CALL TO ORDER 1:30 pm

AGENDA

1. Adoption of the Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. General Manager of Community Services - Parks and Recreation Master Plan Workshop
   Annex A pp 1-51

3. Recreation and Parks Services Advisory Committee meeting notes of April 15, 2013
   Annex B pp 52-54

4. Parks Planning Coordinator - Chaster House Beach Restoration
   Annex C pp 55-67

5. Parks Services Manager - Roberts Creek Estuary
   Annex D pp 68-69

6. Parks Services Manager - Bike Rack Liability Follow-up
   Annex E pp 70-71

7. Parks Planning Coordinator - Reducing Conflicts Involving Dogs in Parks - Deferred from April 11, 2013 Community Services Committee
   Annex F pp 72-74

8. General Manager of Community Services - Proposed Community School - Deferred from April 11, 2013 Community Services Committee
   Annex G pp 75-91

   Annex H pp 92-95

10. General Manager of Community Services - Joint Use Review Project
    Annex I pp 96

11. Referral: Potential Removal of Area F Islands from Joint Use Function - Deferred from April 11, 2013 Community Services Committee
    VERBAL

    Annex J pp 97-108

13. General Manager of Community Services - Proposed Multi-Use Telecommunications Tower GDVFD North Road Fire
    Annex K pp 109-127

14. Sunshine Coast Emergency Program Planning Committee minutes of April 24, 2013
    Annex L pp 128-130

15. Sunshine Coast Policing Committee minutes of April 29, 2013
    Annex M pp 131-133
16. Manager of Transportation & Facilities - District of Sechelt Changes to Cowrie Street  
Annex N  
pp 134-139

COMMUNICATIONS

17. John Weston, MP, West Vancouver - Sunshine Coast - Sea to Sky Country - Regarding National Health and Fitness Day June 1, 2013  
Annex O  
pp 140

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 “litigation or potential litigation effecting the municipality” and “negotiations and relations discussions respecting the provision of a municipal service…”

ADJOURNMENT
DATE: April 29, 2013
TO: Community Services Committee Meeting – May 9, 2013
FROM: Paul Fenwick, General Manager
RE: PARKS AND RECREATION MASTER PLAN WORKSHOP

RECOMMENDATION(S)

THAT the report regarding and Parks Master Plan Workshop be received;

AND THAT the Community Services Committee provides recommendations or edits for the version of the Master Plan to be utilized by the consultant for the next Master Plan Public Consultation;

AND FURTHER that the workshop notes be sent to the RPSAC and the consultant.

BACKGROUND

RPSAC acting as the Steering Committee has previously reported to the Committee. Version #7 (authored by the Consultant) was used in conjunction with the Workshop held on April 19th.

DISCUSSION

Workshop Notes

A workshop at the request of the SCRD Board was held on April 19th and the workshop notes are attached (Attachment 1). The workshop notes summarize a process to send potential Draft Master Plan changes to this committee for review as now discussed.

Potential Master Plan Changes

Attachment 2 shows changes still pending from RPSAC and with asterisks the changes evolving from the workshop. Directors were asked to provide their suggestions by April 25th and those that gave suggestions have been included in Attachment 2. The Manager of Parks has prepared Attachment 2 from the record of comments provided by Directors. In some cases the Director’s language was changed by the Manager to flow into language of the master plan. In other cases the Director comments are more general and the consultant would have to amend the plan to accommodate them.

The above staff recommendation asks the Committee to make Master Plan edits so the consultant may be asked to prepare the copy for public participation and to move forward. The workshop notes could be considered by RPSAC at the same time as it receives the consultant’s report on public consultation.
As per the process flow diagram distributed at the workshop and at Community Services Committee in March, the consultant has the following key tasks to complete this master plan:

- complete the draft after the Community Services meeting (above)
- provide the public engagement for the draft Master Plan
- provide a written report and recommendations for the RPSAC Steering Committee
- make final changes
- present the final plan to the Directors
- transmit a final copy.
Paul F. gave a brief background of the P&R Master Plan process and timelines. Noted it’s the first combined P&R Master Plan with a lot of community consultation. The process diagram was reviewed by Community Services Committee in March. The opportunity now exists to take a draft to the public and after final RPSAC review the consultant would present the plan to the Board.

Anne Titcomb, Chair of RPSAC introduced herself and listed the names of the other Recreation and Parks Services Advisory Committee (RPSAC) members and staff involved with this Master Plan. She then gave a description of the role of the RPSAC and what their role was during the Master Plan process. Anne outlined a brief description of her background in Parks and Recreation and noted well researched benefits to community and individuals from parks and recreation.

Anne went through the RPSAC Vision and Mission Statement and discussed Community
Development and how it runs through the Master Plan.

Director Gerry T. asked Anne if there is a potential role that a community recreation association can play to cooperate with the SCRD. Anne noted there are examples however she had no direct experience with associations being so involved.

Director Lee T had concerns regarding the number of community members in her vicinity that were surveyed in the social survey. The survey was augmented to capture more electoral area data but the Islands were not segmented in the analysis.

Carleen and Bruce reviewed the following master plan items:

- Community Development
- Recreation Behaviours
- Service Levels
- SCRD Recreation Facilities
- Recreation Programs – role/service levels and specific programs
- Support Strategies – policy & programs/sponsorships & grants/ marketing & communication and partnerships.
- Outdoor Facilities – Status of facilities/trails and bike paths/parkland service levels/parkland supply/sports fields and management and maintenance.

Director Donna S discussed who is the community and how do you involve them? Bruce replied that the community will define itself, could be a local group, or could be a regional group.

Paul gave some background regarding Sechelt Arena item referred to this workshop. The slab has been repaired and some new cost pressures emerged in that project. The arena will need a new roof and dehumidification equipment and compressor replacement just as the aging Gibsons Pool will need things as revealed in recent studies. The Master Plan draft does not support at this time an addition to Sechelt Arena. Gibsons Pool will have a consultation process after the Master Plan.

Director Lee T questioned the catchment areas shown in the master plan. The ‘medium’ catchment for Pender Harbour/Sechelt is misleading in her view. Staff noted that the master plan methodology to have catchment areas and levels of service is sound but in reality every service or program probably has its own catchment. The community will define the catchment on how it uses facilities and parks. The Steering Committee could look at this again before forwarding the Master Plan for adoption.

Going forward with the Master Plan it will be important to look into the prioritization of capital investments. John France noted the original $12m for GACC and $10m for SAC. Capital improvements, equity and improvements are part of the process no matter where the asset is situated and capital expenditures are driven by what is needed in aging buildings.

Donna suggested that some of the community parks should be defined as Destination Park, such as Ocean Beach Esplanade. The Steering Committee could look at the hierarchy of parks before recommending the final plan.
Anne T asked how often do the SCRD Parks, DoS and Gibsons collaborate. It was noted by Perry S and Wendy G that these groups do collaborate but not often.

Director Lee T asked about centralizing field bookings. Wendy Gilbertson described background information regarding field bookings and explained that the different municipalities do not want to give up control of their facilities.

**Chapter Nine – Financials**

Paul reviewed the Revised Table 9-1 for the Parks and Recreation Master Plan as well as Chapter 9 – Financial Implications of the Master Plan Recommendations. The capital total has been revised and the tables provide a context. The consultant has also given order of magnitude cost estimates to realize the master plan given what the community has said.

Staff provided for information and outside of the Master Plan an Implementation update showing 2012 financial results and planned expenditures for 2013. This shows that decisions have already been made consistent with the draft Master Plan.

**Next Steps**

The flow diagram shows how the process could continue subject to Community Services Committee reviewing the Workshop notes and Draft #7.

What about the changes that have been suggested in the past? Director Donna S is not seeing these in the Draft Master Plan. The consultant did not yet make all of the typo corrections and had not accepted all of the suggestions of the Steering Committee observing that the consultant team wishes to be true to what it feels the community said.

The next step is to invite directors to provide a list of desired changes to staff to bring forward to the May Community Services Committee in addition to the Workshop Notes. Director Mauro noted a concern he has with the capital funding aspects where there is existing debt.

**ADJOURNED: 3:50 PM**
Additional Comments about V7 Draft Master Plan

- Please ensure SIGD is included in the list of municipalities and School Board and Squamish Nation should be noted as well.

- If any information could be included about the Islands in Area F (consultation, comments etc) would be appreciated. They are a large funder of the Parks department and should have some representation.

- Executive Summary should note the "Snapshot in Time" of 2011.

- 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 data is from the 2010 National Survey and does not necessarily reflect trends on the Sunshine Coast.

- Regarding Survey Data:
  A qualification statement should be made that the survey data regarding PHAFC may be skewed because of the fact that the facility was closed for a good part of the survey period.

- For chapter 9 pg 95 "Reserves":
  Concerns expressed about this financial plan. It may be OK at this date and not cost us much at current interest rates, but would we make this statement if interest rates were 8%. That could very well happen during the life of the plan. In general, while there is repayable outstanding debt, a modest reserve should be maintained for emergency maintenance but capital replacement should come from debt or LUA, whichever is appropriate at the time.

- Concerns were expressed over the inconsistent and incorrect use of the hyphen (-) within the report.
- Pages 18-26 are labeled Chapter 3 when they are part of Chapter 2
- Pages 37-44 are labeled Chapter 5 when they are part of Chapter 4

Attached are the pages of the Master Plan that require edits as well as comments noted by Directors during workshop with a *. Comments hand written but not noted with marking are compilations from RPSAC meetings and staff review.
7. Support the development of a Trail Strategy for the SCRD in collaboration with the Province, Sechelt, Gibsons, SIGD and the Squamish Nation (see Appendix I for more details).

8. Acquire additional parkland where environmental and recreation resources need to be protected and where there are gaps, at the neighbourhood level, in park-related services.
   - Adopt and implement the proposed park-classification system, and use it as a tool to guide parkland acquisition, planning, design, and management.
   - Establish a development cost charge (DCC) program for parkland acquisition and development.
   - Establish criteria for parkland acquisition and use these to evaluate and guide acquisitions (see Appendix I for the criteria).
   - See Appendix I for additional detail on the recommendation.

9. Increase the number and quality of shoreline-access parks including shoreline (beach) access trails.
   - Conduct a review of designated shoreline-access parks and road rights-of-way that end along the shoreline to determine the potential for upgrading them (see Appendix I for the criteria).
   - See Appendix I for additional detail on the recommendation.

10. Upgrade facilities and procedures related to the use of sports fields.
    - See Appendix I for additional detail on the recommendation.

11. Upgrade amenities, and add new amenities in parks where needed to meet community interests and needs.
    - See Appendix I for additional detail on the recommendation.

12. Increase efforts related to environmental stewardship and environment management, such as treatment of invasive species and shoreline protection.
    - See Appendix I for additional detail on the recommendation.

13. Develop management strategies for recreation uses in parks and trails as required to improve user experience and reduce conflicts.
    - See Appendix I for additional detail on the recommendation.

14. Prepare signs, maps, brochures and programs to provide more information to the public regarding parks, trails, and outdoor-recreation opportunities.
    - See Appendix I for additional detail on the recommendation.
15. Improve procedures and adjust maintenance levels of some parks and trails.
   - See Appendix I for additional detail on the recommendation.

Chapter 5: Indoor Facilities

16. Collaborate to develop tools that result in annual reports and/or work plans (which contain measurable objectives) from each of the contract providers at SCRD facilities.

17. Initiate community-outreach programs/community-development plans in collaboration with the local government and other partners. The purpose of this is to build the profile and the attendance of the GACC, Gibsons Pool, and the Sechelt Aquatic Centre as well as the associated programs of each.

18. Proceed in a timely fashion with the capital expenditure programs as noted in the 10-year capital plan for the GACC and the 10-year plan for the Sechelt Aquatic Centre.

19. Assign sufficient resources to program the two ice rinks for five years. Set measurable outcomes that are reviewed annually.
   - At the conclusion of the five-year contract, review the operations of the two arenas before determining the future of the Sechelt Arena.
   - At the conclusion of the proposed ice-rink operations trial, consider calling for expressions of interest to operate the second-floor lounge at the Sechelt Arena.
   - Review the ice-allocation policy in consultation with ice users and prepare amendments conducive to more ice usage, while maintaining the local service focus.

20. Maintain the Sechelt Arena so that it’s safe and functional, and do this through minimal and prudent capital works over the next five years.

21. Proceed in a timely fashion with a minimal capital maintenance expenditure program for the Gibsons Pool sufficient to maintain the building.

22. Assign sufficient resources to increase attendance/participation at the Gibsons Pool. Set measurable outcomes that are reviewed annually and are considered in the context of the activities at the other two pools on the coast.

23. Program community-halls consistent with the Master Plan community building philosophy.

24. Revise the SCRD hall-rental policy to give preference to neighbourhood groups that are willing to develop neighbourhood recreation programs.

25. Develop a full building assessment of all SCRD halls. Plan for renovation, replacement, and decommissioning or ongoing maintenance, with an associated 10-year program where applicable.

26. Complete a full accessibility audit of all public recreation buildings, and initiate alterations in a timely manner.
Chapter 6: Recreation Programs and Special Events

Service Levels

27. Deliver the small-communities service level by facilitating spaces for local programs, being a resource to local groups to provide local programs and responding to the specific priorities for small communities identified in the Master Plan.

28. Include in staff’s work program collaborating with local groups and hosting annual community meetings to fine-tune programs. + to be a program design resource.

29. Deliver the medium-catchment area service level by providing or facilitating opportunities that reflect the general characteristics of this level of service and are typically offered in community centre/secondary school type facilities and by responding to the specific community priorities identified in the Master Plan.

30. Deliver the regional-catchment area service level by providing, facilitating or assisting with opportunities that reflect the general characteristics of this level of service and provide benefit to residents throughout the region, and by responding to the specific regional priorities identified in the Master Plan.

Interest Areas

31. Promote and support more outdoor recreation.

32. Create a health and wellness strategy to promote the health benefits of those indoor and outdoor activities that the community already does more than three times a week (e.g., dog walking, running, jogging, walking, hiking, biking, and field sports), motivate more frequent activity or those who are inactive and to integrate the numerous ways to make health and wellness more convenient and accessible.

33. Facilitate and promote more special events in all areas throughout the year, and in particular family-oriented events in regional facilities and parks, and ensure events accommodate those with mobility challenges.

Age-Specific

34. Facilitate more preschool programs in small communities where there is a need, and when designing programs, consider the community’s feedback identified in the Master Plan.

35. Provide or facilitate, in collaboration with community agencies, a greater number and variety of children’s programs, coordinated promotion and ways to address the barriers.

36. Continue to engage appropriate and connected service providers, decision makers, and youth (from different communities and of different ages and perspectives) to fund, plan, deliver, and promote youth opportunities within youth centres in Sechelt (proposed) and Gibsons, in school and other suitable locations.
37. In the short term, refer to the 2011 Master Plan Survey and focus-group notes for specific
program ideas (from a variety of communities, age groups, and perspectives), ideas for promoting
and delivering programs and ways to resolve stated programming concerns and barriers to
participation.
38. Work with people with special needs and service providers (who have trusted relationships with
those with special needs) to identify adaptive equipment, adjust rules that impact those with
special needs and design programs and venues to be inclusive.
39. Use a family-centred approach when designing programs.
40. Design activities and opportunities specifically for tweens.
41. Plan and promote programs for older adults (ages 55 to 70) based on different levels of ability
and avoid marketing this group as “seniors.”
42. Monitor the needs of the population over 55 years of age (including those over 70) to determine
where there is a lack of activities and opportunities for this age group and provide age-specific
opportunities.
43. Continue to provide sensitivity training for staff and volunteers, and create strategies for patrons
to embrace respect to all users.
44. Incorporate more flexibility in activities and opportunities, e.g., drop-in spaces in registered
programs, punch-card payments, and compressed sessions.

Chapter 7: Volunteer Resources Plan

45. Develop a vision, policy, and set of strategies pertaining to SCRD volunteers based on current
needs, current volunteer trends, and future directions as outlined in the Master Plan and continue
to enhance the volunteer appreciation program.
46. Review all policies and practices to ensure that they enrich and support community-group
services and development.
47. Build a new volunteer corps by working with Sunshine Coast Volunteer Centre to leverage the
centre’s marketing efforts.
48. Build and facilitate stronger working relationships with groups who provide organized recreation
services, and facilitate communication between volunteer groups and the SCRD, and among
volunteer groups themselves.
49. Structure annual meetings with community sports groups to include all of the government service
providers. Concerns and solutions can then be addressed in an integrated way, for example,
sports field users meeting with the SCRD, Gibsons, Sechelt, and the School District.
50. Expand the parks and trails volunteer program, consider ways to do this efficiently, and increase support for volunteers working on trail development and trail/environmental stewardship.

51. Pursue “Adopt a Park” and “Adopt a Trail” programs.

52. In consultation with community sport groups consider ways to offer registration services to sports groups if so desired on a cost recovery basis.

53. Re-examine the role of RPSAC as part of the regional recreation governance review earmarked for 2015.

Chapter 8: Support Strategies

Fees and Charges

54. Review the Fees and Charges Policy to identify the admission, program, and rental fees that would meet net-budget targets and foster more participation.

55. Review the indoor facility allocation policy for alignment with the Master Plan goals and service levels.

Financial Assistance

56. Reaffirm with staff, RPSAC and the SCRD Board that the Leisure Access Scholarship program is an essential way SCRD contributes to creating a healthy community.

57. Rename the Leisure Access Scholarship in collaboration with those with low income.

58. Review, assess, and redesign the program in collaboration with relevant service providers to increase access to the program and to identify creative and respectful ways to remove barriers to participation, such as renaming program in collaboration with program beneficiaries.

59. Develop an outreach-and-awareness strategy to increase participation in the rural areas that contribute to the program.

Marketing and Communication

60. Share Master Plan data with key service providers. Work together to strategize how to address overlaps and gaps.

61. Collaborate with key service providers to track and strategize ways to address leisure needs.

62. Offer SCRD’s registration and booking services to other service providers for a reasonable fee.

63. Refer to the Master Plan data (in the short term) as the basis for service adjustments.

64. Continue to engage the community in the process to design, deliver, and evaluate services.

65. Create a process to confirm Active Network data integrity.

66. Prepare a marketing and communications plan including the use of social media.
67. Collaborate with other service providers to promote the Sunshine Coast's outdoor and indoor assets for recreation and sports tourism opportunities and events.

