylaw 356 be received;

AND THAT an amendment to the Parks Regulations Bylaw be prepared to:

- a) delete the last paragraph of Schedule A Item 3;**
 - b) change Hall Rental category from “Community” to “Private”; and**
 - c) include a Damage Deposit for Hall rentals.**
-

BACKGROUND

The Parks Regulations Bylaw 356, which establishes regulations governing the management, maintenance, operation, and use of any real or personal property in a regional park or regional trail within the SCRD, was adopted in June 1991.

Over time staff has been compiling a list of necessary amendments for this document and had hoped at the adoption of the Parks and Recreation Master Plan to amend or draft a new bylaw. Some amendments are now required prior to a major overhaul.

DISCUSSION

Youth and Senior

Schedule A of SCRD Bylaw No 356 Item 3 states:

Activities of youth-oriented groups (such as schools, cubs, scouts and guides, which primarily cater to young people under the age of 18 year of age) will be exempt from paying a permit fee.

The SCRD has been charging all youth groups user fees as far back as staff can remember. Given the real costs of usage of our facilities, and the low cost of the fees, staff feels that this clause should be removed and that school groups/youth groups continue to pay a fee for the halls and campgrounds. RPSAC, at their May meeting, did suggest a discount could be applied weekdays during non prime months (May-June).

There has also been a request that we offer a seniors discount for camping at Katherine Lake. There is currently no wording offering seniors a discount in the Parks bylaw, however, it shows as part of the original 1991 bylaw that we did offer a discount for seniors as follows:

- (3) Discount - a \$2.00 discount is applied to the above rates for senior citizens (65 years) Monday - Thursday with the exception of holiday Mondays.

RPSAC had mixed opinions regarding offering a discounted rate for seniors. If a senior discount was to be implemented, it was suggested that the discount only apply to weekdays and only during non prime time months (May-June) which is in line with what was previously in place for seniors.

Camping fees at SCRD campsites (Katherine and Klein Lake) are below comparative situations for camping on the Coast. A discount would further lower the cost.

Changing the Designation of "Community" to "Private"

RPSAC members pointed out that community events run by societies etc would qualify under the 'Youth & Non Profit Community Groups' category and that weddings, meetings and birthdays be better represented by the word 'Private' in place of 'Community' and that the third category 'Commercial' be charged accordingly as these are businesses being ran out of SCRD facilities (see chart below).

Damage Deposit for Halls

Due to damage that can occur during facility bookings, a damage deposit has been mandatory when making hall bookings, however, is currently not part of the Parks Fee Bylaw. Staff is requesting that the damage deposit be included in the Parks Fee Bylaw during this upcoming amendment, along with a \$30.00 administration fee to those groups that have caused damage in order to offset the cost of coordinating repairs, additional cleaning etc.

The proposed fees follow on a separate page:

Proposed Schedule of Park Use Permit Fees

1. Hall Rentals

Charge by the hour

Rentals must include set-up, take down and cleanup of event

	2013	2014	2015	2016
Youth & Non Profit Community Groups (youth groups, societies, charities)	\$ 6.00	\$ 7.50	\$8.00	\$ 8.00
Community Private (weddings, meetings, birthdays)	\$13.00	\$14.00	\$15.00	\$15.00
Commercial (yoga, art, instructors, business seminars)	\$13.00	\$16.00	\$18.00	\$20.00
Damage Deposit for Rentals <i>Refundable after completion of booking. Cost of damage plus \$30 administration fee will be deducted</i>	\$150	\$150	\$150	\$150

2. Katherine Lake Campsites (no discount for seniors)

- (1) Tents – per site, per day \$ 18.00
- (2) Recreational Vehicles – per site, per day \$ 22.00

3. Klein Lake Campsites (no discount for seniors)

- (1) All sites – per site, per day \$ 12.00

4. Power Pole Rental @ Roberts Creek Pier

- (1) First day \$ 40.00
- (2) Each consecutive day \$ 20.00

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 356

SCHEDULE "1"

**Park Use Permit Fee Schedule
(Inclusive of tax)**

1. **Hall Rentals**
 Charge by the hour
 Rentals must include set-up, take down and cleanup of event