68. Work toward providing “one-stop-shopping communication tools” which lists all leisure opportunities, outlines registration options and provides regional maps of parks, trails and beach accesses.

69. Create a building-signage plan and seek out sponsors and Ministry of Transportation to assist with highway and exterior-building signage for SCRD facilities.

**Sponsorship**

70. Call for proposals to develop a sponsorship program.

**Grants**

71. Establish a grant-allocation policy, a set of criteria, an application process, and a budget to provide seed money to support groups and organizations who support the achievement of the Master Plan’s goals and service level requirements.

**Culture**

72. Work with the Arts and Culture groups/individuals to integrate arts and cultural opportunities into the three service levels.

73. Explore ways in which the SCRD can support the success of arts and culture across the region including contract relationships.

**Contract Relationships**

74. Review contract relationships to reaffirm the desired outcomes and mutual benefits, and to resolve any perceived or real challenges affecting the relationship between contract staff, SCRD, and customers.

**Joint Use**

75. Form a task force with representatives from SCRD, School District #46, SIGD, and RPFAC with a mandate to develop strategies (see next).

76. Develop strategies that will lead to a better sharing of resources, identification of new sources of funding, and more community use of schools and of community facilities for the maximum benefit of the residents of the Sunshine Coast.

Chapter 9: Financial Implications

77. Secure adequate funding to support the Master Plan recommendations.
Introduction

Parks and recreation is essential to the quality of life in communities. The spaces, services, and facilities—both indoor and outdoor—provide enjoyment, allow a sense of belonging for all ages and abilities, encourage physical activity, and foster social connections. They contribute to our well-being and make our communities attractive places in which to live, work, play, and invest.

This Master Plan defines the collective vision for parks and recreation in the Sunshine Coast Regional District (SCRD) for the next 10 years. It describes the goals, the key strategies to achieve these goals, what guides the complex process of decision making, and the indicators to track the successful implementation of the Plan.

Several things were considered to create this plan: characteristics unique to the region, the current services provided in the SCRD, the current resources (physical, fiscal, and human), potential best practices, the potential impact of trends, the region's needs, and the region's opportunities.

As mentioned, this plan has a 10-year horizon. (The plan may of course be updated within this time frame if significant or unforeseen changes occur.) Typically, Master Plans contain broad objectives, which are translated into more detailed two- or five-year Strategic Plans that contain more specific objectives, initiatives, tasks, and performance targets and are organized by strategic directions or functions. These plans work together so that effective changes are made, results accomplished, day-to-day learnings addressed, and regular evaluations conducted.

(Note: There were components that were beyond the scope of this plan. The plan does not include municipal parks in the Town of Gibsons or District of Sechelt (but the linkages with these assets have been considered), the Dakota Ridge winter recreation area, or cemeteries. Furthermore, it does not include an organizational review, which is a separate process; a joint-use review (although strategic recommendations have been included); or cultural services—but the consultants have included recommendations to support and facilitate this sector.)

1 Philosophy for Investing in Public Parks and Recreation

Recreation is defined as “all those things a person or group chooses to do in order to make their leisure time more interesting, more enjoyable, and more personally satisfying.”

Recreation is “not confined solely to sports and physical recreation programs, but includes artistic, creative, cultural, social and intellectual activities.”

1 Action Challenge Committee (1990)
2 Canada's Federal and Provincial Recreation Ministers (1987), The National Recreation Statement
The Master Plan process was designed to be community-based, that is, responding to the needs, expectations, and priorities of members of the community; defensible, in that it accurately represents the community's perspective; and practical, taking into account the resources and service levels relevant to the region.

Information directly from the community in the following three ways:

1. **2011 Master Plan Survey, conducted by telephone (Appendix II)**

This telephone survey provided representative data on the recreation behaviours and priorities of Sunshine Coast residents. The sample size was 432, and the survey was conducted from June 20 through July 7, 2011.

The results were analyzed and reported for the total sample and for each of seven areas: “Electoral Area A” (Egmont/Pender Harbour area); “Electoral Area B” (Halfmoon Bay area); “Electoral Area D” (Roberts Creek area); “Electoral Area E” (Elphinstone area); “Electoral Area F” (West Howe Sound area); the District of Sechelt and Sechelt Indian Government District (SIGD) combined; and the Town of Gibsons.
Planning principles

A series of principles guide the Master Plan. The plan and recommended strategies should achieve the following:

- **Provide benefits (direct or indirect) to the citizens of the Sunshine Coast.** If there is no indirect benefit to the region (e.g., conducive to increased quality of life, inclusivity, protection of the environment, healthy, active, and well-rounded citizens, strengthening of families), the SCRD should not be involved.

- **Define service levels for parks and recreation at three levels: local, community, and regional.** This sets realistic expectations for services and spaces at these three levels, and defines the ideal customer base to make the service or space financially viable.

- **Support investments based on what is acceptable to taxpayers.**

- **Provide equitable (not necessarily equal) services to recognize the uniqueness of each community.** The plan supports decisions made based on the “need” of a community (including technical and financial considerations), rather than justifying services because they are offered in other communities.

- **Be centred on community values that are vital to and shared by community members.** The following values are central to Sunshine Coast residents:
  - Their region’s status as a “community of communities.”
  - Their region’s natural and built parks and recreation infrastructure (which are perfect for connecting with nature). They also value their region’s high-quality, safe, and well-used indoor and outdoor spaces in which to recreate, as well as a system that offers opportunities not just at home or close to home but also in other communities, and regional services serving the entire Sunshine Coast.
  - Their region’s ability to offer residents and visitors a variety of recreation, cultural, and heritage opportunities. (That is, spaces, services, and special events that foster social connections, encourage health and wellness, strengthen families, create a strong sense of community, and support a diverse economy.)
  - Self-sufficiency and the sense of contribution made through volunteering; affordability (note: fiscal prudence of the SCRD and removing financial barriers to participation is key); and sustainability (note: services and facilities must make the best use of tax dollars for the long term, and maintenance must be included in the cost/benefit analysis valuation).

- **Aim to be relevant into the future.** A plan that only responds to a current snapshot of needs, issues, and opportunities will quickly become out of date. In fact, several service adjustments have already been implemented by SCRD staff, based on the learnings from the plan’s community research.

The Master Plan defines a vision for the future, attempting to predict needs, issues, and opportunities through a 10-year period. It makes recommendations to support the
Chapter 1: Context

The Sunshine Coast is located on the southern coast of British Columbia, within the traditional lands of the Squamish and Sechelt First Nations. It is a breathtaking coastal area bound by Jervis Inlet on the northwest, Howe Sound on the southeast, and rugged mountains to the northeast. It can only be reached by water or air.

Comprising unique municipalities, rural areas, and islands, it is a “community of communities.” The population is a blend of 30,000 full-time residents and a segment of part-time residents. Major communities include Gibsons (near the Langdale BC Ferries Terminal), Roberts Creek, Sechelt, Halfmoon Bay, Secret Cove, Pender Harbour, and Egmont. It is a highly popular tourist-destination area.

Residents and visitors value a healthy and active lifestyle, embracing a variety of water- and land-based outdoor recreation opportunities, spectacular landscapes and beaches, new and well-established indoor-recreation facilities, First Nations history and art, quaint shops, waterfront restaurants and accommodations, special events, and talented artists, crafters, and artisans.

1 A Strategic Plan to Support Valued Lifestyles in the Region

The SCRD comprises three municipalities: the Town of Gibsons (Gibsons), the District of Sechelt (Sechelt), and the Sechelt Indian Government District (SIGD). It also comprises five electoral areas: Egmont/Pender Harbour, Halfmoon Bay, Roberts Creek, Elphinstone, and West Howe Sound. The three fundamental principles that guide the SCRD are 1) collaborative leadership, 2) cultural, social, and environmental sustainability, and 3) financial sustainability. The SCRD’s key strategic directions:

- “To protect its water resources as the population increases and as it addresses the impacts of climate change on present and future generations.”
A population composed predominantly of adults between the ages of 45 and 65, a higher proportion of older adults and seniors than the general BC population. And this segment is growing. (See graph.)

A lower number of preschool, school-aged children, and youth than the general BC population. (See graph.)

A primarily non-immigrant population (95% versus 75% for the general BC population), which increased by 12.9% (4,785 people) between 2001 and 2006.

A lower prevalence of low-income families, although this appears to be changing. In 2005, the SCRD's population comprised just 7.6% of low-income families versus 13.3% for the general BC population; however, in 2010, Food Bank statistics indicated that annual visits to SCRD food banks had risen by 39%, to 12,146.

An economy largely driven by logging, pulp and paper, tourism, and retirement-related services. Economic sectors experiencing declines in recent years include the construction industry and forestry, with the latter decreasing by 33% in 2010. Economic sectors experiencing improvements in recent years are local retail businesses and hotels (not including bed and breakfasts). This compares favourably to the situation for BC hotel revenues as a whole, which have dropped in recent years.

A greater percentage of homeowners (81% versus 70% for the general BC population).

BC Stats projects the SCRD population to not only grow but also continue to shift toward an older population, that is, fewer youth and more adults and seniors. While the BC Stats projections are considered fairly accurate, its model overestimated the 2011 and 2012 population when compared to the actual. So the projected number for 2022 may also prove to be an overestimation.

Growth rates vary by community, and future growth will not be evenly distributed. In addition, any new developments that take place in the region will affect the projection model, as well as where the growth will occur.
• Challenges related to parkland supply.
• Increase in dog ownership and resulting service demands.
• Growing interest in urban agriculture.
• Outdoor Activities Gaining in Popularity

Indoor-recreation trends
• Shift in demand for activities within indoor spaces.
• Expectation for Green Buildings and Sustainable Design
• Shift toward a variety of facility-provision strategies (i.e., collaboration with not-for-profits, the private sector, etc.)
• Aging infrastructure.

Parks and Recreation workplace trends
• A focus on delivering benefits.
• Lack of instructors.
• Greater expectations for excellence.
• Highly fragmented consumer demand.
• Increased accountability to community.
SCRD provides local solutions to global issues. SCRD supports outdoor recreation as a result of valuing the natural beauty of the outdoors.

Four: Contribute to a diverse and sustainable economy

The SCRD contributes to the regional economy by supporting local businesses, providing employment, purchasing goods and services, encouraging volunteerism, and contributing to the quality of life of community members. All this, in turn, attracts investment and visitors to the region.

2 Roles

The SCRD must play four roles in order to meet the above-stated goals and deliver services effectively. The most appropriate role will depend on the particular situation. For example, if another service provider is better positioned to provide a specific activity or opportunity and can provide similar benefits, then the SCRD should shift from a being a provider to also being a facilitator as described under the community-builder role.

Planner

The SCRD is responsible for defining the short-, medium-, and long-term direction for parks and recreation and for working with other groups and organizations to implement the Master Plan. It must do this through conducting research, analyzing data, getting input from the community, and seeking technical expertise.

Protector

The SCRD protects, preserves, maintains, and manages important indoor and outdoor spaces, and in a manner that supports community participation e.g., Parks and facilities aren’t icons but actual venues that people make use of and enjoy.

Provider

The SCRD delivers services directly where needed. However, there may be occasions where this is only in the short term until another service provider becomes available.
### Small Community Service Level

**Benefits**

Services at this end of the continuum provide direct and indirect benefits to individuals and groups within a neighbourhood or small community. Services are not focused on drawing people from the region as a whole.

<table>
<thead>
<tr>
<th>Threshold Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Population base of 3,000–5,000.</td>
</tr>
<tr>
<td>Serves the immediate neighbourhood or small community.</td>
</tr>
<tr>
<td>Local residents can connect with each other at the same elementary schools their children go to.</td>
</tr>
<tr>
<td>Reflects the specific interests of local residents.</td>
</tr>
</tbody>
</table>

**General Characteristics**

Must be viable for low participation rates, i.e., can't be dependent on high numbers of participants because of the small number of residents (even fewer when broken down by segments).

**Access**

Easy to walk or cycle to. Usually within a five-minute walking distance.

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14 Sechelt Indian Band has a separate government but is part of the population served by SCRD parks and recreation opportunities.

15 Sechelt does not contribute to the SCRD parks function.

16 Gibsons does not contribute to the SCRD parks function.

17 SCRD's current population is 28,619. BC Stats projects its population to be approximately 33,600 in 10 years. The threshold of 40,000 is established to reflect the ideal population to sustain regional services.
### Activities

| Activities                                                                 | Gathering places and spaces for community events to foster a sense of community across neighbourhoods. |
|                                                                          | Spaces that host a broad range of local user-groups. |
|                                                                          | Activities that focus on beginner to intermediate skill-levels. |
|                                                                          | Programs and activities include arts and crafts, appreciation of heritage assets, outdoor recreation, education, and skills development, indoor and outdoor sports, ice-based and aquatic sports, fitness, general recreation and summer camps, and adaptive spaces and equipment for people with special needs. |
|                                                                          | Community sports. |
|                                                                          | Play opportunities for multiple age groups. |
|                                                                          | Hiking and biking (typically up to a few hours). |

### Target Groups

| Target Groups                | Newborn and preschool children. |
|                             | Children. |
|                             | Youth. |
|                             | Young adults and older adults. |
|                             | Seniors. |
|                             | People with special needs. |
|                             | Families. |

### Facility Characteristics

| Facility Characteristics | Principle spaces are found in aquatic/community centres. Other examples: kitchens to support large events, middle and secondary school gymnasiums, libraries, skateboard parks, smaller off-leash dog parks, unlit sports fields. |
|                         | Community parks. |
|                         | Community-level trails and bikeways. |

### Service Provision / Funding

| Service Provision / Funding | This is the level where resources are used most efficiently, where most SCRD indoor facilities exist, and where SCRD should therefore focus the greatest attention. |
|                           | Services and activities should be offered in each community by facilitating the success of local groups, coordinating service delivery with those who provide the same or similar services, partnering with local groups, and through direct provision. |

### 4 Applying Service Levels to the SCRD

#### Actual recreation behaviours

This section demonstrates how the population figures as defined by the three service levels align with the actual population served. It takes into account people who have travelled from another area to use facilities. Listed below are also general recreation-behaviour patterns of SCRD communities:

- Egmont/Pender Harbour “Area A” residents travel to Sechelt to use the aquatic centre and arena, but a few go further south to Gibsons to use indoor-recreation facilities.

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18 2011 Master Plan Survey, “Willingness to Travel.”
Chapter 3: Opportunities That Foster Healthy People and Community

Halfmoon Bay “Area B” residents use the entire system of facilities and are highly likely to use the Sechelt facilities.

Sechelt and SIGD residents mostly use their own community facilities, but some travel to Gibsons, and a few go north to use “Area A” facilities.

Roberts Creek “Area D” residents use the facilities in Sechelt and Gibsons often. But virtually none travel further north to use “Area A” facilities.

Elphinstone “Area E” residents are very likely to use Gibsons facilities, and many travel to Sechelt to use facilities in that community. Only a few use “Area A” facilities.

Gibsons residents use the entire system of recreation facilities, although their use levels tend to be lower than those from “Area B.”

West Howe Sound “Area F” residents have a similar pattern of use as their northern counterpart, Egmont/Pender Harbour. They are most likely to use nearby facilities and Sechelt facilities. Use levels drop significantly as distance increases.

What is also interesting to note is that the unique features of some facilities draw residents from the entire region (e.g., the small Gibsons Aquatic Centre and Pender Aquatic Centre are quiet, low-lit, intimate spaces that work better for people with special needs).

Service levels and the current population

The region-wide service level is shown within the blue outline. The service level for medium-catchment areas is shown in the blue shaded area. Both the North Central and South catchment areas overlap at Roberts Creek; many residents in the North Central area travel west, while those in the South area travel east. The small communities are delineated by a blue triangle.
The three service levels, ideal thresholds, and actual 2011 populations are summarized below:

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunshine Coast Region</td>
<td>40,000</td>
<td>28,619</td>
<td>33,600</td>
</tr>
<tr>
<td>MEDIUM-CATCHMENT AREA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>North Central Area</td>
<td>20,000</td>
<td>17,063</td>
<td></td>
</tr>
<tr>
<td>Small Communities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Egeon/Pender Harbour</td>
<td>2,678</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central</td>
<td>1,622</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part of Roberts Creek</td>
<td>1,622</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SIB</td>
<td>797</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sechelt and geographic</td>
<td>9,291</td>
<td></td>
<td></td>
</tr>
<tr>
<td>areas within</td>
<td>2,675</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Halfmoon Bay (Area B)</td>
<td>2,675</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEDIUM-CATCHMENT AREA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South Area</td>
<td>20,000</td>
<td>11,556</td>
<td></td>
</tr>
<tr>
<td>Small Communities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>West Howe Sound (Area F)</td>
<td>2,015</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gibsons</td>
<td>4,437</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elphinstone (Area E)</td>
<td>3,482</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part of Roberts Creek</td>
<td>1,622</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
16. Outdoor sports activities such as soccer, slo-pitch, courts, and track and field.
17. Indoor fitness and sports, including Aquatics.
18. Family-oriented leisure services.
20. Preschool recreation and skill development.
21. School-aged recreation and skill development.
22. Youth recreation.
23. Adult and older-adult recreation, health and wellness, and skill development.
24. Recreation, health and wellness, social activities, and nutrition for seniors.

Goal: Be stewards of the environment

"The SCRD is an educator, protector, and manager of significant natural environments, which include the landscapes, wildlife, and ecosystems we all enjoy and are proud of. The SCRD provides local solutions to global issues. SCRD supports outdoor recreation as a result of valuing the natural beauty of the outdoors."

Core activities and opportunities

25. Healthy ecosystems.
26. Scenic landscapes.
28. Education and interpretive experiences of the outdoors and waterfront areas.
29. Maintenance of parks and trails.
30. Access to beaches.

Goal: Contribute to a diverse and sustainable economy

"The SCRD contributes to the regional economy by supporting local businesses, providing employment, purchasing goods and services, encouraging volunteerism, and contributing to the quality of life of community members. All this, in turn, attracts investment and visitors to the region." Providing, facilitating, or supporting all 30 core activities and opportunities will allow SCRD to achieve this goal.
better maintenance of recreation facilities, parks, trails, and sports fields (23%), more or better beach-access points (22%), and more or better recreation programs, including fitness, arts, crafts, and health and wellness for different age groups (21%). Community differences were also documented.

Survey highlight: Willingness to pay for improvements

- The survey sample splits evenly when it came to willingness to pay additional taxes to support improvements: 48% of households are willing to pay more tax for recreation improvements, usually a modest amount.

Survey highlight: Effectiveness of communication

- Very few respondents (10%) have heard of the Leisure Access Scholarship program, which assists lower-income Sunshine Coast residents to participate in recreation programs and services. But most respondents (82%) do “feel informed” about indoor- and outdoor-recreation opportunities available on the Sunshine Coast. Between 50% and 75% of respondents report that both Sunshine Coast newspapers and the Recreation Guide are the most effective ways of finding information.

Survey highlight: Differences among area residents

- Many differences were found among residents from various areas when it came to indoor- and outdoor-recreation behaviours, satisfactions and dissatisfactions, and priorities for improvements. Please see Appendix II (2011 Master Plan Survey Report) for details.

There were only a few parks and recreation activities/opportunities that received very low ratings. The recommended strategies in the following chapters do take into account the activities/opportunities that received relatively lower ratings. They also consider the differences in responses among different age groups and geographic areas.

3 Recommendations

5. Consider the 30 core activities and opportunities as a way to provide specific guidance for achieving the Master Plan’s four goals. At the same time, what members of the community think should take priority in terms of improving parks and recreation.
Chapter 4: Outdoor Recreation and the Environment

This chapter addresses the parks, open spaces, and natural areas that support outdoor recreation. This includes the natural features where human activity takes place—the ocean, beaches, forests, rivers, lakes, and meadows. It also encompasses all of the facilities and amenities that are built to enhance human enjoyment—the parks, trails, playgrounds, sports fields, boat launches, and so much more.

Residents of the Sunshine Coast are extremely active, and they place very high value on outdoor recreation and the natural environment. Of any recreation activity, using trails is the most popular; visiting parks and visiting beach/shoreline activities also see very high participation. (This is according to the telephone survey.) And satisfaction related to outdoor recreation is very high.

When talking more specifically about bike paths and walkways, however, people express significant levels of dissatisfaction. A particular concern is a perceived lack of safety on walkways and bike paths due to the proximity of roads and traffic. In terms of priorities for improvement in parks and recreation as a whole, the top priority is “more or better paths, trails, and roadside bikeways and walkways.” Trails are very important to the community.

Most of the trail uses are on foot or bicycle, but there is also some equestrian activity. This is focused mostly in Areas B and E, where 17% and 19% of households, respectively, have a horse rider. It is not clear how much of the horse riding occurs on trails; it is likely that it occurs mostly on private land. There are some horse trails in Roberts Creek.

Sechelt, Gibsons, and the SIGD share responsibility with the SCRD to provide outdoor recreation services. The public generally doesn’t concern itself with distinguishing among the jurisdictions when seeking recreation opportunities. Below is a summary of the relevant park-related services and practices of these jurisdictions. (Note that the Province also offers recreation opportunities at its provincial parks, on trails, and at UREPs—protected areas for the Use, Recreation, and Enjoyment of the Public):

- The **Town of Gibsons** plans, programs, and maintains its parks and trails. Gibsons has two official dog-off-lease areas; in other areas, dogs are required to be on leash, but the Town does not enforce this. The SCRD schedules the sports fields in Brothers Park for soccer and baseball; Gibsons maintains the fields. There are no development cost charges (DCCs) for parks, despite several attempts; a system for public amenity contributions has been adopted for new developments.

- The **District of Sechelt** plans and maintains its parks and trails. It also schedules and maintains its own sports fields, which support high levels of use. School fields are not booked for community use. There are many trails in Sechelt, and about 50 beach accesses, one pier, and two wharfs. Sechelt has six dog-off-lease areas and about the same number of parks where dogs are not permitted. Dogs are otherwise required to be
on leash; however, this bylaw is not respected. Sechelt has a DCC bylaw for parkland acquisition and development.

- The Sechelt Indian Government District (SIGD) has two full-sized lit soccer fields, one youth sports field, a small basketball court, and three playgrounds. The SIGD maintains these amenities and schedules the sports fields. A small fee is charged for use of the fields. Trail uses and soccer are important activities for members of the Sechelt Nation; youth, men’s, and women’s leagues play in Native soccer tournaments, which are held in the spring and early summer. The SIGD is interested in collaborating with other governments to maintain and schedule fields, as well as to set up a coordinated trail system.

1 Trails and Bike Paths

As mentioned, using trails is by far the most prominent activity of all indoor- or outdoor-recreation activities. The SCRD has about 110 kilometres of trails, including 18 kilometres of paved bicycle/walking paths attached to the road edge, about 3 kilometres of separated paved bicycle/walking paths, and 35 beach-access trails. The Sunshine Coast is also known internationally for its outstanding mountain-biking opportunities, including the Sprockids program and the Capilano University program.

With the direction established by the Trail Network Plan of 2007, the SCRD has been building neighbourhood connector trails, multi-use pathways and paved bicycle paths on or beside roadways. All areas have participated in these projects, except Area A (the Egmont/Pender Harbour area). In addition, some recreation trails have been built on the islands in Area F (West Howe Sound area). SCRD shares responsibility with the Ministry of Transportation and Infrastructure (MOTI) for providing road-side bike paths, as SCRD has no jurisdiction over roads and highways.

The regional Gas Tax has been a significant source of funding for bicycle/walking paths as has the borrowing recommended in the 2004 Parks Master Plan for trail construction in Community Parks. Gas tax funding is secure until the end of 2014.

SCRD staff are involved in implementing the trail network on an ongoing basis. Priorities for trails as listed in the Trail Network Plan are updated annually. An SCRD committee also prepared a list of beach-access priorities for each electoral area, based on priorities received from committees for each area during the trail network planning process.

Significant challenges do exist. Easier routes and requested trails are getting constructed first, so the routes remaining to be built tend to be crossing more difficult terrain. Bike lanes are intermittent, some end abruptly, and some structures limit where bike paths can be built (e.g., retaining walls at driveways). The safety of bike paths and walkways that are along roads is a concern to the public; finding remedies is difficult in many locations since there is insufficient space for separated paths. These trails are not shown on public maps, sometimes because neighbouring residents do not want them shown. SCRD trails are shown on public
maps, however beach access locations are not shown on public maps because of various
neighbourhood concerns.

When it comes to the construction of trail and bike paths, the SCRD has two areas of
focus:

- **Community parks.** This program includes construction and maintenance of recreation
trails within SCRD parks or on land that has SCRD tenure, for example, shoreline-access
trails on statutory rights-of-ways, trails built on Crown land with permits held by the
regional district.

- **Bicycle/walking paths.** This program includes construction and maintenance of paved
transportation paths, particularly for bikeways on or near roadways.

Trails or walkways that are not immediately adjacent to or beside a roadway can also be
built within the auspices of “active transportation” (i.e., biking or walking to reach a
destination) or if recommended in a guiding document such as the *Trails Master Plan* or the
*Integrated Transportation Study*.

Area A does not currently participate in the improvement program for bicycle/walking
paths, but due to the area’s high interest in trails as expressed in the telephone survey, they
are expected to join it. The islands are anticipated to withdraw from the bicycle/walking
paths program, in which case paths on the islands would be supported only under the
community parks program.

Because of the very high importance of trails to the community, more work is needed to
bring trail planning and design forward to achieve a fully integrated network of coast wide
trails. All jurisdictions need to work together to update the inventory of trails and to
establish common standards of design and infrastructure, especially directional signs. There
are opportunities to involve the enthusiastic community of volunteers in the planning,
implementation, and assistance with these value-added components.

2 Parkland Classification

The *Strategic Park Master Plan* (2004) described different types of parks and open spaces, but
it is customary to review these categories during master planning. This Master Plan proposes
a concise classification system of parks and open spaces that clearly identifies SCRD parks as
distinct from those managed by other jurisdictions. The classification system enhances
understanding of the park system, and it can guide park planning, design, management and
maintenance. Because the SCRD is so spread out, with large rural areas, the classification
system needs to be used with discretion. For example, the categories “community parks” and
“local neighbourhood parks” are only relevant to locations with urban densities.

The classification system of parkland is related to the hierarchy of service levels described
in Chapter 2 (regional, medium catchment area, and small community); however, the parks
don’t always fit into the service-level categories neatly. For example, destination parks cater
to a regional population, but they also provide services to local neighbourhoods. And shoreline-access parks may fulfill any of the three service levels, depending on the size and importance of the shoreline.

At the regional service level

Destination Parks
Destination parks draw visitors from the entire region and beyond. People visit these parks because of the parks’ natural or cultural features and recreation opportunities. Destination parks draw people who specifically travel to “spend time in the park,” to participate in activities as diverse as hiking, mountain biking, enjoying the waterfront, and attending special events and sports. Most destination parks offer a wide range of activities.

Examples: Cliff Gilker, Shirley Macey Park, Connor Park, Katherine Lake, Sprockids, Lions Field

At the medium-catchment-area service level

Community Parks
Community parks (an optimal size of 4 hectares at minimum) serve several neighbourhoods and are ideally within a 10-minute walk or 800 metres from residents. Community parks include a range of recreation facilities, such as play areas, beaches, viewpoints, significant walkways or trails, picnic areas, and sports fields, as well as parking lots. These parks are meant to form the visual, physical, and social focus of the community.

Examples: Soames Hill, Coopers Green, Dan Bosch, Ocean Beach Esplanade, Roberts Creek Pier, Cedar Grove, Lions Field, Sprockids

Shoreline Access
Shoreline-access parks include small properties or road rights-of-way whose primary function is to provide public access to the waterfront. Some may have beaches and usable shoreline areas, and others may exist for access to the waterfront only.

Examples: Henderson Beach, Baker Beach, Po Road, Dan Bosch

At the small-community service level

Local Neighbourhood Parks
Neighbourhood parks (an optimal size of 2 hectares at minimum) generally serve the catchment area of or similar to that of an elementary school and are ideally within a five-minute walk or 400 metres from residents. Neighbourhood parks typically include play equipment, pathways, open grass, and picnic seating. They may also include other recreation or athletic facilities. These parks are meant to form the visual, physical, and social focus of the neighbourhood. Access is usually by walking so neighbourhood parks do not require parking lots.
can be logged. If an application is submitted to change the current status of the land from UREP, a public process is required. SCRD staff currently feel that the UREP parcels are safe from development.

**Ratio of parks to population**

For the calculation of population-based supply, only active parkland is considered. Since detailed data is not available for Sechelt, Gibsons, and the SIGD, this analysis disregards those areas. In 2011, the SCRD population (not including Sechelt, Gibsons, and the SIGD) was 14,094 and the amount of active parkland was 459 hectares, yielding a supply of almost 33 hectares per 1,000 people. This is an exceptionally high supply, as many communities strive to achieve 4 hectares per 1,000 people. The large supply of active parkland is due to the low population density and the extensive forested areas in some destination and community parks.

**Percentage of parks and protected areas**

In calculating parks and protected areas as a percentage of land area, the calculation includes the lands protected by all jurisdictions (outside of Sechelt, Gibsons, and the SIGD). With 16,139 hectares protected and a total land area of 377,800 hectares in the SCRD, the area protected is 4.3%. This is a relatively low figure since many communities strive for the provincial standard of 12%. The low figure is likely due to the very large land area of the SCRD, most of which is natural even though it may not be formally protected.

**Shoreline access**

Shoreline access is extremely important to the community, and there were significant dissatisfaction levels with existing beach-access points. ("Shoreline access" is used in this report rather than the current term "beach access" to reflect a broad range of shoreline conditions.) Although the table above indicates that there are eight shoreline-access parks, there are actually many more than that. Larger parks along the shoreline are classified as community parks. There are also many shoreline-access trails located on road rights-of-way; in these cases, the trails are mapped but the land areas are not identified nor mapped as parks. Focus-group participants indicated that many people want easy access to the shoreline; however, they are limited by the encroachments that make beach-access points unavailable, the lack of information about the locations of shoreline-access points, and parking issues. Many of the available shoreline-access trails are not built for high levels of use. There are no shoreline parks or boat ramps in Area E.


4 Park Amenities

Sports fields and ball diamonds

Within the entire SCRD (including Sechelt, Gibsons, and SIGD), there are 33 park and school sites that contain sports fields; 26 of these sites support adult or youth soccer or ball (baseball or softball), which are scheduled by the community. One field is used for rugby and another for Ultimate.

The fields have been rated based on their condition and maintenance, and only nine of the fields have a score of seven or more out of 10. All four jurisdictions and the school district maintain their fields independently. The school fields are generally in poor condition because the school district has limited resources to upgrade and maintain fields.

The SCRD does have a joint-use agreement with the school district. Between 1983 and 2005, some joint-use construction projects were conducted on tennis courts, playgrounds, and sports fields at school sites. However, there have been no joint-use projects since 2005.

The SCRD has five grass sports fields and one gravel field. The newest field at Pender Harbour is a high-quality sand-based grass field appreciated by sports groups. The field is barely used during the summer. Other SCRD fields are in need of upgrading, in particular Shirley Macey because of drainage issues.

There is room for improvement when it comes to the process of booking fields. The booking system for fields owned by SCRD and the Town of Gibsons is the recreation software called ActiveNet (a basic version of CLASS); Sechelt and the school district book their fields independently. This means that some groups need to contact three different organizations to book fields.

There has been no integrated analysis of sports participation, trends, and needs throughout the coast. There are likely opportunities to increase efficiencies in scheduling, booking, and maintaining fields to better meet the needs of the community.

Other park amenities

The parks in the SCRD include a wide range of amenities. In addition to the paths, trails, and sports fields described thus far, amenities in the SCRD include 10 playgrounds, one water park, two campgrounds, two bike-skills areas, docks and floats, and the Dakota Ridge winter recreation area. The amenities in the SCRD are also complemented by those available in Sechelt, Gibsons, and SIGD, and on school sites. These include dog off-leash areas, tennis courts (with private tennis clubs in Sechelt and Egmont), running and walking tracks, a basketball court, a volleyball site, and two skateboard parks.

One particularly popular park is Shirley Macey Park, where in addition to sports fields, there is an accessible playground, a water park, a frog pond, a maze garden, a nine-hole disc-golf course, and public art. There is also land available for a community garden.
6 Recommendations

6. Continue, as a high priority, to collaborate in the development of trails and bike paths to meet the community’s needs for recreation and alternative transportation. Focus on connectivity and safety, including trails within and between neighbourhoods, to schools, and bike paths along roads.
   - Establish criteria for trails and bike paths, and use these to evaluate and guide trail/bike path development (see Appendix I).
   - For Area A, initiate a SCRD process to participate in trails and bike path, establish a legal functional structure for this, and build trails and bike paths.
   - Identify and acquire trail corridors in subdivision and rezoning processes.
   - Acquire access to undeveloped road rights-of-way that provide access to the beach or to ocean views.
   - Facilitate inter-jurisdictional connections for trails.

7. Support the development of a Trail Strategy for the SCRD in collaboration with the Province, Sechelt, Gibsons, SIGD and the Squamish Nation (see Appendix I for more details).

Parkland Classification and Supply

8. Acquire additional parkland where environmental and recreation resources need to be protected and where there are gaps, at the neighbourhood level, in park-related services.
   - Adopt and implement the proposed park-classification system, and use it as a tool to guide parkland acquisition, planning, design, and management.
   - Establish a development cost charge (DCC) program for parkland acquisition and development.
   - Establish criteria for parkland acquisition and use these to evaluate and guide acquisitions (see Appendix I for the criteria).
   - See Appendix I for additional detail on the recommendation.

9. Increase the number and quality of shoreline-access parks including shoreline (beach) access trails.
   - Conduct a review of designated shoreline-access parks and road rights-of-way that end along the shoreline to determine the potential for upgrading them (see Appendix I for the criteria).
   - See Appendix I for additional detail on the recommendation.
This chapter reviews SCRD’s facilities—the aquatic centres, fitness centres, ice rinks, and community halls—that support indoor recreation. These indoor facilities were studied using information from a variety of sources: the Master Plan Survey, comments gathered in the focus groups, professional building assessments, statistics, staff interviews, and general observations of the condition of the buildings and how they work.

On the whole, the public responses can best be summarized as being quite satisfied with both the number and also the general state of the five recreation buildings. (The chart below shows the number of visits to the facilities in 2008, 2009, and 2010, with the exact numbers for 2010 above the green bar.) Given these responses, as well as a review of the programming offered at these facilities and of the present infrastructure, no additional buildings in this plan are proposed in this Plan. What is being proposed is a number of alterations and actions to maximize the current facilities.

The main issue discussed in this chapter has to do with Gibsons Pool and Sechelt Arena, two buildings that are aging and are not operating at or near capacity. The challenging decision here is whether to focus on increasing attendance or to phase out one or both buildings. The Sunshine Coast is a highly active and “aquatic focused” set of communities, and that is something to keep in mind.
Sunshine Coast Arena (aka Sechelt Arena)

- Includes an NHL-sized ice arena.
- Offers drop-in public skating and hockey.
- The ice rink is available for rent (and as a good dry-floor arena in the summer). A banquet room suitable for small- to medium-sized gatherings is also available for rent.
- The ice rink floor failed in the spring of 2012. As a consequence the ice rink was closed for the 2012/13 winter and the floor was rebuilt relying primarily on coverage provided under the building insurance.

When the new community centre in Gibsons opened in 2007, there was a modest increase in overall ice activity for a few years. The basic result, however, was that many of the activities simply shifted from the Sechelt Arena to the new Gibsons rink.

In 2012 the arena slab had significant issues that required the closure of the facility. The repairs resulted in the loss of the 2012/13 ice season.

Prior to the closure a substantial amount of the ice “on the coast” was not being used fully. Most of this unused ice was at the Sechelt Arena. This is the problem of having two arenas. Not only is ice being “underutilized”—the cost of operating two arenas is relatively expensive and fixed, and the general trend in the country is a decline in team sports and ice-oriented activities. During the shutdown all programing was shifted to the Gibsons arena.

One possibility considered was to recommend the permanent closure of the Sechelt Arena. There has been a 29% reduction in ice usage at the Sechelt Arena from 2008 through 2010. The closure of this facility would result in substantial cost savings to the SCRD.

There would, of course, be downsides to closing the Sechelt Arena. A closing would have a negative impact on the total number of arena-based activities, leading to an even further decline in ice activity. As well, a dry floor (the arena in the summer) is a significant amenity for a community. These two things would affect SCRD’s mission to promote active living on the coast. The SCRD made the decision to repair this 40 year old building.