	2013	2014	2015	2016
Youth & Non Profit Community Groups (youth groups, societies, charities)	\$ 6.00	\$ 7.50	\$8.00	\$ 8.00
Community (weddings, meetings, birthdays)	\$13.00	\$14.00	\$15.00	\$15.00
Commercial (yoga, art, instructors, business seminars)	\$13.00	\$16.00	\$18.00	\$20.00

2. **Katherine Lake Campsites**

- (1) Tents – per site, per day \$ 18.00
 (2) Recreational Vehicles – per site, per day \$ 22.00

3. **Klein Lake Campsites**

- (1) All sites – per site, per day \$ 12.00

4. **Power Pole Rental @ Roberts Creek Pier**

- (1) First day \$ 40.00
 (2) Each consecutive day \$ 20.00

SCRD STAFF REPORT

DATE: June 25, 2013
 TO: Community Services Committee July 11, 2013
 FROM: Carleen McDowell- Parks Services Manager
 RE: ROBERTS CREEK COMMUNITY USE ROOM- FOLLOW UP ON LETTER

RECOMMENDATION(S)

THAT the Parks Services Manager's report regarding Roberts Creek Community Use Room- Follow-up on letter be received;

AND THAT the Committee recommends that SCRD and SD No 46 prepare an interim agreement for consideration.

BACKGROUND

The Community Services Committee made the following recommendation June 13, 2013:

Recommendation No. 19 *Access to facilities at Roberts Creek Elementary School on Saturdays*

The Community Services Committee recommended that the communication from School District No. 46 regarding access to facilities at Roberts Creek Elementary School on Saturdays be received;

AND THAT staff discuss this issue further with SD46 to:

- a. find out what their marketing strategy is;*
- b. obtain a copy of the brochure mentioned in their letter to get clarification about the number of hours (7 vs. 8); and*
- c. the type of agreement that could be entered into between the SCRD and SD46;*

AND THAT staff report back to the July 11, 2013 Community Services Committee on this issue.

DISCUSSION

SCRD has received the following information:

- There is no marketing strategy planned, other than the potential use of the SD website, twitter, facebook, and a brochure. If the SCRD is interested, a joint press release may be a good idea.

-
- Re: 7 hours is available - the custodian will require time without user groups present to adequately prepare the school for Monday morning.
 - This whole arrangement is being tried for one year with the intention to review it in the spring for 2014. The terms now set out are all SD can offer, and a multi-year agreement is not possible at this time since it is unclear if the arrangement is sustainable.
 - It is the SD's suggestion that 3/10ths of the \$4,000 funding is transferred to SD No. 46 in September, and the remainder in January 2014 (note this splits the funding into two fiscal years for the SCRD). If the situation becomes unacceptable, a pro-rated amount of the contribution will be refunded.
 - SD feels they have gone to great lengths to facilitate this arrangement, including HR/LR considerations.

The recommendation in this report is to have the two administrations prepare a simple agreement to advance this initiative.

SCRD STAFF REPORT

DATE: June 26, 2013
TO: Community Services Committee – July 11, 2013
FROM: Bruce Bauman, Manager Recreation Services
Robert McKee – Purchasing Officer
RE: Sechelt Arena Electrical and Lighting Contract

RECOMMENDATION(S)

THAT the Community Services Committee recommends the SCRD Board delegates the awarding of the Sechelt Arena Electrical and Lighting Contract to the CAO subject to compliance with the 2013 Financial Plan;

AND THAT the Purchasing Officer report back to the SCRD Board in September 2013 regarding the award.

BACKGROUND

During the 2013 Budget process the SCRD Board approved an electrical and lighting upgrade for the Sechelt Arena. The electrical work is to deal with building standards issues and to replace out of date transformers. The lighting project is to replace failing lamps and to achieve better energy efficiency.

DISCUSSION

The design of this project has been complex and time-consuming to seek out the most cost effective options with the maximum potential energy savings and potential rebates from Hydro. In doing so, the tender closing has been set for July 22, 2013 with a completion date for work of September 7, 2013. This will ensure fall ice is available for use in the Sechelt Arena in keeping with the Financial Plan.

In order to have due diligence to review the tender submissions, it is not possible to have a recommendation to award a contract for the July 25th meeting date. The Board does not meet in August.