Building a New Market

Given the current population numbers of the SCRD, it is possible to build a clientele to support two ice rinks. It will take considerable focus and resources to find and build new clients particularly after a one year closure in which, presumably, recreation patterns of historical users will have changed.

The current arena focussed staff, positioned at GACC have a number of other important duties, such as managing the Gibsons recreation facilities that take them away from this major task.

The primary market, currently untouched, would be the older adult. The opportunity exists to build adult-oriented hockey and pleasure skating. The adult population in SCRD is generally older and includes a considerable number of shift workers. Activating this market
would also mean filling up the daytime hours at a facility (8 a.m. to 5 p.m. are generally considered to be “non-prime hours”). As well, this market segment can afford these programs, which would mean further offsetting the costs of operating facilities.

These programs should include but not be limited to the following:

- Seniors’ drop-in hockey (65+).
- Seniors’ pleasure-skating clubs—couples and singles, with age-appropriate music.
- Additional support for current leagues to build program and members, e.g., minor hockey.
- Entry-level hockey for adults, as well as hockey leagues (corporate teams, church teams, etc.).
- Promotion of Sunshine Coast as a destination tournament centre, e.g., old-timers’ hockey.
- Hockey or figure skating academy (in partnership with the school district).
- Adult figure-skating lessons and possibly a pleasure-skating club.

As well, the current ice-allocation policy must be revised. Some of the suggested revisions include the following:

- Redefining “non-prime hours,” which currently means late night, early morning, and 8 a.m. to 5 p.m. The daytime should now be considered “prime hours,” considering the new market of adults who would rent the rinks during the day.
- Requiring children and youth groups who are receiving taxpayer subsidies to use more non-prime hours for practices (late night and early morning), thus freeing up prime time for adult rentals at both facilities.
- Allocating ice times at both rinks in a manner that would help build and sustain leagues that attract the largest number of people.

**Building Dry-Floor Operations**

The least-expensive and least-used portion of the arena program is the dry-floor-program season. Currently, there are several groups that use Sechelt Arena’s dry floor, including the “roller girls” club (roller derby) and lacrosse players. There are also several special events that rent the arena.

There is a real opportunity, though, to really build the dry-floor operations. The Sechelt Arena does not border on any residential neighbourhood, and therefore it is a potential venue for concerts and large-scale community events. As well, there are a number of dry-floor programs that could be introduced: gymnasium-type programs and roller hockey. And the present roller-derby program can be enhanced—the roller girls are prepared to build their sport both as a reaction activity and also as a spectator event.
2 Medium-Catchment-Area Service Facilities

Gibsons and District Aquatic Facility (aka Gibsons Pool)

- Built in 1978.
- Includes a main pool (4 lanes, 20-metre lengths), a tots' pool (10 feet by 16 feet with a depth of 12 inches graduating to 22 inches, with a water feature in the centre), a "Round Pink Pool" (15 inches deep), and a hot tub.
- Offers drop-in aquatic fitness classes, and public, length, and open swim sessions.

Overall, the aquatic services offered by the SCRD are highly valued by the residents and while many persons noted that the Gibsons pool is in need of refurbishment the improvement of indoor facilities was low on the public's priority list.

The SCRD has invested significant capital dollars to maintain and improve this 35 year old building. In 2010 the SCRD completed a facility audit (Fame report) of Gibsons Pool. It identified a number of deficiencies that require attention over the next several years. In response, the staff drew up an action plan, which was included in the 10-year capital budget. These various projects total $1,187,800. Most of this work needs to be completed in the next two years.

The catchment area for this pool could best be described as the southern half of the Sunshine Coast. Attendance has shown some moderate improvement; however, the numbers are quite low in relation to the size of the facility and are well below capacity. Currently about 50% of the active local aquatic residents in and around Gibsons attend the Sechelt Aquatic Centre. Yet the Gibsons Pool does play an important role in the lives of the participants.

The first step should be to attempt to build attendance at the current facility. A five year program that include special promotions, new programming, cross marketing with GACC users and business/not for profit partnerships will either realize a significant increase in participation or demonstrate that the pool can be phased out.

In the future several options should be considered as this building ages and recreation patterns change:

1) Given that the survey indicated a high degree of satisfaction with the aquatic services of the SCRD and given that the system has two other pools it might be possible to shift the remainder of the local aquatic users to these facilities and SAC in particular. If a good public transportation system can be implemented over the next 10 years that can move current clients this would be the most cost efficient solution. (To be considered "good," the transportation system would not be considered a barrier by the user of the indoor facility.)

2) If attempts to build additional attendance are successful and a new aquatic market can be developed to warrant a third pool the option of building an addition to the
3 Small-Community Service Level Facilities

Community halls—Cooper’s Green, Chaster House, Frank West, Eric Cardinal Hall, Grantham’s Hall, Pender Harbour Ranger Station

The SCRD also manages a number of community halls. (Also forming part of the service-delivery infrastructure are other facilities not owned by the SCRD, such as private community halls, facilities, and spaces.) Currently, the SCRD halls are functioning at only about 30% capacity. The Master Plan Survey confirmed that the public is quite keen on using local halls (2nd highest participation) for recreation activities such as children’s after-school programs and neighbourhood gatherings.

These halls are rented to private individuals and organizations on an hourly basis at a very reasonable rate. The main tenants of these halls are non-profit organizations.

When the regional recreation centres—the Sechelt Arena and the Gibsons and Area Community Centre—first opened, the SCRD moved all potentially “regional” programming into these centres. These regional complexes are very popular, so we can conclude that the public supported this transfer of specific programs. And so with neighbourhood SCRD halls, it would be logical to shift the programs that have a regional rather than a local clientele to the regional facilities. This would result in better use of the regional facilities, reduce parking in neighbourhoods (whose main users would ideally be within walking distance), and clear valuable program time at community halls for more neighbourhood-focused programming. (It should be noted that some current hall programming is still focused and should remain in these venues.)

Neighbourhood programming is most effective when local residents—the potential consumers—determine the specific programs. As such, it is necessary to engage these people so this process can be set in motion. The creation of local “program committees,” either free-standing or tied to other community groups, would encourage the neighbourhoods to become relatively self-sufficient when it comes to creating and implementing recreation programs. Program fees would then have to cover only direct costs. The role of the SCRD would be to maintain the SCRD halls and give guidance and advice with programming.

It would appear that the halls are all in reasonable condition. However, a full and complete building assessment for all the SCRD halls and an associated long-term maintenance program needs to be performed.

4 Facility Accessibility

The community indicated, through focus groups, that although most buildings were built to be accessible, people with mobility challenges still dealt with significant barriers that limited their participation. These barriers include the opening of change-room doors, heavy front doors, etc. The SCRD is aware of these challenges and has begun to implement facility accessible building alterations at the SAC.
Chapter 6: Recreation Programs and Special Events

This chapter presents the primary strategies to strengthen recreation programs and special events that are planned, promoted, and delivered at SCRD facilities. These strategies are based on the degree to which recreation needs are being met in the SCRD (Chapter 3), the gap to meet recommended service levels (Chapter 2), and what SCRD staff confirm as the current service levels. Strategies are categorized by those related to the three service levels, those that are interest based and age based, and those that are associated with overall program design. Complementing SCRD's role are other not-for-profit and private service-providers that provide a wide range of recreation programs (such as health and wellness, fitness, and martial arts programs) and special events, and this is taken into account as well.

1 Strategies Based on Service Levels

Chapter 2 presented the rationale for and characteristics of a system of delivering services at three service levels.

Shifting to an approach based on three service levels is in response to the Master Plan process. It was discovered that the community values the current range of recreation opportunities but also wants more opportunities close to home. And to meet this desire doesn’t necessarily mean that the SCRD has to directly provide these opportunities. Instead it means that the role of the SCRD’s Recreation Division should include outreach and facilitation (as described in Chapter 1: see the discussion of the facilitator role). Staff become focused on addressing the specific needs, barriers, and assets within each catchment area (e.g. the North Central area and the South area) and become advocates in each. They collaborate with other groups, contribute to the community building, and engage people within their geographic area. As a result, recreation opportunities should be driven by the specific needs of the community. They should also follow the principle that services be equitable, that is, similar in scope and effort but not necessarily the same.

Small-community service level

To align small communities with this service level requires SCRD to adjust their focus, to include the following:

- Facilitate general recreation opportunities with school staff, church staff, families, and the SIGD to respond to the needs of those who find it difficult to travel, such as families with children, youth, and seniors.

- Review the use of community halls, and work with community schools, churches, and other organizations. Secure these spaces (halls, schools, churches, etc.) for local
programs and for neighbourhood meetings that would result in local recreation opportunities.

- Facilitate annual small-community meetings to identify specific gaps, and work with local service providers, neighbourhood-program committees, and other volunteers to address those gaps.
- Become a resource to local groups: assist with program design, outdoor programs (interpretive programs, safety programs), volunteer development, marketing, and registration services.
- Review the grants program and identify the feasibility of small grants to support sustainable and local recreation opportunities and for reaching the underserved.

There would also be adjustments made according to specific communities. These tasks are based on the recommended service level and the community’s needs, satisfaction levels, and priorities:

- In the Egmont/Pender Harbour community (Area A), continue to provide or facilitate general recreation activities, indoor fitness and sports, summer outdoor programs for all ages, walking groups, day camps, arts and crafts, health and wellness activities, and activities for youth
- In Halfmoon Bay (Area B), facilitate activities for preschool children and for youth
- In Roberts Creek (Area D), facilitate activities for school-aged children and youth
- In Elphinstone (Area E), facilitate activities for youth
- In West Howe Sound (Area F), facilitate family programs as well as activities for preschool children, school-aged children, and youth

Medium-catchment-area service level

To align medium-catchment areas (the North Central and South areas) with this service level requires these specific actions:

- Continue to offer the current suite of programs such as aquatics, skating, fitness, health and wellness programs, day camps, and community events.
- Increase efforts to promote and host activities at facilities in the North Central and East communities (at Sechelt Aquatic Centre and Gibsons and Area Community Centre in particular) to strengthen the facilities’ function as hubs for community events, gatherings, programs, and meetings.
- Work with School District 40 and other partners to provide more indoor-sports programs in school gymnasiums for children, youth, and adults and for people with special needs in the evenings and weekends.

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32 2011 Master Plan Survey, pages 65 and 84
- Continue to work with youth and other local service providers on youth opportunities in the youth centres located in North Central and South catchment areas.

**Regional service level**

To align the region with this service level requires these specific actions:

- Support regional-scale special events such as the Sunshine Coast Art Crawl and family events such as events held on pro-d days. Schedule them year round. (See the section “Special Events” further on in the chapter for additional details.)

- Provide, facilitate, and/or support hiking, biking, and trail excursions, skill development (such as bike lessons, snowshoeing lessons), and outdoor-education programs. There are many groups or clubs that offer these types of services; however, people who are not currently linked to these groups or people new to the area are not aware of these programs. The SCRD could play an important role in promoting these activities in a coordinated and complementary manner. More details on these types of programs are presented in the next section.

**2 Strategies Based on Interests**

General trends in recreation programming in Canada highlight the popularity of fitness, yoga, Pilates, Zumba, health and wellness, arts and cultural learning, and personal growth activities. “Programming” extends beyond the program itself to also include components such as child care, transportation, social interaction, and outdoor exploration. These trends are relevant to the Sunshine Coast as well. In the SCRD, the highest levels of participation were in public swimming sessions and swimming lessons; child-care, parenting, family, or preschool programs; and working out at a fitness centre, gym, or weight room in a public facility or taking fitness classes such as Pilates, Nia, etc. When probed about priorities for the future, respondents mentioned wanting health and wellness and fitness classes in more locations, as well as nature-based programs.

The Division currently provides a suite of indoor- and outdoor-recreation activities and opportunities. The following outlines the current situation and makes recommendations relating to the core activities and opportunities—the activities and opportunities that support healthy and active residents and visitors to the Sunshine Coast.

**Outdoor-recreation programs**

The community values its outdoor recreation highly. Of those who wanted more recreation programs, the priority was for more outdoor programs. Most outdoor recreation is informal.
• Accessible 16 hours per day for the benefit of working parents, shift workers, and those with multiple jobs.

• Offer free programming opportunities for children along with child care at appropriate times.

• Offer a multitude of experiences, for example, lane swimming any time, weight room instructors, orientation programs, personal trainers (at a cost), access to most or all fitness classes, outdoor boot camps and fitness classes, running programs, etc.

• Provide 12-month access.

• Have a pricing strategy that encourages long-term commitment, for example, four quarters for the price of three, or a flexible program that allows for holiday extensions.

• Have uniformed staff, and a front desk that provides excellent support and customer service, for example, greeting everyone (ideally by name, which appears on the computer screen as people scan in).

• Provide exceptionally clean facilities (cleaned before every class).

• Offer well-maintained equipment (remove broken equipment from the floor and get it fixed).

• Create partnerships with community employers for employee-fitness programs in either the workplace or the fitness centres.

• Offer joint memberships or membership privileges to not-for-profit clubs/organizations.

The merit of a health and wellness promotion strategy was strongly confirmed by the 2011 Master Plan Survey. Residents prefer the type of activities that provide significant health benefits—of sufficient intensity and duration and of a frequency of three times a week or more—and such a package would align with this preference as well as a missed opportunity to optimize attendance:

• Outdoor activities were the most popular of all the activities that were asked about. The more vigorous types that people participate in are dog walking (in 74% of households with dogs, someone walks the dog three times a week or more); running, jogging, walking, or hiking (70%); biking (46%); and field sports (44%). Popular indoor activities include working out at a fitness centre, gym, or weight room, and taking a fitness class (47%) and public swimming and taking lessons (23%).

• A review of the attendance data for SCRD facilities revealed the need to increase attendance at the various buildings. Some facilities close during periods when there are no bookings. Several strategies were noted in Chapter 5 to deal with pressing matters at the Gibsons Pool, Sechelt Arena, and Pender Harbour Aquatic and Fitness Centre.
Family-centred approach

Families value spending time with their children because they believe this makes them better parents, strengthens family bonds, and builds long-term trust between themselves and their child. Recreation is an effective and healthy way for families to spend time together.

Families on the Sunshine Coast experience significant barriers to recreating as a family. In the focus groups, families echo the general barriers experienced by everyone: being too busy, inconvenient timing of programs, locations that are too far/inconvenient, and transportation barriers. And the particular concerns of families, as expressed in the survey and focus groups, include not enough family programs, lack of child care, programs that conflict with their children’s nap times, cost of programs and the family rate, limited options close to home, and an absence of family-oriented and year-round special events.

The SCRD’s approach to programming makes it difficult for families to recreate together. Family opportunities at SCRD facilities tend to focus on family drop-in skating and public swimming. Most SCRD recreation programs are designed for specific age groups, scheduled as discrete units (programs for adults and children scheduled separately), and located in the facilities based primarily on availability. This approach leaves families having to resolve the logistics of getting to the various locations, to occupy other members of the family who are not in programs offered at the same time, and to reorganize their busy lives to attend a program that is offered in only one time slot.

The ideal approach is to implement a family-centred practice when designing recreation programs. This requires a shift in focus. Programmers must consider the family holistically, keep in mind the barriers families face, and working with families to design these programs.

Tweens

The community did not identify this segment—those between 8 and 12 years of age—as a priority need. Nevertheless, it should be noted that the spending power and influence of tweens on family decisions is substantial. While tweens are often forgotten or lumped into the “children” category, this age group actually tends to reject the products and activities of children for more grown-up and sophisticated options. They want to be treated like young adults. They are savvy shoppers and have a tremendous amount of purchasing power due to a rise in disposable income and increased pampering from parents.

Older adults

Adults between 55 and 70 years of age do not think of themselves as “seniors” and do not feel comfortable going a seniors’ facility. This age group is generally healthy, active, and about to retire or retiring (or in some cases, starting a new career). They relate to ability-based descriptions as opposed to descriptions that refer to “seniors’ activities.” This group is

27 2011 Master Plan Survey, page 58
highly demanding, typically has access to considerable disposable income, and may in fact remain in the labour force after 65 years of age.

While there is Seniors Activity Centre in Sechelt to serve a relatively older population there, anecdotal information from the focus groups indicates the population in the Gibsons area is aging, and more older adults and seniors are living in this area.

Flexible format

There has been a shift in demand from formal to informal activities in communities across Canada. This is due to a general lack of time (and not wanting more time commitments) and the need for flexibility. People’s lives have become more and more complex—work schedules, commuting time, and multiple responsibilities all play a part. As a result, informal activities—activities that people can do alone or with anyone, at any time and at any place—have become highly popular. Drop-in programs and programs with punch cards are good strategies that cater to these needs. Even registered programs are now being compressed (in terms of numbers of sessions) because of this trend.

Dynamics related to the format of programs are especially applicable on the Sunshine Coast, given the travel time between home, work, and places to recreate. Three of the top six barriers to participation have to do with the format of programs, that is, inconvenient timing of programs, inconvenient locations (or too far), and not being able to commit to a program that runs for several weeks.

This explains the high participation rates in informal activities that people can pursue on their own schedule and close to home, for example, running, jogging, walking, hiking, outdoor activities, going to the weight room, dog walking, etc. These informal activities also tend to be low cost or no cost to the participant.

5 Recommendations

Service Levels

27. Deliver the small-communities service level by facilitating spaces for local programs, being a resource to local groups to provide local programs and responding to the specific priorities for small communities identified in the Master Plan.

28. Include in staff’s work program collaborating with local groups and hosting annual community meetings to fine-tune programs.

29. Deliver the medium-catchment area service level by providing or facilitating opportunities that reflect the general characteristics of this level of service and are typically offered in community centre/secondary school type facilities and by responding to the specific community priorities identified in the Master Plan.
5 Recommendations

Volunteerism

45. Develop a vision, policy, and set of strategies pertaining to SCRD volunteers based on current needs, current volunteer trends, and future directions as outlined in the Master Plan and continue to enhance the volunteer appreciation program.

46. Review all policies and practices to ensure that they enrich and support community-group services and development.

47. Build a new volunteer corps by working with Sunshine Coast Volunteer Centre to leverage the centre’s marketing efforts.

48. Build and facilitate stronger working relationships with groups who provide organized recreation services, and facilitate communication between volunteer groups and the SCRD, and among volunteer groups themselves.

49. Structure annual meetings with community sports groups to include all of the government service providers. Concerns and solutions can then be addressed in an integrated way, for example, sports field users meeting with the SCRD, Gibsons, Sechelt, and the school district.

50. Expand the parks and trails volunteer program, consider ways to do this efficiently, and increase support for volunteers working on trail development and trail/environmental stewardship.

51. Pursue “Adopt a Park” and “Adopt a Trail” programs.

52. In consultation with community sport groups consider ways to offer registration services to sports groups if so desired on a cost recovery basis.

53. Re-examine the role of RPSAC as part of the regional recreation governance review earmarked for 2015.
There are serious consequences, however, when there is a large segment of people who aren’t participating in programs or admissions because of the cost: revenues are not as high as they could be, programs get cancelled due to insufficient registrants (which further undermines participants from committing again), some facilities are left feeling empty, and segments of the community miss out on health benefits.

Most of the costs in the various facilities are fixed, the participation rates on the coast are moderate, the facilities all have significant additional capacity, and the assets of the facilities represent significant capital investments. Therefore, all efforts should be made to build participation rates and associated revenues—primarily by reducing fees and charges.

By also focusing more attention on the facilitation role and offering grants (versus shouldering the cost of providing programs), on other strategies to generate revenue (e.g., a health and wellness program, on charging groups for registration services, and on setting appropriate rentals rates in fields and halls), the financial position of the Divisions will improve.

**The Leisure Access Scholarship program (financial assistance)**

A core principle of public recreation is inclusivity - to purposefully reach people with low incomes in recreation. Especially for this segment of the community, feeling part of the community, being able to learn something new, and feeling a sense of accomplishment and joy, take on even greater significance. In addition, many who have regularly participated in recreation, go on to be involved in the community in other ways because of the skills, self-confidence, and sense of belonging that was nurtured through positive recreation experiences.

Most parks and recreation departments embrace this principle and have a variety of strategies to make services accessible. They include free or no-cost programs, outdoor venues so that people can easily pursue informal activities on their own, and financial assistance for those who have limited financial resources. These options have little or no financial impact. For example, there is no additional cost associated with adding more participants to a public swim or public skate. Programs that have sufficient numbers of participants to cover program costs aren’t impacted by adding non-paying customers.

Another strategy is to charge a slightly higher registration fee to offset the cost of providing a free spot. Trails and parks are free to use.

A more evolved way of embracing the principle of inclusivity is to view financial assistance as an investment in the health of the community as a whole. When the whole community is healthy and barrier-free then everyone benefits. This view is what distinguishes the public sector from the private sector. The shift means going beyond the strategies noted above to also provide access to programs and opportunities that reflect the person’s interests and not restricting the activities to those do not have a net cost associated.
In addition to the activities that are provided, it is also important to have a simple and respectful application process. Otherwise the application process itself will prevent people from applying i.e., Departments need to be mindful that sharing personal information (due to a lack of trust with authority), mental health, and literacy are

In Pender Harbour, there is the Pender Harbour Scholarship program for pool activities. The SCRD has a financial assistance program called the “Leisure Access Scholarship” program (LAS). The LAS provides a $200 discount per person per year. It can be used to purchase memberships or programs.

Sunshine Coast residents living on a low income or have a disability must make an application or go through one of the referral agencies. The scholarship is advertised in the Recreation Guide and on the website and is also well known by a number of agencies who refer people to the program. These are the Ministry of Housing and Social Development, Ministry of Children and Family Development, Sunshine Coast Community Services Society, Sunshine Coast Community Living Society, the SIGD Vancouver Coastal Health, Mental Health and Addictions Services, School District #46, and the Salvation Army.

The need for this program is supported by data. While the Sunshine Coast has a lower prevalence of low-income families than BC as a whole (compare 7.6% in the SCRD with 13.3% for the BC population), Food Bank statistics indicate that visits have risen 39% in one year to 12,146.  

Unfortunately, the number of people who are aware of the program is at 10%, and this did not differ among income levels. The geographic areas with the lowest levels of awareness were Egmont/Pender Harbour (Area A) (4%), Halfmoon Bay (Area B) (6%), and Gibsons (10%). (It should be noted that Egmont/Pender Harbour does not contribute to the program at this time) but they do contribute to Pender Harbour’s Scholarship program for pool activities.

The focus groups noted there was a need to have the program accessible to all Sunshine Coast residents and for all regional facilities. This means finding a mechanism to enable cross over between Pender Harbour residents getting financial assistance for accessing other SCRD facilities and program and visa versa. The focus groups also mentioned that the name does not reflect the intent of the program and did suggest a name change.

In terms of other methods for removing financial barriers, the focus group consisting of service providers suggested other less formal or intrusive ways of providing leisure

30 Vital Signs, 2010 data
opportunities to those in need. One idea was getting the RCMP to hand out recreation passes to youth who they know would benefit.

2 Marketing and Communication

Marketing

Marketing is a process. Marketing of parks and recreation involves identifying the community's recreation needs, shaping the services (in response to those needs) to deliver real benefits to the community, making the community aware of what parks and recreation offers, and motivating the community to participate.

Success, for a service-oriented organization, means that their resources are used in a way that meets the community's needs. Successful marketing supports this happening over the long term. Successful marketing relies on reliable data that minimizes uncertainty and trial and error. Done well, marketing improves an organization's image—it motivates the organization to provide high-quality services, and the benefits and accomplishments of an organization become well known.

It is recommended that the SCRD focus its marketing efforts on supporting the marketing efforts of other service providers. By doing so, the community as a whole will be better served. The key tasks:

1. Share Master Plan data with other service providers.
   - The 2011 Master Plan Survey confirmed people on the Sunshine Coast access a variety of leisure opportunities including those not provided by the SCRD.
   - The actual Master Plan data (the survey, the focus-group notes, the plan itself) would be highly valuable to other service providers. It would help them with their business decisions and the design of their programs. Therefore, the SCRD should share this information to support the success of other service providers, and host a series of meetings. At these meetings, the SCRD could also work with these other providers to strategize how to address service gaps and overlaps and identify which service provider is ideally suited to implement those strategies. These meetings could evolve to an annual meeting. This is consistent with the facilitator role for the SCRD, and also fulfills a strong desire expressed across a number of focus groups for service providers to work together.

2. Offer registration and booking services to other service providers.
   - This could be structured as a fee for service, which would be easy to implement since SCRD uses the software Active Network, which can track the number of transactions. SCRD's contract with Active Network is based on the number of transactions, which would increase as more service providers access this service. However, SCRD would need to customize the database to differentiate between
mobile app would include all parks and trails (including maps), a list of all leisure activities, and a way to register for programs.

One-stop-shopping was a consistent theme raised at all focus groups. Also part of the "one-stop shopping" experience would be the ability to register and book non-SCRD recreation services as well. The SCRD’s Active Network system could house the data electronically in one place and generate a variety of communication tools with different shelf-lives, for example, Recreation Guides (seasonal), newsletters (monthly), web-based (immediate), and customized emails that reflect the customer’s interests (immediate).

**Highway and Building Signage**

Finally, many of the buildings, while well known by users, are effectively “hidden” from part-time residents and tourists. As an example, the Gibsons Pool is hidden behind the community curling rink. At least two lit signs on the highway directing visitors to the Gibsons and Sechelt facilities would assist in building attendance. There are a number of private companies that may wish to sponsor the signage if the signs are strategically placed, which would reduce or eliminate the capital costs of installation.

### 3 Sponsorship and Grants

Sponsorship and grant opportunities were not included in the scope of work for the Master Plan. However, some observations have been included to help to move the plan forward. It was noted that the SCRD currently provides funding to five community schools including a successful restorative justice program.

Meeting budget targets may be a challenge for the SCRD in the context of a highly demanding community. Therefore, additional sources of revenue and leveraging dollars are important, and some ideas are explored in this section.

**Sponsorship**

Sponsorship is a cash or in-kind contribution that a company pays to an organization in return for increased awareness or branding of the company. (Examples of sponsorship are often seen at sports, arts, and entertainment events.) Sponsorship would provide an extra revenue source to the facilities, and should be considered. It wouldn’t be difficult to attract sponsors, given the volume of traffic in the various SCRD recreation facilities. And electronic signs on the main highway identifying the location of and one or more primary events at the Sechelt Aquatic Centre and the two facilities in Gibsons could be a platform for recognition of one or more sponsors.

Developing a sponsorship package requires a unique set of skills. These include identifying what products/opportunities would be suitable for sponsorship and setting a dollar value for them.
5 Recommendations

Fees and Charges

54. Review the Fees and Charges Policy to identify the admission, program, and rental fees that would meet net-budget targets and foster more participation.

55. Review the indoor-facility allocation policy for alignment with the Master Plan goals and service levels.

Financial Assistance

56. Reaffirm with staff, RPSAC and the SCRDB that the Leisure Access Scholarship program is an essential way SCRDB contributes to creating a healthy community.

57. Rename the Leisure Access Scholarship in collaboration with those with low income.

58. Review, assess, and redesign the program in collaboration with relevant service providers to increase access to the program and to identify creative and respectful ways to remove barriers to participation.

59. Develop an outreach-and-awareness strategy to increase participation in the rural areas that contribute to the program.

Marketing and Communication

60. Share Master Plan data with key service providers. Work together to strategize how to address overlaps and gaps.

61. Collaborate with key service providers to track and strategize ways to address leisure needs.

62. Offer SCRDB's registration and booking services to other service providers for a reasonable fee.

63. Refer to the Master Plan data (in the short term) as the basis for service adjustments.

64. Continue to engage the community in the process to design, deliver, and evaluate services.

65. Create a process to confirm Active Network data integrity.

66. Prepare a marketing and communications plan including the use of social media.

67. Collaborate with other service providers to promote the Sunshine Coast's outdoor and indoor assets for recreation and sports tourism opportunities and events.

68. Work toward providing "one-stop-shopping communication tools" which lists all leisure opportunities, outlines registration options and provides regional maps of parks, trails and beach accesses.
- Land contributes to the parks system in terms of aesthetic values and/or recreation opportunities.
- Land has environmental value, natural resources at risk, or high potential for environmental enhancement.
- Land has cultural/historic value.
- Land is adjacent to and improves the quality of an existing park.
- Land appeals to the community and helps to meet the needs of the community.
- Land is in a location that is currently underserved and/or where population is increasing.
- Site will support accessibility, i.e., the potential number of people able to access the park.
- Cost is reasonable, or an opportunity arises to obtain land that may be suitable as parkland.
- Cost and efforts needed to maintain park are manageable.
- There is alignment with other SCRD initiatives, e.g., OCP.

**Recommendation 7:** additional details on parkland acquisition:

- When acquiring 5% parkland from subdivision, this parkland should be suitable for active recreation and not normally include environmentally sensitive or hazard lands, which should be separate. Cash-in-lieu obtained through development should be used for acquisition of appropriate parkland.
- Partner with others to establish parks where there is environmental value and/or recreation value on Crown lands, especially at the urban interface and if lands are threatened, e.g., UREP acquisition.
- Establish a program for acquiring future parkland through trust agreements and bequests.
- Maintain a list of potential parkland acquisitions from the previous Parks Master Plan, SCRD lists, and OCPs. Monitor potential opportunities to acquire these parcels.

**Recommendation 8:** criteria for upgrading shoreline accesses:

- whether they can be identified on site, and if not, why
- the condition of the trail if one exists, or the potential to support a trail
- their potential recreation opportunities
- the potential for parking nearby
- whether they occur where there are gaps in the supply of shoreline-access opportunities
- whether there is an opportunity to work with MOTI on the upgrading

**Recommendation 9:** additional details on shoreline accesses:
- Develop plans for the shoreline-access parks and road rights-of-way that end along the shoreline in collaboration with MOTTI. The plans should identify which of these parks/rights-of-way should be upgraded, the work needed for them to become accessible and safe, and the order of priority for the upgrading, based on costs and benefits.
- Prepare an action plan for the opening and upgrading of shoreline accesses.
- Develop some shoreline-access parks to be universally accessible.
- Develop good signage to identify beach access trails from the land side and from the waterfront end of the trails.
- At the more popular shoreline-access points, provide some parking where possible.

**Recommendation 9: additional details on sports fields:**

- Conduct a coast wide review of sports participation, trends, schedules, and patterns of use to identify needs and opportunities, e.g., consider the opportunity of soccer play in spring and summer.
- Compare the community’s needs with the availability of sports fields, in all SCRD jurisdictions.
- Prepare a schedule of fields that need upgrading to meet these needs.
- Refresh the Joint-Use Agreement with the school district to collaboratively upgrade sports fields.
- Work with other governments and School District 46 to centralize the management of sports fields throughout the Sunshine Coast into one field allocation and booking system and one set of fees and charges. When determining fees and charges, consider the quality of fields and the age of users (typically, adult groups are charged higher fees). Determine if booking software is adequate.
- Explore opportunities to increase efficiencies related to the maintenance of sports fields across the jurisdictions, e.g., more sharing of equipment, fewer maintenance crews.
- Explore opportunities to increase use of the Pender sports field, potentially in partnership with the Lions Club for use of the building, e.g., for summer festivals and events.

**Recommendation 10: additional details on other park amenities:**

- With community consultation, prepare park-management plans for parks that experience significant use and have a high potential in relation to their current condition, e.g., Cooper’s Green Park.
- With community consultation, prepare individual park-management plans for parks that experience significant use and/or have a high potential in relation to their current condition or have environmental or other factors justifying an individual management plan.
SUNSHINE COAST REGIONAL DISTRICT
RECREATION AND PARKS SERVICES ADVISORY COMMITTEE
April 15, 2013
MEETING NOTES

MEETING NOTES 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
       Brenda Wilkes
       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 F Director Lee Turnbull
               Parks Secretary Geri Gelineau

REGRETS: Member Vicki Dobbyn
         Member Pat Hunt
         Area D Director Donna Shugar

ABSENTEES: Dale Peterson

CALL TO ORDER  5:03 p.m.

AGENDA The agenda accepted and it was acknowledged there was no quorum.

MINUTES

Recommendation No. 1 – Recreation and Parks Services Advisory Committee
Deferred
REPORTS

Review of Chapter Nine – Parks and Recreation Master Plan Financials

Paul noted that the consultant that originally put together Chapter Nine (financial chapter) is no longer in service with the consultant team and our staff worked with Jennifer Wilson, Master Plan consultant to update the financial draft. Julie Astalnok, Accounting Tech 2 for Community Services worked with Paul Fenwick and Jennifer Wilson, to generate updated tables 9-1, 9-2 and 9-3.

It was noted that the Technical Advisory Group had problems with parts of the Financial Chapter such as missing functions and data that have now been revised.

Some items noted are as follows:

- Pg. 93 additional FTEs need to be changed back to $185,000.
- Second last row missed $10,000 in the column.
- Need to take another look at the capital total for recreation,
- Elise suggests planning time for a year.
- Pg. 95 should read $125,000 under services in 615. Paul will double check the revenue 615 data and get back to RPSAC members.
- Staff put together a Parks and Recreation implementation update starting in 2012. This is separate from the Master Plan publication.
- Pg 90…Anne had a question regarding the percentages of revenue and expenses. Paul will check with Julie A.

Elaine Futterman thinks that shore access is being overfunded, could some funding come from park acquisition? The response was if shore access is not added to the Master Plan, the plan wouldn’t meet the public’s objectives. It may be over funded for improvements but is not underfunded if more accesses must be purchased.

Paul then reviewed his email regarding the Financial Plan implications. Frank noted that he would like to see backup information to the numbers and commented on debt being paid before building up reserves.

Steering Committee members further reviewed and discussed the amended and extended Parks and Recreation Master Plan Financials.

Due to not having a quorum the remainder of the agenda has been deferred to the next meeting.

Bruce requires input from the committee and hopes there is a quorum at the next meeting.

Paul asked the Steering Committee to vote on the acceptance of the amended financial chapter (not including implementation update) and sent an email to members who could not attend the meeting for their reply. The responses from attending members are as follows:
Agree to accept the amended financial plan chapter: Vicki Dobbyn, Elise Rudland, Frank Mauro, Gary Nohr and Anne Titcomb. (Waiting for email reply from the other members)

Disagree: 0

**Recommendation No. 2  Board Minutes**

Deferred

**Recommendation No. 3  Parks & Recreation Monthly Report**

Deferred

**CORRESPONDANCE**

**NEW BUSINESS**

**NEXT MEETING:** May 21, 2013

**ADJOURNMENT:** 5:50 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*
RECOMMENDATION(S):

THAT the Community Services Committee receives for information the Parks Planning Coordinator’s report entitled Chaster House Beach Restoration Report and Options;

AND THAT staff analyze monitoring data for one year and report back to this Committee in 2014 with recommendations for stabilization work to protect Chaster House.

BACKGROUND

Chaster House shoreline is showing evidence of erosion at the base of the decorative wall to the south side of the House. In December 2012, IP Consulting performed shoreline surveys to document the existing conditions and extent of erosion. As part of this project, a letter report entitled “Chaster House Phase 1: Site Visit Investigation Shoreline Stabilization Gibsons, BC” has been prepared. Both documents are attached to this report.

At the January 24, 2013 regular meeting of the board, the following recommendation was adopted to plan for and begin stabilization of the site:

Recommendation No. 21  Community Parks [650] – 2013 R1 Budget Proposal

THAT the following budget proposals be approved and incorporated into the 2013 Round 2 Budget;

- Budget Proposal 7 – Chaster House Shoreline Mitigation, $20,000 through Taxation;

DISCUSSION

Chaster House is owned and operated by the SCRD, and both the House and property are valuable assets that require routine maintenance and upkeep. Shoreline properties are exposed to harsh and changing environments.
Shorelines are dynamic systems with erosion and accretion of sediments taking place with each tide. Erosive forces are affecting the wall on the south side of Chaster House abutting the beach. The elevation on the southeast corner of the property is lowest and showing more dramatic effects at this time. No damage to the House itself has been observed, however, with global warming and sea level rise, it is expected that erosion will continue and eventually accelerate.

The attached letter report identifies two options to protect this valuable asset.

**Option One:** have logs and boulders anchored using chains and staples; similar to the work recently performed at Chaster Park. Sediment caught in the logs and boulders along with the addition of fill would attempt to re-create a natural and more stable beach. Whether planted or allowed to naturally recruit, native plants will help stabilize the area as well as provide habitat value.