Thus it is requested to initiate, subject to compliance with the 2013 Financial Plan, the delegation of the award for Sechelt Arena Electrical and Lighting Contract to the CAO with a reporting of the award to take place during a regular SCRD Board meeting in September.

SCRD STAFF REPORT

DATE: June 26, 2013
TO: Community Services Committee Meeting – July 11, 2013
FROM: Paul Fenwick, General Manager
RE: **SUNSHINE COAST POLICING COMMITTEE APPOINTMENTS**

RECOMMENDATION(S)

THAT the report regarding Sunshine Coast Policing Committee appointments and Terms of Reference be received.

BACKGROUND

The Sunshine Coast Policing Committee made the following motion at their meeting held on June 24, 2013:

Recommendation No. 2 *Voting and Non-Voting Members*

The Sunshine Coast Policing Committee recommended to the SCRD Board that staff prepare a report for the July 11, 2013 Community Services Committee clarifying Committee voting and non-voting members.

Board Appointments

There have been several Board resolutions over time some of which are now redundant due to representative turnover and other factors like lack of attendance from invited parties:

- Nov. 24, 2005 *THAT the correspondence from Director Shugar regarding the appointment of Stacia Leech to the Sunshine Coast Policing Committee be received;*
- AND THAT the Board appoint Stacia Leech to the Committee.*
- Jul. 13, 2006 *THAT the Board appoint Carol Ann Glover as a representative to the Policing Committee.*
- Mar. 26, 2009 *THAT Greg Russell be appointed to the Sunshine Coast Policing Committee as a representative (voting member) for the Sunshine Coast Youth Action Awareness Committee.*
- Jul. 28, 2011 *THAT the Sechelt Indian Government District “Community Consultative Group” be invited to attend the Sunshine Coast Policing Committee as a voting member.*
- Nov. 24, 2011 *THAT a letter be forwarded to Carolann Glover expressing thanks for her participation on the Committee.*

DISCUSSION

Terms of Reference

The Terms of Reference for the Sunshine Coast Policing Committee is attached. The following Board motions were made regarding changes to the Terms of Reference:

Jul. 24, 2003 *That the Sunshine Coast Policing Committee motion of July 7, 2003 to strike item D (1) from the Sunshine Coast Policing Committee Terms of Reference be forwarded to the SCRD Board for adoption.*

Feb. 10, 2005 *THAT the Administrative Assistant – Corporate Services’ report on Sunshine Coast Policing Committee Terms of Reference be received;*

AND THAT the Terms of Reference be amended to state that the Chair of the Policing Committee be an appointee of the Chair of the Board.

The Terms of Reference appears to have provisions that are not always applied in reality. For example the following typically do not attend the meetings: CAO SIGD or municipalities, SIGD Advisory Committee representative, staff as resource persons for individual agenda items. The Committee is generally achieving its purpose as per the Terms of Reference.

One anomaly is that Section 2 (g) (i) allows a representative of a public group to be appointed “upon approval of the Committee”. Normally the Board appoints members to advisory committees and the like. It appears the process of who is on Policing Committee and not from this provision is a little vague.

Voting Members

Current voting members are as follows as best as staff can determine from the records of meetings:

Director Frank Mauro, Area A
Director Garry Nohr, Area B
Director Donna Shugar, Area D
Director Lorne Lewis, Area E
Director Lee Turnbull, Area F
Director Ben Pierre, Sechelt Indian Band
Director Gerry Tretick, Town of Gibsons
Alternate Director Doug Hockley, District of Sechelt Appointee
Greg Russell, Sunshine Coast Youth Awareness Representative

Non-Voting Members

The following are non-voting persons/organizations invited to attend the meetings who receive agendas:

RCMP:

S/Sgt. Herb Berdahl, RCMP
Sgt. Mike McCarthy, RCMP

Organizations:

Mary Bittroff, Crimestoppers
Jack Jory, Gibsons Citizens on Patrol
Ruth McLarty, Sechelt Citizens on Patrol
Jon Hird, Sunshine Coast Speed Watch
Tom Webster, ICBC

School District:

Patrick Bocking, SD#46 Superintendent
Silas White, Chair SD46

Administrators:

John France, Chief Administrative Officer SCR D
Emanuel Machado, Chief Administrative Officer, Town of Gibsons
Victor Mema, Chief Financial Officer, District of Sechelt
Peter Jmaeff, Administrator SIGD
Barbara Joe, Chief Administrative Officer, Sechelt Indian Band

Staff and Other:

Joyce Clegg, Alternate Director Area F
Elsner, Bill Emergency Program Coordinator
Fenwick, Paul GM, Community Services Dept., SCR D

Options

1. Keep the terms of reference as now written but be more diligent in how members are appointed or how members of the public may participate in meetings so their status of voting and non-voting is clear as per the terms of reference.
2. Amend the terms of reference to adjust any criteria or factors the Board may wish to amend (e.g. appointments to Committee).

TERMS OF REFERENCE

SUNSHINE COAST REGIONAL DISTRICT

Sunshine Coast Policing Committee
(amended July 24/03 – Resolution 344/03 Rec #4)
(amended Feb 10/05 – Resolution 75/05 Rec #4)

1. DEFINITION

The Committee shall be known as the Sunshine Coast Policing Committee (SCPC).

2. COMPOSITION AND CHAIR/VICE CHAIR

This Sunshine Coast Regional District (SCRD) Policing Committee shall consist of members appointed by the SCRD Board and shall include the following or their alternates:

- a) The SCRD Board Chair (ex officio).
- b) All Electoral Area Directors of the SCRD Board (Area A, B, D, E, F).
- c) Sechelt Indian Band (SIB) Representative.
- d) Local Government and School Board Representatives appointed by the Local Governments.
 - (i) Council member Town of Gibsons.
 - (ii) Council member District of Sechelt.
 - (iii) School District No. 46 Board member .
- e) Two representatives of the Sunshine Coast RCMP as non-voting members.
- f) Non-voting staff representatives:
 - (i) CAO from SIGD or municipality.
 - (ii) SCRD staff liaison.

- g) Other members:
- (i) Upon approval of the Committee, one representative of any community consultative group like the SIGD Advisory Committee or comparable committee or representatives of public safety committees and the like may attend the meetings as voting members.
 - (ii) RCMP, School Boards, and local governments and senior governments may authorise staff to attend as resource persons related to individual agenda items.

2.2 The Chair and the Vice Chair shall be appointed annually by the Chair of the SCRD Board.

2.3 SCRD staff shall participate as outlined in Section 8.

3. COMMITTEE TENURE

3.1 SCRD Electoral Area Directors during their term of office.

3.2 Local Government and Sechelt Indian Band and School Board Representatives shall serve during the term of appointment by their Council/Board.

3.3 SCRD staff shall be appointed for the duration of their employment with SCRD.

3.4 RCMP staff shall be appointed during the term of their posting to the Sunshine Coast.

3.5 Other members shall serve at the pleasure of the SCRD Board.

4. PURPOSE AND ROLE

4.1 The purpose of the SCPC is to provide a forum for the RCMP, the SCRD, SIB and local governments with other agencies or ad hoc groups on the Sunshine Coast regarding regional policing matters including but not limited to:

- act as a sounding board for the RCMP for communities on the Sunshine Coast including: Rural Areas, the District of Sechelt, the Sechelt Indian Government District (SIGD), the Sechelt Indian Band, and the Town of Gibsons;
- work with the RCMP and other agencies to make suggestions that are sensitive to regional policing priorities;
- enhance ongoing communications with the RCMP to assist policing on the Sunshine Coast and to promote and maintain good relations between the RCMP and local communities;

- provide a forum for delegations related to the Criminal Justice System on the Sunshine Coast e.g. probation, court watch and others;
- review federal and provincial plans, policies and proposals that affect policing operations, resources and finances and, consistent with these terms of reference, provide comments to the RCMP and the Federal or Provincial Solicitors General with respect to their impacts, or potential impacts, on policing the Sunshine Coast and its constituent communities.