**Option Two:** develop an engineered wall of riprap. The most stable type of riprap wall would use filter fabric at the base and a mixture of rock sizes to break up as much wave action as possible. A simpler wall with a single row of large rocks is a cheaper riprap option, however, it would allow for more erosion from the larger gaps between rocks. Riprap walls and traditional shoreline hardening have significant downsides. Riprap deflects more wave energy than a natural beach. Higher wave energy results in increased rates of beach erosion.

While the erosion at Chaster House needs to be addressed, the situation is not critical in that neither failure of the wall nor damage to the House is eminent. Natural processes have added sediment to the lowest area of the beach since staff last inspected the site in October 2012.

Phase 1 of the shoreline stabilization project at the nearby Chaster Park is nearing completion. Staff have undertaken a monitoring program to document and analyze the effects of the work performed at the Park. Staff believe it is prudent to use the monitoring data gathered on the Park project and apply that knowledge to select which of the two options to pursue or to seek alternative solutions from other engineering firms. A minimum of one year’s data should be used to gauge the success of the work at the Park.
IP Consulting
INTEGRATED PLANNING
2933 Panorama Drive
North Vancouver, B.C. V7G 2A4
Tel: 604-780-7769

Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1
Tel: 604-885-6800
Fax: 604-885-7909

DRAWING NOTES
- IPc conducted a site survey on Dec 12-2012.
- GPS data collected using ITRF05 DATUM, UTM, Meters & Real-Time Correction from OmniSTAR XM.
- Elevations provided in chart Datum, Meters.

LEGEND
- MAJOR CONTOURS (1m, 2m...)
- MINOR CONTOURS (0.5m, 1.5m...)

PRELIMINARY - NOT FOR CONSTRUCTION
CHASTER HOUSE
PHASE 1: SITE VISIT INVESTIGATION
SHORELINE STABILIZATION
GIBSONS, BC

PREPARED FOR:
SUNSHINE COAST REGIONAL DISTRICT
CHASTER HOUSE
PHASE 1: SITE VISIT INVESTIGATION
SHORELINE STABILIZATION
GIBSONS, BC

Project # 150113-01
January 2013

Prepared by:Jonathan Appleton, E.I.T.

Approved by:Ted Appleton, P.Eng.
ATTN: Susan Mason
Parks Planning Coordinator
Sunshine Coast Regional District
1975 Field Rd, Sechelt BC V0N 3A1
604-885-6800 ext 6420
604-885-7909 Fax
www.scrd.ca

RE: Chaster House Shoreline Investigation

Please find enclosed a letter report suggesting options for minimizing/mitigating beach erosion fronting the Chaster House property.

Sincerely,

Ted Appleton, P.Eng
President
Integrated Planning and Consulting Ltd.
604-788-7789
1.0 INTRODUCTION

Integrated Planning & Consulting Ltd. (IPc) was retained by Sunshine Coast Regional District (SCRD) to conduct a site visit and collect data around Chaster Creek. Chaster Creek is located in the southwest corner of Gibsons, BC. Refer to Figure 1 for the approximate location of this site.

Chaster House is located on the southeast side of Chaster Creek. The house and property are owned and managed by the Sunshine Coast Regional District. The westerly edge of the property is exposed to wind and waves from the southeast clockwise to the northwest. Over the years there has reportedly been slow erosion of the property. IPc has been asked to visit the site and suggest options to slow or stop erosion.

FIGURE 1 – Site Location “Google Earth 2012”
2.0 SCOPE OF WORK

The Sunshine Coast Regional District requires data collection to identify changes to the shoreline and support future projects of habitat restoration and erosion stabilization. The work included a site visit to Chaster Creek to collect GPS data of the intertidal beach area surrounding the stabilization work completed in 2011 and GPS data fronting Chaster House from the concrete wall along the front of the property down to the tide level at the time of the survey (approximately 10 to 12 ft chart datum). This work also included drafting a letter report suggesting options for shoreline stabilization.

3.0 OBSERVATIONS

Material (fill or natural) along the length of the property shows signs of erosion.

FIGURE 2 – Erosion at Concrete Wall
The beach adjacent to the concrete wall at the south end is lower than the north. Starting at the wall, the first 5m of beach or so shows fairly fine material, sand and small gravel. Below that, the beach is a mixture of larger cobble and upper beach material becoming coarser down the beach profile at which point only cobble is visible.

**FIGURE 3 - Top of Bank, North Half of Chaster House Shoreline**

**FIGURE 4 - Top of Bank, South Half of Chaster House Shoreline**
4.0 COASTAL PROCESSES

The fine material on the upper beach no doubt is being moved along and possibly down the beach in both directions as there is exposure to both south east and north-west waves. The shape of the estuary might indicate that the net transport is north moving material into the Chaster Creek water flow and pushing the beach and the river to the north. A study would be needed to estimate both quantity and direction of sediment transport and pictures and surveys over time would also help describe the changes occurring on the beach.

5.0 SHORT-TERM CONSIDERATION

The shoreline shows significant signs of erosion. Fortunately many logs currently situated along the shoreline are slowing down the erosion that is occurring. For the most part these logs appear to be mobile and the shoreline at any time could become more exposed than seen at the time of our site visit.

FIGURE 5 – Existing Logs

By adding more logs and securing all of them in place the erosion could be minimized while creating a natural riparian zone with the upper parts (Option A). With the introduction of some
fill some of this zone could potentially be planted with dune grass and become productive habitat. The effect of this work on the shoreline is not known at this time. (see sediment study and recommendations below).
Alternately, a conventional riprap slope could be created in front of the wall throughout the length of the property (Option B).

**FIGURE 6 – Typical Riprap Slope**

This would arrest all erosion as long as the overall beach does not drop over time (which it may) and expose the toe of the rocks. While again the actual effect on the beach is not known at this time (see sediment study below), the rock wall would typically reflect more wave energy back to the beach than the previous option (unless constructed on a very flat slope). Wave reflection contributes as an accelerant to beach erosion. Little habitat value would be created. From an appearance point of view this option appears more commercial than natural.

### 6.0 LONG-TERM CONSIDERATIONS

All sources seem to indicate the ocean will rise significantly over the next 50 years. Erosion of upland from waves is the product of the wave energy penetrating the beach area and undermining the upland. Any erosion observed now will only be worse with higher sea levels as more and more wave energy will penetrate toward the upland as the shoaling effects diminish.

It would be beneficial to know the sediment transport situation on this beach. A study could be commissioned to determine the annual transport rate both north and south on both Chaster House and Park shorelines. We could draft a request for proposals if you wish to pursue this option. This would aid the short-term considerations, as well more erosion will take place if there is a delay in protecting material still in place now.
Monitoring the beach annually over several years (such as was completed recently) would yield invaluable information regarding planning and maintaining both of these properties. With an enhanced understanding of the beach, consideration could be made to altering the stream flow in the intertidal area between Chaster House and Chaster Park or widening a riparian zone in front of either property. The beach in front of Chaster Park near the creek is much lower than the north end (allowing waves to penetrate and affect the park). This is probably caused by the creek undermining the beach during large runoffs. In theory, one reason that the stream is so close to the park may be because of a net transport rate north and the beach in front of Chaster House is advancing north thus pushing Chaster Creek north as well. Re-establishing the creek southerly through the beach, may allow the beach in front of the park to grow and be more stable over time. Before taking on a larger scale project like this, other factors would have to be considered (biological etc.) but it would be strategic to know if in fact these physical benefits might be gained by such a project.

7.0 COST ESTIMATING

Option A - Logs, fill and some boulders and anchoring:

The front of Chaster House is about 50% longer than the work that was done last year on Chaster Park. It would be reasonable to extrapolate that cost as an estimate to work on this site. It could be less since the level of the beach at Chaster House relative to the land is higher. A rough estimate of material would be 10 logs, 30 boulders, 300 ft of chain, 200 staples, 6 truckloads of course clean fill. It would take about a week to complete. Last years’ prices are probably the best way to estimate the work. Some maintenance over time would be required.

Option B - Riprap:

Estimating a cross section of rock being 2m high by 2m deep @ 60m long = 240 cu m of rock from sizes 1m down to 0.3m and possibly some filter fabric. This represents about 500 tons @ $100/ton installed would be about $50,000. The price is greatly affected by availability of a local rock supply and idle equipment. Of course, a single row of large rocks could be placed much less expensively and would significantly help but there would still be erosion between the rocks. If you would like to pursue this option a more detailed cost estimate could be made.

Note: It makes sense that the Department of Fisheries and Oceans and other agencies would favour a scheme that introduced habitat into an area that is limited by wave attack. I have worked on projects where the goal was to remove rip rap and replace it with logs and boulders just for this reason. Therefore it is expected that Option A would be preferred all other things being equal. In either case you can make the argument that a repair would be better than letting the current situation prevail.
8.0 SUMMARY

No natural armoring of the beach was observed above the 5m mark. Instead there is an exposure of fine material. This material is being eroded over time. Waves do not appear to be undermining the retaining wall across the property yet, but will likely do so in time. The beach is lower at the south end of the property and therefore this part of the wall and upland will likely be affected sooner than the north half. Logs were observed on the beach presently and by the buildup of material behind the logs there are signs that the logs are slowing down erosion as long as they are in place. The logs appear to be mobile and cannot necessarily be expected to remain under high tide storm conditions.

Monitoring the beach over time, collecting both soundings and pictures would continue to enhance an understanding of the evolution of this beach. Rock or log anchoring would be beneficial to stabilize the edge of the property and protect the perimeter wall. The effect of such work on the beach is unknown at this time. It is recommended that monitoring the beach after any wall stabilization be carried out to provide data from which an indication of whether the upper beach near the work was changing.

In addition to monitoring with pictures and surveys, results from a sediment transport study would be invaluable in managing the shoreline.
RECOMMENDATION(S):

THAT the Community Services Committee receives for information the Parks Planning Coordinator’s report entitled Robert Creek Estuary Report and Options;

AND THAT staff implement an inspection and monitoring program to track changes to the estuary affecting Roberts Creek Pier Park.

BACKGROUND

Roberts Creek Estuary has undergone changes over the years. In December 2012, IP Consulting performed shoreline surveys to document the existing conditions and current state of previously completed stabilization projects. As part of this project, a letter report entitled Roberts Creek Phase 1: Site Visit Investigation Shoreline Enhancement has been prepared. Both documents are attached to this report.

At the November 22, 2012 regular meeting of the board, the following recommendation excerpt was adopted to plan for stabilization of the site:

457/12 cont.  Recommendation No. 24  Community Parks [650] Carry-forward

THAT the Manager of Parks Services’ report regarding Community Parks [650] – carry-forward request be received;

AND THAT the following 2012 projects and associated funding be included in the 2013 Provisional Budget:

• Roberts Creek Shoreline Mitigation – Estuary;

AND FURTHER THAT staff be authorized to proceed with these projects prior to adoption of the 2013 budget.

DISCUSSION

The Roberts Creek estuary is a natural area that has been significantly impacted by human actions. The two major human influences are the constriction of the Creek by the bridge and the construction of the pier. The pier affects wave action from the southeast and also “corrals”
waves coming from the southwest. The bridge confines the width of the Creek resulting in increased water velocity. Additionally, along the west side of the Roberts Creek Park, stabilization projects have been implemented over the years. Staff did not investigate any works performed on other properties abutting the estuary.

The letter report breaks the Park’s boundary with the estuary into three areas as shown in section 3.0. The letter report’s recommendations range from monitoring to placing some rocks or logs to break up wave energy to some plantings. No part of the interface between the Park and estuary is unstable at this time.

Instituting a monitoring program with a time line suggested in section 7.0 is warranted. Exploring the different monitoring options from surveying to LIDaR (Laser Imaging Detection and Ranging) would be prudent. Changes in one area of the estuary can affect other areas. Prior to work on the west side of the estuary, further study is needed to determine the potential effects to the east side of the estuary. Unintended consequences to neighbouring properties should be avoided.

While improvements having some potential habitat value are possible, none are essential to the protection or enjoyment of the Park for the time being. Staff recommends implementing a monitoring program as the only action at this time.
RECOMMENDATION(S):

THAT the Community Services Committee receives for information the Parks report entitled Bike Rack Liability – Follow up.

BACKGROUND

On April 26, 2012 at the regular meeting of the Board, the following recommendation was adopted:

177/12 cont. Recommendation No. 11 – Bike Rack Installation

THAT SCRD Parks staff coordinates with Martin Prestage of Transportation Choices Sunshine Coast Society to ensure that installation of bike racks is done in a coordinated fashion;

AND THAT Parks staff research potential liability if bike racks and lockers are installed on community property.

And additionally at the July 26, 2012 meeting:

301/12 28 Recommendation No. 28 - Sunshine Coast Bike Parking Survey

THAT the correspondence from Jody Schick regarding the Sunshine Coast Bike Parking Survey be received;

AND THAT the recommended bike rack locations be approved and installed as time permits in the 2013 Parks Work Plan.

In late 2012 the SCRD was the recipient of a variety of discontinued bike racks from the Reliance Foundry. TRAC conducted an online survey in which polled bike riders on the Coast as to where they would like to see additional bike racks installed. These sites have been selected; however specific on-site placement of the racks has not yet been done.
**DISCUSSION**

Staff contacted MIA Risk Management Coordinator requesting information on liability for bike racks. Their reply was that as long as the bike racks are regularly inspected and maintained the SCRD should not have any concerns, however, they did recommend installing signage indicating that the SCRD is not responsible for lost, stolen or damaged bicycles and/or related equipment.

Staff contacted City of Vancouver’s Street Activities staff to ask if they’ve had any issues with bike racks they’ve installed. Their only concerns are over car door damage when a bike rack is installed too close to the street. When installed on public right of ways, the onus is on the bike owner to remove loose items and secure their bike, making bicycle theft a non issue for the city. They have *not* installed signage at bicycle rack locations outlining owner responsibility.

Staff have been in contact with TRAC to discuss bike rack placement locations and would like to scout out these locations with TRAC to ensure the most useable locations are chosen. Once these locations are finalized, parks staff will be able to install the racks.
SCRD STAFF REPORT

DATE: March 14, 2013
TO: Community Services Committee – April 11, 2013
FROM: Parks Division Staff
RE: Reducing Conflicts Involving Dogs in Parks

RECOMMENDATION(S):

THAT the Community Services Committee receives for information the Parks Division Staff’s report entitled Reducing Conflicts Involving Dogs in Parks;

AND THAT the SCRD Parks staff work toward creating a “Dogs in Parks” policy addressing all users’ needs.

BACKGROUND

Sunshine Coast’s residents and visitors engage in a variety of outdoor activities including hiking, cycling, and organized sports with different people having different needs and priorities. Priorities can change in the same individual depending on circumstances and activity. Luckily the Coast has enough area to accommodate virtually all the needs of its residents as long as we engage each other with a spirit of cooperation and community.

There are approximately 2200 dogs licensed by the Town of Gibsons, District of Sechelt and the SCRD plus more dogs in unlicensed areas or illegally unlicensed pets. According to a recent survey, approximately one third of Sunshine Coast residents regularly participate in dog walking. Many residents and visitors to the Sunshine Coast consider dogs to be ‘members of their family’.

The Town of Gibsons has established three off-leash parks; the District of Sechelt has six areas within their jurisdiction while the SCRD has neither designated off-leash areas nor a dog park. The SCRD’s Dog Regulation and Parks Bylaws require dogs to be kept on a leash and there are no fenced dog parks or off-leash areas within SCRD jurisdiction.

In 2010, a public meeting was held to discuss dogs at Shirley Macey Park. The discussion did not address dogs in all SCRD parks nor result in accommodating the different users of this park. The outcome of that meeting was an increase in doggie bag dispensers and trash cans in Shirley Macey Park.

DISCUSSION

There can be many benefits to dogs and their human companions from off-leash interactions with exercise and socializing the most common reasons given. Dogs add depth to many people’s lives. Providing a safe place to allow this activity has become an expected government service for many people.
That being said, reports of conflict between people and dogs, and between dogs themselves have increased on the Coast. Complaints from other parks users have also increased.

Issues include:

- **Increased liability to the SCRD**
  - Loose dogs knocking over or injuring children on playgrounds;
  - Injuries to players from slipping on feces on sports fields;
  - Interactions between dogs can result in injuries to the dogs or to people attempting to separate them.

- **Increased maintenance**
  - Damage to sports fields including the irrigation system;
  - Staff picking up feces and sticks from fields and playgrounds.

- **Environmental concerns**
  - Free range dogs can harass and harm wildlife and natural areas;
  - Loose dogs cause erosion, decreasing water quality and potentially affecting salmon bearing streams.

- **Public relations or conflicts with other users**
  - Excrement on shoes, clothing and bodies;
  - Some people are afraid of or don’t care for dogs;
  - Not all dogs respond well to the attention of other dogs.

The SCRD assumes increased liability when potentially dangerous situations exist and reasonable actions are not taken to reduce risk. Soccer and baseball players seek to use the fields built and maintained by the SCRD for their intended use without stepping into or falling on feces. Serious injuries and disease can result. Parks staff spend their already limited time cleaning dog feces from and repairing damage to sports fields.

A small dog was recently killed by two large dogs in Sechelt’s Kinnikinnick Park. Conflicts between dogs at Cliff Gilker Park have resulted in injured dogs and their humans. Staff and caretakers observe minor conflicts regularly.

The current SCRD bylaw does not require owners to pick up after their pets. Studies show that along with making picking up after pets a requirement, frequent signage and availability of bag dispensers correlate positively with obtaining the required actions.

Many communities have been able to strike a balance, taking into account different uses and needs of residents and visitors. While some people allow their dogs to cause damage or potential harm, responsible dog owners look to strike a balance and find common ground.

A process using community input from all types of users to update the current policies and bylaws on dogs in parks is needed. Veterinarians, universities and animal welfare groups have studied dog parks and off-leash areas and components of successful programs are well documented. It has been demonstrated that establishing designated off-leash areas and dog parks decreases conflicts and increases compliance with leash laws in other locations.
RECOMMENDATIONS

Parks staff recommends pursuing options including:

- Staff explores establishing a dog park and off-leash trails using criteria for successful parks and community input;
- Exploring funding sources such as using licensing and impoundment fees;
- Collaboration with other jurisdictions including the Town of Gibsons, the Sechelt Indian Government District and the District of Sechelt;
- Fundraising by potential users and animal welfare groups;
- Updating the Parks bylaw to address deficiencies regarding dogs in parks;
- Scout for available compatible land uses including Hydro ROWs, airport, other public and private lands;
- Creation of a volunteer “Dog Park Club” to host the parks and encourage responsible behaviour.
RECOMMENDATION(S)

THAT the Community Services Committee receives the report Community School Funding Agreements as information;

AND THAT the proposed agreements be used in 2013 for Community Schools grant in aid, Youth Outreach, Pender Harbour Recreation and Sechelt Youth Centre.

BACKGROUND

On March, 2013 the Board passed the following recommendation:

Recommendation No. 6  Community School Agreements

The Community Services Committee recommended that staff forward a report to the April Community Services Committee on how to enhance the Community School Agreements and include key performance indicators.

REPORT

List of Agreements

The SCRD funds five community schools for youth programs and restorative justice (under grant in aid). It also funds special programs like the Youth Outreach Workers, Pender Harbour (Electoral Area A) Recreation and the Sechelt Community School. Annual funding agreements are signed. We have included Youth Outreach (agreement with the Sunshine Coast Community Services Society) as an agreement to be updated.

New Agreements

Attached is a model agreement for the five community schools funding. Changes are shown in bold type. The agreement has been changed to add more communication steps for annual planning and to note policy makers may request a meeting to communicate or resolve perceived problems (this was explicit before). The reporting requirements clarify performance indicators to be addressed in the annual reports.

The Youth Outreach Agreement has changes like the above and the indicators for reporting relate to the type of service that is provided. The Pender Harbour Recreation agreement also outlines reporting requirements and has similar changes to the other agreements as does the one for the Sechelt Youth Centre.
All of the agreements have a clause to require SCRD approval if its funding is directed by the School/agency for a third party in a fashion equivalent to a grant. All of the agreements allow contracting by the other party to achieve the service (e.g. staff, programmer, instructor) and partnerships and seeking other funding are noted as items to be reported.

Basically the new agreements provide more clarity and encourage more details for comparative reporting so the SCRD is able to review funding decisions based on how the programs are running. Recently all of the above organizations provided their annual reports to the Community Services Committee therefore directors are familiar with the purpose and nature of this funding.
COMMUNITY SCHOOL – YOUTH PROGRAM - 2013

NAME COMMUNITY SCHOOL

THIS AGREEMENT made the ____ day of __________, 2013

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC V0N 3A1

(the "Regional District")

AND:

NAME COMMUNITY SCHOOL
(address)

(the "School")

WHEREAS:

A. The Regional District has the authority under Section 176(1)(c) of the Local Government Act to provide assistance for the purposes of benefitting the community or any aspect of the community;

B. The Regional District is of the view that the School benefits the community;

C. The authority under the Local Government Act to grant assistance includes the ability to provide a grant in aid;

NOW THEREFORE, in consideration of the mutual promises set out herein, the parties hereto agree as follows:
1. The Regional District shall provide assistance to the School in a maximum amount of $10,000, payable up front. The funds must be used directly by the Community School or to contract for services consistent with this agreement. Funds may not be used to fund a third party to use funds at their discretion unless approved in advance by the Regional District.

2. The School acknowledges and agrees that the funds shall only be used for the purpose of developing and offering youth programs and/or for youth restorative justice initiatives both to benefit a broader regional purpose vs. the specific School exclusively and without limiting the generality of the foregoing and the School shall report on the use of funds as required.

   a) The Community School shall lay out annual goals and performance criteria for the use of the funds and report on these as per Part 7 of this Agreement. At the request of the Regional District, Regional District staff may attend a meeting prior to June 1, 2013 with the Co-ordinator to review the goals and performance criteria. Goals and performance criteria shall be submitted as information to the Regional District by July 30, 2013.

   b) At the request of the Regional District through a Board resolution a director(s) may ask to attend a meeting of the Community School Society to discuss the services in this agreement.

3. In the event the grant in aid or any portion thereof is used contrary to the purposes referred to above, then the Regional District may forthwith cancel this Agreement, and the School shall repay such funds as were improperly used.

4. The School shall to the reasonable satisfaction of the Regional District acknowledge the grant in aid and provide appropriate credit to the Regional District.

5. The School shall keep the Regional District apprised of its financial situation by providing financial statements as available and upon demand by the Regional District, in order for the for future assistance from the Regional District.
6. The School acknowledges and agrees that the decision to provide a grant of assistance is made on an annual basis as part of the ordinary funding and financial planning of the Regional District and there shall be no representation, warranty, or assurance of any future funding beyond the 2012 calendar year.

7. The School shall provide a report to the Regional District on how the funds were used for 2013 by January 10, 2014. The report shall outline the following:

1) Goals and performance results.
2) Show how resources (facility, financial, human resources) were utilized.
3) Provide program and like comparative data e.g. attendance for programs, drop-ins, lessons, special events broken down by age group (younger children, tweens, teens).
4) Location of programs and attendance.
5) Other noteworthy data such as trends, barriers or factors that assisted the programs.
6) Information about partnerships and other funding.

IN WITNESS WHEREOF the Corporate Seal of the SUNSHINE COAST REGIONAL DISTRICT was hereunto affixed in the presence of:

____________________________________
Chair

____________________________________
Corporate Officer

C/S

IN WITNESS WHEREOF the Corporate Seal of NAME COMMUNITY SCHOOL was hereunto affixed in the presence of:

____________________________________
Authorized Signatory

____________________________________
Authorized Signatory

C/S
CHATELECH SECHELT COMMUNITY SCHOOL

SECHELT YOUTH CENTRE FUNDING - 2013

THIS AGREEMENT made the ____ day of ___________ 2013

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC  V0N 3A1

(the "Regional District")

AND:

CHATELECH/ SECHELT COMMUNITY SCHOOL
Box 1545
Sechelt, BC  
VON 3AO

(the "School")

WHEREAS:

A. The Regional District has the authority under Section 176(1)(c) of the Local Government Act to provide assistance for the purposes of benefitting the community or any aspect of the community;

B. The Regional District is of the view that the School benefits the community;

C. The authority under the Local Government Act to grant assistance includes the ability to provide funds;

D. NOW THEREFORE, in consideration of the mutual promises set out herein, the parties hereto agree as follows:

1. The Regional District shall provide assistance to the School in a maximum amount of $30,000, payable up front.

2. The School acknowledges and agrees that the funds shall only be used for the purpose of funding the Sechelt Youth Centre programs, and without limiting the generality of the foregoing,
the School shall report on the use of funds as required. The funds must be used directly by
the Community School or to contract for services consistent with this agreement. Funds
may not be used to fund a third party to use funds at their discretion unless approved in
advance by the Regional District.

The Community School shall lay out annual goals and performance criteria for the use
of the funds and report on these as per Part 8 of this Agreement. At the request of the
Regional District, Regional District staff may attend a meeting prior to June 1, 2013 with
the Co-ordinator to review the goals and performance criteria. Goals and performance
criteria shall be submitted as information to the Regional District by July 30, 2013.

3. At the request of the Regional District through a Board resolution a director(s) may ask
to attend a meeting of the Community School Society to discuss the services in this
agreement

4. In the event the funds are used contrary to the purposes referred to above, then the Regional
District may forthwith cancel this Agreement, and the School shall repay such funds as were
improperly used.

5. The School shall to the reasonable satisfaction of the Regional District acknowledge the
funding and provide appropriate credit to the Regional District.

6. The School shall keep the Regional District apprised of its financial situation by providing
financial statements as available and upon demand by the Regional District.

7. The School acknowledges and agrees that the decision to provide funding is on a one-time
basis.

8. The School shall provide a report to the Regional District on how the funds were used for 2013
by January 10, 2014. The Report shall include the following:
   1) Goals and performance results.
   2) Show how resources (facility, financial, human resources) were utilized.
   3) Provide program and like comparative data e.g. attendance for programs,
      drop-ins, and the like broken down by age group (younger children, tweens,
      teens).
   4) Location of programs.
   5) Other noteworthy data such as trends, barriers or factors that assisted the
      programs.
   6) Information about partnerships and other funding.
IN WITNESS WHEREOF the Corporate Seal of the SUNSHINE COAST REGIONAL DISTRICT was hereunto affixed in the presence of:

____________________________________
CHAIR

----------------------------------------
CORPORATE OFFICER

IN WITNESS WHEREOF the Corporate Seal of CHATELECH/SECHELT COMMUNITY SCHOOL was hereunto affixed in the presence of:

____________________________________
Authorized Signatory

____________________________________
Print Name

____________________________________
Authorized Signatory

____________________________________
Print Name
RECREATION SERVICES AGREEMENT
PENDER HARBOUR COMMUNITY SCHOOL 2013-14

THIS AGREEMENT, made in duplicate, dated the ___ day of ____________, 2013.

BETWEEN: 
SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, B.C.
VON 3A0

(hereinafter called the "Regional District")

AND: 
PENDER HARBOUR COMMUNITY SCHOOL
Box 232
Madeira Park, B.C.
VON 2H0

(hereinafter called the "Society")

WHEREAS:
A. The Regional District has the authority to provide recreation programming to Electoral Area ‘A’ under Bylaw 1007.

B. The objectives of the Society are to develop and co-ordinate programs for the general public.

C. NOW THEREFORE, the Regional District and the Society agree to terms as outlined in this agreement:

The Society Agrees to:

1. Plan, research, develop and implement recreation programs in Electoral Area ‘A’. The Community School shall lay out annual goals and performance criteria for the use of the funds and report on these as per Part 8-10 of this Agreement. At the request of the Regional District, Regional District staff may attend a meeting prior to June 1, 2013 with the Co-ordinator to review the goals and performance criteria. Goals and performance criteria shall be submitted as information to the Regional District by July 30, 2013.
2. Specifically review and evaluate the adequacy of existing programs and determine new community interests and needs for programs.

3. Provide diverse programs for various age groups and clientele.

4. Work in co-operation with other community agencies and groups to co-ordinate programs and resources and thereby avoid duplication and to cooperatively offer programs where possible.

5. Handle all administration of recreation programs offered.

6. Provide the recreation services in a cost-effective manner.

7. Name a person to provide liaison with the Regional District staff regarding this agreement.

8. Provide ongoing quarterly statistics on programs, program usage and registration and by December 31, 2013 provide a comprehensive report on programs offered or cancelled with expenses and revenues details by cost centre, and to provide an overall Financial Statement for the Society. Provide year to year comparative data.

9. Provide by April 15, 2014 a comprehensive report on programs offered, cancelled and expenses and revenues details by cost centre for the first quarter 2013.

10. The required reports under this Agreement shall provide comparative data on
    - Type of program offered.
    - Class hours and attendance and number of programs.
    - Dates held.
    - Other performance data like total participant hours.
    - Show how resources (facility, financial, human resources) were utilized.
    - Other noteworthy data such as trends, barriers or factors that assisted the programs.
    - Information about partnerships and other funding.

11. Allow free and open access to the Regional District staff or designate to all accounting information and statistical data associated with the provisions of the contract, if requested.

12. Attend and participate in the regular meetings held between the Regional District programmers, community school co-ordinators and other service providers.

13. Obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the Regional District. The Regional District shall be included as an additional insured. Such policy shall be written on a comprehensive basis with the inclusive limits of not
less than $5,000,000 per occurrence, including $5,000,000 for bodily injury and/or death to any one or more persons including voluntary medical payments and property damage, or such higher limits as the Regional District may require from time to time. The policy shall contain a clause providing that the insurer will give the Regional District 30 days prior written notice in the event of cancellation or material change. The Society shall provide the Regional District with evidence of such insurance coverage in the form of a Certificate of Insurance in a form satisfactory to the Regional District.

It shall be the sole responsibility of the Society to determine what additional insurance coverage, if any, including but not limited to, Property and Equipment, Worker’s Compensation and Directors & Officers Liability Insurance, are necessary and advisable for its own protection or to fulfil its obligations under this Agreement. Any such additional insurance shall be maintained and provided at the sole expense of the Society.

14. The Society shall indemnify, defend and save harmless the Regional District, including without limitation, its employees, agents, servants and Board members from any or all suits, claims, demands, liens, expenses or fees (including legal fees) arising out of the services offered under this Agreement. The Society further agrees to indemnify, defend and save harmless the Regional District including without limitation, its employees, agents, servants, actions or proceedings arising out of or caused by the negligent or wrongful acts of the Society, its employees, servants, sub-contractors or agents. The provisions of this indemnity are paramount to any insurance requirements herein and shall survive the term of this Agreement.

15. The funds provided by this Agreement must be used directly by the Community School or to contract for services consistent with this agreement. Funds may not be used to fund a third party to use funds at their discretion unless approved in advance by the Regional District.

16. At the request of the Regional District through a Board resolution a director(s) may ask to attend a meeting of the Community School Society to discuss the services in this agreement.

The Regional District Agrees to:

1. The Regional District will obtain and keep in force general liability insurance and property insurance for building and parks owned by the Regional District. The Society will be added as an additional insured while acting on behalf of the Regional District.

2. Name an SCRD staff person as liaison with the Society regarding this agreement.
3. To assist in funding coordination and administration for recreation programs in the amount of:

- Payment No. 1 - $30,000 (April 1, 2013 - December 31, 2013) due May 15, 2013;


The final payment is contingent on the SCRD receiving reporting information subject to the terms of this agreement.

**General Conditions**

1. In the event funds or any portion thereof is used contrary to the purposes referred to above, then the Regional District may forthwith cancel this Agreement, and the Society shall repay such funds as were improperly used.

2. No provision of this Agreement shall be construed to create a Society or joint venture relationship, or an employer-employee, landlord-tenant or principal agent relationship between the Regional District and the Society.

3. No provision in this Agreement, unless expressly stated, binds the Regional District staff or other resources to ventures of the Society.

4. a) The parties to this Agreement recognize that the major intent of the Agreement is to facilitate the continued operation of programs for the use and enjoyment of the public, however, without limiting the generality of the foregoing;

b) The Regional District or Society may provide 90 days written notice, one to the other, to terminate this Agreement.

5. This Agreement shall become effective on April 1, 2013 and will run for a period of twelve months, expiring on March 31, 2014.
This Agreement has been executed by the duly authorized signatories of the participants, pursuant to resolutions by the respective organizations.

IN WITNESS WHEREOF the Corporate Seal of the SUNSHINE COAST REGIONAL DISTRICT was hereunto affixed in the presence of:

______________________________
Chair

______________________________
Corporate Officer

C/S

IN WITNESS WHEREOF the PENDER HARBOUR COMMUNITY SCHOOL by its authorized signatories:

______________________________
______________________________
______________________________

C/S
COMMUNITY YOUTH OUTREACH WORKER AGREEMENT – 2013

THIS AGREEMENT made the ___ day of _____________, 2013

BETWEEN:

SUNSHINE COAST REGIONAL DISTRICT
1975 Field Road
Sechelt, BC
V0N 3A1

(the "Regional District")

AND:

COMMUNITY SERVICES SOCIETY
Box 1069
Sechelt, BC V0N 3AO

(the "Society")

WHEREAS:

A. The Regional District has the authority under Section 176(1)(c) of the Local Government Act to provide assistance for the purposes of benefiting the community or any aspect of the community;

B. The Regional District is of the view that the Society benefits the community and youth at risk;

C. The authority under the Local Government Act to grant assistance includes the ability to provide a grant in aid;

NOW THEREFORE, in consideration of the mutual promises set out herein, the parties hereto agree as follows:
1. The Regional District shall provide assistance to the Society in an amount of $33,831 payable as a lump sum.

<table>
<thead>
<tr>
<th></th>
<th>50% Population &amp; 50% Assessment</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2013</td>
<td>2014</td>
<td>2015</td>
<td>3 Year Total</td>
<td>% of Total</td>
</tr>
<tr>
<td>Area A [121]</td>
<td>$7,598</td>
<td>$7,742</td>
<td>$7,889</td>
<td><strong>$23,229</strong></td>
<td>22.46%</td>
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<tr>
<td>Area B [122]</td>
<td>$6,437</td>
<td>$6,559</td>
<td>$6,683</td>
<td><strong>$19,679</strong></td>
<td>19.03%</td>
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<tr>
<td>Area D [127]</td>
<td>$6,470</td>
<td>$6,593</td>
<td>$6,718</td>
<td><strong>$19,781</strong></td>
<td>19.13%</td>
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<tr>
<td>Area E [128]</td>
<td>$6,043</td>
<td>$6,157</td>
<td>$6,274</td>
<td><strong>$18,474</strong></td>
<td>17.86%</td>
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<tr>
<td>Area F [129]</td>
<td>$7,283</td>
<td>$7,422</td>
<td>$7,562</td>
<td><strong>$22,267</strong></td>
<td>21.53%</td>
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<tr>
<td>Totals</td>
<td><strong>$33,831</strong></td>
<td><strong>$34,473</strong></td>
<td><strong>$35,126</strong></td>
<td><strong>$103,430</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

2. The Society acknowledges and agrees that the funds shall only be used for the purpose of offering a Community Youth Outreach Worker program to support youth in the community, and without limiting the generality of the foregoing, the Society shall report on the use of funds as required. The funds must be used directly by the Community Services Society or to contract for services consistent with this agreement. Funds may not be used to fund a third party to use funds at their discretion unless approved in advance by the Regional District.

3. The Program shall have the following elements:

   The program hires youth outreach workers under the office of the Sunshine Coast Community Services Society who promote increased safety for youth and aims to decrease high-risk behavior for young people.

   The program has a steering committee comprised of representatives of Community Schools and the Sunshine Coast Community Services Society.

   The target population is aged 13 to 23 who have access to the four youth outreach workers.

   The outreach team works in all parts of the Sunshine Coast to address needs like hunger, safe transportation, warm clothing, to assist families at risk and to handle behavioral and substance abuse issues.
4. a) The Community Services Society shall lay out annual goals and performance criteria for the use of the funds and report on these as per Part 7 of this agreement. At the request of the Regional District, Regional District staff may attend a meeting prior to June 1, 2013 with the Co-ordinator to review the goals and performance criteria. Goals and performance criteria shall be submitted as information to the Regional District by July 30, 2013.

b) At the request of the Regional District through a Board resolution a director(s) may ask to attend a meeting of the Community Services Society to discuss the services in this agreement.

5. In the event the grant in aid or any portion thereof is used contrary to the purposes referred to above, then the Regional District may forthwith cancel this Agreement, and the Society shall repay such funds as were improperly used.

6. The Society shall to the reasonable satisfaction of the Regional District acknowledge the grant in aid.

7. The Society shall use these funds in 2013 and by February 28, 2014 provide a report noting the benefits derived from this funding including the following information:

1) Goals and performance results.