5. MEETINGS AND PROCEDURES

- 5.1 The Committee shall meet bi-monthly or at the call of the Chair.
- 5.2 A quorum of the Committee shall be five (5) members.
- 5.3 All formal recommendations of the Committee shall be in the form of officially recorded resolutions duly passed by a majority of voting members present.
- 5.4 The Committee may use informal rules for discussion and Roberts Rules of Order will prevail if necessary.
- 5.5 On matters of recommended policy, budgets, legislation, bylaws or intergovernmental relations the SCPC shall not represent the SCRD or local governments directly but may make recommendations to a SCRD or local government standing committee.
- 5.6 SCRD Board resolutions and bylaws including conflict of interest provisions shall govern the SCPC.
- 5.7 No member of SCPC except the Chair or SCRD staff may engage or otherwise contact third parties, consultants, organisations or authorities in a manner which may appear to be officially representing the SCRD.
- 5.8 Representations to the media on behalf of the Committee shall be through the Committee Chair or his/her delegate.
- 5.9 Volunteers to the Committee serve with remuneration as per SCRD policies.

6. AGENDAS, MINUTES AND REPORTS

- 6.1 The SCRD shall provide a recording secretary.
- 6.2 The recording secretary shall prepare all meeting agendas and distribute them to the Committee members in advance of a meeting.

- 6.3. The recording secretary shall prepare minutes of all meetings using SCR D standard practices.
- 6.4 The recording secretary shall distribute the minutes of the Committee to the SCR D Board upon adoption.

7. GENERAL MATTERS

- 7.1 The SCR D may by resolution and in consultation with local government members, dissolve the SCPC, remove a member and amend these Terms of Reference.
- 7.2 Committee meetings are open to the public; however, the Committee may meet In Camera in accordance with the provisions of the *Local Government Act*.
- 7.3 Delegations may appear upon written request and approval of the SCPC.
- 7.4 Input from the floor shall be at the discretion of the Chair.

8. SUMMARY OF SCR D STAFF RESPONSIBILITIES

Chief Administrative Officer:

- Provides SCPC with advice on key decisions.
- Provides SCR D staff direction as required.
- May make independent recommendations to the SCR D Board, which may or may not be consistent with SCPC recommendations.

General Manager of Community Services:

- Staff liaison and non-voting member of SCPC.
- Approves Committee expenditures.
- Ensures CAO and SCR D Board are informed of major issues.
- In consultation with other staff or SCPC may make independent recommendations to the CAO, which may or may not be consistent with SCPC recommendations.

Other SCR D staff:

- Provides logistical and other support to the Committee.
- Provides technical and other services under direction of General Manager.
- Provides corporate administrative support and services.

Committee Recording Secretary:

- Assists Committee as per its terms of reference.
- Keep records of Committee activities.
- Organises meeting logistics e.g. location, room, supplies and equipment.
- Other duties as requested by General Manager.

**SUNSHINE COAST REGIONAL DISTRICT
POLICING COMMITTEE**

June 26, 2013

MINUTES OF THE SUNSHINE COAST POLICING COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC.

PRESENT: (Voting Members)	Director, Electoral Area E, Chair Director, Electoral Area A Director, Electoral Area B Director, Electoral Area D Director, District of Sechelt Director, Town of Gibsons Sunshine Coast Youth Awareness	Lorne Lewis Frank Mauro Garry Nohr Donna Shugar Doug Hockley (Alt) LeeAnn Johnson (Alt) Greg Russell
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ALSO PRESENT: (Non-Voting)	Insurance Corporation of BC RCMP SCRD, GM Community Services Dept. Sechelt Citizens On Patrol Sunshine Coast Speed Watch Admin. Assistant, Community Services Coast Reporter CKAY Public	Tom Webster Steve Chubey Paul Fenwick Ruth McLarty Jon Hird Lynda Edstrom John Gleason Sean Eckford Ian Thomas
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CALL TO ORDER	9:00 am
AGENDA	The Agenda was adopted as circulated.
INTRODUCTIONS	Introductions were made.

MINUTES

Recommendation No. 1 *Minutes*

The Sunshine Coast Policing Committee recommended that the minutes of April 29, 2013 be adopted.

- *Director Shugar noted that the Roberts Creek Community School gym will hopefully be open for use on Saturdays starting in September.*

Recommendation No. 2 *Voting and Non-Voting Members*

The Sunshine Coast Policing Committee recommended to the SCR D Board that staff prepare a report for the July 11, 2013 Community Services Committee clarifying Committee voting and non-voting members.

COMMUNICATIONS**Recommendation No. 3** *Sunshine Coast Youth Action and Awareness Committee Minutes*

The Sunshine Coast Policing Committee recommended that the Sunshine Coast Youth Action and Awareness Committee minutes of April 26, 2013 be received.

Recommendation No. 4 *Sunshine Coast Youth Action and Awareness Committee Minutes*

The Sunshine Coast Policing Committee recommended that the Sunshine Coast Youth Action and Awareness Committee minutes of May 31, 2013 be received.

Recommendation No. 5 *RCMP Youth Intervention Officer*

The Sunshine Coast Policing Committee recommended to the SCR D Board that the SCR D Chair forward a letter to the Sunshine Coast RCMP requesting that they consider establishing the term of the Youth Intervention Officer for a period to 3 or 4 years.

Recommendation No. 6 *Age of Protection Consent Law*

The Sunshine Coast Policing Committee recommended that the correspondence from the RCMP regarding Age of Protection Consent Law be received.

REPORTS**Recommendation No. 7** *Monthly Crime Statistics*

The Sunshine Coast Policing Committee recommended that the Monthly Crime Statistics for April and May 2013 received.

- Tom Webster of ICBC noted accident statistics are available online at www.ICBC.com
He noted that the Coroner Service also has statistical information at <http://www.pssg.gov.bc.ca/coroners/>
- Tom Webster will generate a statistical report for the September 9, 2013 Policing Committee meeting on motor vehicle crash rates for the Sunshine Coast with a comparison to similar jurisdictions.

Recommendation No. 8 *RCMP Monthly Report*

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Reports for April and May 2013 be received.

Recommendation No. 9 *VCH Mental Health Service Cutbacks on the Sunshine Coast*

The Sunshine Coast Policing Committee recommended to the SCRD Board that the SCRD Chair forward a letter to the Sunshine Coast RCMP requesting they forward a report to the September 9, 2013 Policing Committee outlining the kinds of issues and concerns they are encountering with respect to Vancouver Coastal Health mental health service cutbacks on the Sunshine Coast as referenced in their monthly report.

- *Sea Cavalcade - Director Johnson provided an update on the upcoming Sea Cavalcade activities in Gibsons noting there are significant changes this year:*
 - *Thursday -Teen Dance at Gibsons and Area Community Centre;*
 - *Saturday - Parade and children's activities; boat blow-up; and, Street Dance with all activities ending at 7:30 p.m.*
 - *Sunday - Fireworks.*
- *Information brochures will be available around the community.*

NEXT MEETINGS September 9 and November 4

ADJOURNMENT 9:50 a.m.



SUNSHINE COAST EMERGENCY PROGRAM
PLANNING COMMITTEE
June 26, 2013

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
BC Ferries, Langdale Terminal Manager	Maureen Darragh
Emergency Social Services, Director	Marilyn Pederson
Fire Departments: RCVFD, Fire Prevention Officer	Bruce Searle
SVFD, Deputy Chief	Trevor Pike
SVFD, Fire Prevention Officer	Matt Gilroy
Ministry of Transportation & Infrastructure	Brett Wildman
RCMP	Cpl. Steve Chubey
Royal Canadian Marine Search & Rescue: Station 12	Jason Hall
SCRD, General Manager, Community Services Dept.	Paul Fenwick
Sunshine Coast Search & Rescue	Alec Tebbutt
Sunshine Coast Search & Rescue	Harry Almond
Sunshine Coast Amateur Radio	Don Prendergast
Town of Gibsons, Director of Public Works	Greg Foss
Vancouver Coastal Health, Medical Health Officer	Dr. Paul Martiquet
Wildfire Management Branch, Forest Protection Technician	John Forrest
Wildfire Management Branch, Forest Protection Technician	Ryan Chapman
Administrative Assistant, Community Services Dept.	Lynda Edstrom

CALL TO ORDER 3:00 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 May 29, 2013 be adopted.

CARRIED

CKAY Radio

They will now have a live announcer at the Field Road station part time on weekends. Emergency information should get out faster if needed. There will be another transmitter installed on Mt. Benson soon. If the transmitter is down in Sechelt they can transmit from the Nanaimo tower.

INTRODUCTIONS

Introductions were made.

The Chair welcomed Ryan Chapman, Forest Protection Technician, Wildfire Management Branch. Ryan has started this new position this week.

REPORTS

Ministry of Environment, Fast Action Response Trailer

Information was distributed to the committee about the Fast Action Response Trailer. The equipment is available for initial mitigation of oil/chemical spills or to contain fire ground run-off. It is stored at the SCRD's Mason Road site. If agencies need this equipment Bill Elsner is the contact person. Bill will arrange access when he is not available.

Maureen Darragh, Langdale Terminal Manager, BC Ferries - Maureen noted they have a larger capacity mobile (need a crane and truck to move) oil spill unit that can be used if needed for marine spills and has 650 ft. boom.

Summer Staffing

Bill Elsner asked that agencies provide him with an up to date duty roster for summer holiday coverage.

Agency Reports

Jason Hall, RCMSAR, Station 12 - There was an aviation incident on July 24 where a propeller came off a Beaver float plane. The plane landed safely near Merry Island. RCMSAR towed the plane to the dock and then the Transportation Safety Board took over. Search and Rescue were called but were stood down as the 3 passengers and pilot were safely towed to shore.

Gibsons RCMSAR had 3 calls. Station 12 and 14 are both doing fund raising at present. The *Lewis McFee* is up and running in Sechelt Inlet.

John Forrest, Wildfire Management Branch - They had a few minor callouts - a lightning strike and a small fire near Flume Creek. Temperatures are predicted to reach into the 30's next week and a Category 2 burn restriction is now in effect. They are now preping for the long weekend. He noted there are fires in Northern and Eastern BC at present.

Maureen Darragh, BC Ferries - The summer ferry schedule is now in effect from June 26 - September 2. The Horseshoe Bay construction has been completed.

Brett Wildeman, Ministry of Transportation and Infrastructure - There is a watermain replacement on Pratt Road. They have no large scale projects planned at present.

Alec Tebbutt, Sunshine Coast Search & Rescue - They had one minor incident of a lost person with a medical condition and were found safe. They were called out to a plane incident but were stood down as they were not needed. They are doing joint training with RCMSAR and BCAS in the near future. They will participate in Mutual Aid training in the Fraser Valley this summer and early fall, specifically for rope teams. They received lottery funding for a utility terrain vehicle (UTV) and hope to have it in place by this Fall. The unit will allow them to get into more difficult terrain.

Don Prendergast, Amateur Radio - They have been working on changing antennas at Mason Road and when complete will improve communications. Bill Elsner noted that the Mason Road site is the backup EOC location and needs solid radio communications.

Bruce Searle, RCVFD - He noted all has been quiet. They have 5 new recruits.

Trevor Pike, SVFD - He noted all has been quiet. Construction started on the new firehall addition and should be complete in 2-3 months. They have done some training with Forestry.

Marilyn Pederson, Emergency Social Services - She noted it has been quiet. She is available if needed. 12 volunteers recently completed first aid training.

Steve Chubey, RCMP - They have approximately 6 new members being trained. The RCMP boat is available. It is kept in Gibsons and the trailer is located at the Gibsons Detachment office.

Greg Foss, Town of Gibsons - All is quiet at present. They are doing some large works projects in September.

Dr. Paul Martiquet, VCH - There is a Chicken Pox outbreak at Halfmoon Bay Elementary School. He feels the Rogers cell tower at GVFD is safe.

Paul Fenwick, GM, Community Services Dept. - He noted the Rogers Tower at GVFD would greatly benefit 9-1-1. Paging issues at E-Comm are being addressed. Media communications protocol was followed by SCRCD regarding the Secret Cove float plane incident.

Bill Elsner, Emergency Program Coordinator - Bill provided information on Marine Environmental Observation Prediction and Response , www.meopar.ca

MEPAR is a network of scientists and researchers dedicated to reducing vulnerability and risk as well as decreasing response times to marine emergencies. The workshop focused on specific hazards and vulnerabilities in the Strait of Georgia. Presentations were made by scientists on marine mapping and research into currents and water temperatures. By engaging coastal communities, this group hopes to determine what information local authorities will require and how it should be delivered to responders during an event.

NEXT MEETING September 25, 2013 - SCRCD Offices

ADJOURNMENT 3:56 pm