2) Show how resources (financial, human resources) were utilized.

3) Provide program and like comparative data e.g. nature of service offered (outreach, referral, visit, safe ride, other), risk dealt with (abuse, substance, housing etc.), sex of client etc.

4) Location of services (e.g. municipality, electoral area).

5) Other noteworthy data such as trends, barriers or factors that assisted the programs.

6) Information about partnerships and other funding.
8. The Society acknowledges and agrees that the decision to provide a grant of assistance is made on an annual basis as part of the ordinary funding and financial planning of the Parties and there shall be no representation, warranty, or assurance of any future funding beyond the 2013 calendar year.

IN WITNESS WHEREOF the Corporate Seal of the **SUNSHINE COAST REGIONAL DISTRICT** was hereunto affixed in the presence of:

____________________________________
Chair

____________________________________
Corporate Officer

C/S

IN WITNESS WHEREOF the Corporate Seal of **COMMUNITY SERVICES SOCIETY** was hereunto affixed in the presence of:

____________________________________
Authorized Signatory

____________________________________
Authorized Signatory

C/S
### SCRD Recreation Area A  
**JANUARY to MARCH 2013**

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>CLASS HOURS</th>
<th>LOCATION</th>
<th>DATES</th>
<th># OF SESSIONS</th>
<th>NUMBER OF PARTICIPANTS</th>
<th>TOTAL PARTICIPANT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Programs</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Standard First Aid &amp; CPR</td>
<td>16</td>
<td>PHCS</td>
<td>Jan 26 &amp; 27</td>
<td>2</td>
<td>7</td>
<td>112</td>
</tr>
<tr>
<td>Red Cross Emergency First Aid &amp; CPR C</td>
<td>8</td>
<td>School of Music</td>
<td>Mar 3</td>
<td>1</td>
<td>4</td>
<td>32</td>
</tr>
<tr>
<td>CFSC</td>
<td>11</td>
<td>PHCS</td>
<td>Feb 22 &amp; 23</td>
<td>2</td>
<td>6</td>
<td>66</td>
</tr>
<tr>
<td>Restricted Firearms</td>
<td>3</td>
<td>PHCS</td>
<td>Feb 24</td>
<td>1</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>CORE</td>
<td>17</td>
<td>PHCS</td>
<td>Mar 15-17</td>
<td>3</td>
<td>6</td>
<td>102</td>
</tr>
<tr>
<td>Excel Basics</td>
<td>2</td>
<td>PHCS</td>
<td>Feb 6</td>
<td>1</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Applications of Excel</td>
<td>2</td>
<td>PHCS</td>
<td>Feb 20</td>
<td>1</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>iPad</td>
<td>2</td>
<td>PHCS</td>
<td>Feb 18</td>
<td>1</td>
<td>6</td>
<td>12</td>
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<tr>
<td>Sewing for Adults</td>
<td>9</td>
<td>PHCS</td>
<td>Mar 4,11, 25</td>
<td>4</td>
<td>4</td>
<td>36</td>
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<tr>
<td>Art Mash Up - Kids</td>
<td>9</td>
<td>PHCS</td>
<td>Jan 28- Mar 11</td>
<td>6</td>
<td>10</td>
<td>90</td>
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<tr>
<td>Kindersoc</td>
<td>6</td>
<td>MPES Gym</td>
<td>Feb 4-Mar 25</td>
<td>8</td>
<td>10</td>
<td>80</td>
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<tr>
<td>Soup Making</td>
<td>2</td>
<td>PHSS Foods</td>
<td>Mar 6</td>
<td>1</td>
<td>4</td>
<td>8</td>
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<tr>
<td>Foodsafe</td>
<td>8</td>
<td>PHCS</td>
<td>Jan 19</td>
<td>1</td>
<td>11</td>
<td>88</td>
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<tr>
<td><strong>Other Programs</strong></td>
<td></td>
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<tr>
<td>Drop-In Hockey</td>
<td></td>
<td>PHSS Gym</td>
<td>Jan 14- Mar 25</td>
<td>4 adults &amp; 12 youth</td>
<td></td>
<td></td>
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<tr>
<td>Drop-In Soccer</td>
<td></td>
<td>PHSS Gym</td>
<td>Jan 8- Mar 26</td>
<td>10 adults &amp; 85 youth</td>
<td></td>
<td></td>
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<tr>
<td>Friday Night Youth Night</td>
<td></td>
<td>Pool/PHCS</td>
<td>Jan 25 &amp; Feb 15</td>
<td>13</td>
<td></td>
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<tr>
<td><strong>Special Event</strong></td>
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<tr>
<td>Emergency Prep Follow up</td>
<td>2</td>
<td>Comm. Hall</td>
<td>Jan 31</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Canadian Frame(lines)</td>
<td></td>
<td></td>
<td>January 2013</td>
<td>8+</td>
<td></td>
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<tr>
<td><strong>Postponed Programs</strong></td>
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<td></td>
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<tr>
<td>Strong Start for your puppy/dog</td>
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<tr>
<td>Wild Tiger in your cat</td>
<td></td>
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<tr>
<td>Ukrainian Easter Eggs</td>
<td></td>
<td></td>
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<tr>
<td>Guitar for Kids &amp; Adults</td>
<td></td>
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<tr>
<td>Cajun Cooking</td>
<td></td>
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<tr>
<td>Cheese Making</td>
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<td></td>
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<tr>
<td>Sewing for Kids</td>
<td></td>
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</tbody>
</table>

**Total Direct Program Hrs:** 95  
**Total No. of Participants:** 83  
**Total Participant Hours:** 660
SCRD Recreation Area A Programming: Winter 2013

January brought a unique opportunity for our community to take part in a national film project (see Other Events). In February, the majority of our programming was underway and running smoothly with only a few postponed start dates. March primarily focussed on wrapping up Winter programming and starting the preparation and coordination for upcoming Spring programs.

**Winter Program Details:**

**Kindersoc**
Kindersoc continued to be a success with facilitator, Mary Mackay and an enthusiastic group of 4-6 year olds. The group was predominantly boys who required more diligent structure and guidance in order to ensure all children had a positive experience. The kids learnt new soccer skills and had plenty of opportunity to practice their moves.

**Status**: Ran Feb 4 to Mar 25  
**Participants**: 10  
**Location**: MPES Gym

**C.F.S.C. - Canadian Firearms Safety**
The Canadian Fire Arms Safety course, a regular part of our guide, ran with 6 participants, including 2 youth. The adults all continued on the Sunday for the Restricted Firearms Course.

**Status**: Ran Feb 22-24  
**Participants**: 6 and 4 for restricted  
**Location**: HLC

**C.O.R.E. - Conservation and Outdoor Recreation**
This program is a staple of our programming and it successfully ran again with all youth participants. This 3 day class is very intensive and students need to prepare outside the class in order to pass the exam.

**Status**: Ran Mar 15-17  
**Participants**: 6  
**Location**: HLC

**Crafting Kidz**
A popular class that teaches the kids several types of art has shifted its’ focus to include the production and marketing of their creations. There are 10 keen participants working hard on creating some very beautiful artwork. The group has moved into MPES for washroom and water access.

**Status**: Ran Jan 28 to Mar 11  
**Participants**: 10  
**Location**: HLC/MPES

**Sewing for Adults- Simple Clothing Project**
Past students have returned and brought new friends to learn and update their sewing skills. The group had a lot of fun and were able to complete a piece of clothing. They added an additional drop-in evening in order to complete their projects. Instructor Nancy Enns makes the class fun and interesting as she is an avid seamstress herself.

**Status**: Ran Mar 4, 11, 25, Apr 2  
**Participants**: 4  
**Location**: HLC

**Standard First Aid & CPR**
Instructor Lynn Giampa was unable to instruct this course due to an injury so sent Kimberly Paterson in her place. The class was offered in response to a local group of fishermen who were interested in getting their first aid. This program was a success.

**Status**: Ran Jan 26 & 27  
**Participants**: 7  
**Location**: HLC
**Red Cross Emergency First Aid & CPR C**

Kimberly Paterson also ran this course on behalf of Lynn Giampa. The class was moved from our building to the School of Music – feedback was that they appreciated having access to washrooms and running water for equipment hygiene purposes.

<table>
<thead>
<tr>
<th>Status</th>
<th>Ran Mar 3</th>
<th>Participants</th>
<th>4</th>
<th>Location</th>
<th>School of Music</th>
</tr>
</thead>
</table>

**Excel Basics**

This computer course was offered for the first time with a new instructor, Heather Ingram. A basic overview of how excel works and possible applications was supplied. The group had a varied ability level and everyone was able to learn something new.

<table>
<thead>
<tr>
<th>Status</th>
<th>Ran Feb 6</th>
<th>Participants</th>
<th>5</th>
<th>Location</th>
<th>HLC</th>
</tr>
</thead>
</table>

**Applications of Excel**

This course was offered as a continuation of the basics with some samples of a variety of spreadsheets and an emphasis on how to write formulas. A couple of participants were sent from a local business for professional development.

<table>
<thead>
<tr>
<th>Status</th>
<th>Ran Feb 20</th>
<th>Participants</th>
<th>6</th>
<th>Location</th>
<th>HLC</th>
</tr>
</thead>
</table>

**iPad for New Users**

iPad was successfully offered for a third time. The group was a good mix of retired and working people that had great input into the applications that could be used for the iPad. The instructor worked to answer all the individual questions and basics of using an iPad. All but one person brought their own.

<table>
<thead>
<tr>
<th>Status</th>
<th>Ran Feb 18</th>
<th>Participants</th>
<th>6 in each session</th>
<th>Location</th>
<th>HLC</th>
</tr>
</thead>
</table>

**Facebook – Getting Started**

We seconded Alexandra from the Canadian Framelines (see below) to host this hands-on workshop for our community. It covered all aspects of setting up your profile, pictures, security settings and posting information. The class was very informative and useful.

<table>
<thead>
<tr>
<th>Status</th>
<th>Ran Jan 24</th>
<th>Participants</th>
<th>5</th>
<th>Location</th>
<th>HLC</th>
</tr>
</thead>
</table>

**Postponed/ Cancelled Programs**

- Pet Workshop s- Dog & Cat
- Guitar for Kids & Adult
- Sewing for Kids
- Cajun Cooking & Cheese Making
OTHER PROGRAMS:

**Drop-in Floor Hockey**
Drop-in Floor Hockey continues as a positive outlet for the youth of our community. More fathers are coming out to join in with their kids.

**Status**: Ran Jan 14 to Mar 25  
**Location**: PHSS Gym

**Drop-in Indoor Soccer**
This continues to be a highly attended sports night, drawing a diverse crowd from all ages and both male and female.

**Status**: Ran Jan 8 to Mar 26  
**Location**: PHSS Gym

**Friday Night Youth Night**
The Pender Harbour Community School and The Pender Harbour Aquatic & Fitness Centre continue to offer youth from Grade 4-9 opportunities to have fun, share food and participate in a variety of activities including sports. 5 evenings in total offered this winter, a special highlight was a guest Hip Hop instructor in February.

OTHER EVENTS:

**Emergency Preparedness Meeting**
Bill Elsner from the SCRD offered an evening meeting to provide information regarding Emergency Preparedness to the Pender Harbour Community. This was the second session offered giving a few locals some great resources and information.

**Canadian Frame(lines) workshop and community film project**
The Canadian FrameLines project was launched in Pender Harbour in January of this year – we were the first of 10 rural communities to be visited over the course of one year by two recent SFU Film students who are traveling across Canada in a converted school bus sharing their passion and technical expertise of analogue film. They are offering free workshops to communities, teaching folks how to create films which will eventually become part of a compiled art installation.

It was a great opportunity to invite our community to have a conversation about how the landscape, people and culture(s) of where we live shapes our sense of national identity. And learning about the process of analogue film provided a creative and unique medium to explore the topic.

We had eight brave filmmakers bring a variety of perspectives including volunteerism, youth, marine history, and heritage. All ages were represented (including a couple of home school children which was especially exciting for us as this group is sometimes difficult to reach.) The project concluded with a public presentation evening where all 8 films were proudly screened at the School of Music. Friends, families and volunteers came out to share in the excitement of being a part of this national project.
SCRD STAFF REPORT

DATE: April 26, 2013
TO: Community Services Committee Meeting – May 9, 2013
FROM: Paul Fenwick, General Manager
RE: JOINT USE REVIEW PROJECT

RECOMMENDATION(S)

THAT the report regarding the Joint Use Review Project be received;

AND THAT the Committee advises that it supports this project through a workshop with relevant staff and the two Boards to share information and to discuss ways to move forward with Joint Use.

BACKGROUND

An informal meeting followed by a Joint Use Committee meeting in 2012 resulted in a request for the undersigned to lead a review of Joint Use with a view to amending or replacing the current agreements and to make other improvements.

DISCUSSION

Work to Date

Staff have considered barriers (operational, funding etc.) and opportunities including the resources each party could bring to Joint Use.

SCRD staff have also commenced looking at other Joint Use agreements. Prior to a workshop, consideration was given to having a questionnaire for the key stakeholders to ascertain their perceptions and goals. Given the time lost due to other priorities and the small numbers involved, it is recommended to go directly to a workshop. Open discussion in a workshop is seen as very valuable for this project.

Proposed Workshop

The SD staff is polling its Board on whether to have a workshop and potential dates. The workshop could look at:

- the existing agreements
- summarize organizational structure used for joint use
- note general examples from other areas
- discuss value of joint use i.e. mutual benefits and with a potential agreement to take a recommendation to committee to continue the project.

The above recommendation seeks concurrence to have a Joint Use Review workshop with SD 46 and relevant staff. The undersigned could facilitate this workshop and would plan the details with the SD staff.
RECOMMENDATION

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

The Recreation Division report is as follows:

A. ADMINISTRATION

Marketing/Promotions

- Implemented Marketing Plan initiatives for March promoting:
  - Spring Break programs
  - Commitment to a registration program
  - Aquatics programs
  - April promotion
- Completed work on YouTube Video “It’s never too late to be active, and getting started is easier than people might think.”

Front Desk Staffing

- Front Desk staff Performance Reviews completed
- ROA Emergency Social Services Training
- Front Desk Staff Meeting – Customer Service

Miscellaneous

- Conversion of HST to GST/PST on Sunday March 31 before midnight.
- Mobile Website Planning
Total Admissions Recreation Facilities – January to March

Included: Gibsons and District Aquatic Facility; Gibsons and Area Community Centre; Sechelt Aquatic Centre

January to March

These numbers do not include participation by the Clubs, hockey bookings, or school students participating in school programs or other facility rentals

Total Admissions by Facility – January to March
B. GIBSONS AND AREA COMMUNITY CENTRE (GACC)

*These numbers do not include participation by the skate club, hockey bookings, or school students participating in school programs or other facility rentals.

1) Gibsons Youth Centre

Programs
- Youth Food Bank
- Youth Cooking Program
- Wireless Wednesdays
- Sports Night
- Wednesday Games Day
- Make Art Thursdays

Programs above occur weekly at the Youth Centre and continue to be successful.

New Initiatives/Programs:

Promotions at Elementary Schools: Staff sent out posters, flyers and business cards to Gibsons Elementary, Cedar Grove, Langdale and Roberts Creek to help promote Tween Time for ages 10-13yrs. Staff also attended Roberts Creek and Gibsons Elementary Schools grade 5-7 classes to promote Tween Time.

Tween Time: Tween Time began this month and runs Saturdays from 2-5pm for 10-13 year olds. This is a great way to engage pre-teens and create a bridge for them to attend our other programs once they are 13. On average there are between 18 to 25 tweens in attendance. The kids were very
grateful to be able to use the Gibsons Youth Centre and very eager to participate in numerous activities.

**Easter Egg Hunt:** On March 28th the Gibsons Youth Centre staff organized an Easter egg hunt. Approx. 20 youth attended.

Stats:

March 2013: 231 (Closed over Spring Break and Easter)
March 2012: 275 (Open over Spring Break, Easter in April last year)

Youth Homelessness: 0
Gibsons Youth Centre food bank accessed: 0
Drug and Alcohol Incidents: 1
Behavior incidents: 0

**Feedback:**
An extremely vulnerable youth who has been very involved in the Gibsons Youth Centre long-term asked staff to write her reference letters for graduation scholarships and her University Applications. She informed staff later in the month that she had been accepted into both UVIC and SFU.

**Youth Other**
Staff are working with Elphinstone teachers to provide exercise opportunities for grade 8 students. Along with curling, and girls self defense at a local martial arts facility, youth are also taking part in Wallyball, group fitness, yoga, weight training and spin at GACC.

2) **SENIORS**

Activities followed an Irish theme for March and included a film (Leapyear), a Rosen Method demonstration, Irish cooking, and a slideshow on travels through Ireland.

<table>
<thead>
<tr>
<th>March</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12</td>
<td>10</td>
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</table>

Other senior friendly programs offered at GACC are: Easyline circuit and Refit *(drop-in)*, as well as Alexander Technique, Ease Into Exercise and Rosen Method *(registration)*.

Staff attended the Harmony Hall monthly meeting as a special guest speaker to discuss upcoming programs and to find out if there were gaps that Recreation could fill for Gibsons Seniors Society members. General consensus is that the seniors are happy with what is offered at the hall, and don't require anything more.

3) **COURTS**

<table>
<thead>
<tr>
<th>March</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Squash</td>
<td>473</td>
<td>470</td>
</tr>
<tr>
<td>Racquetball</td>
<td>163</td>
<td>164</td>
</tr>
<tr>
<td>Wally ball</td>
<td>24</td>
<td>51</td>
</tr>
<tr>
<td><strong>Total Usage</strong></td>
<td><strong>660</strong></td>
<td><strong>685</strong></td>
</tr>
</tbody>
</table>

Squash Socials and Spirit of Excellence volleyball training aim to bring numbers up in courts.
4) PROGRAMS

Drop In Fitness: | March | 2013 | 2012 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>747</td>
<td>697</td>
</tr>
</tbody>
</table>

Child Minding: | March | 2013 | 2012 |
<table>
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<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>97</td>
<td>96</td>
</tr>
</tbody>
</table>

Although down from the same period last year, drop in fitness numbers were up significantly from January, as was child minding attendance.

5) ADAPTED PROGRAMS

Partnership programs with VCH continue to show great benefits for participants.

<table>
<thead>
<tr>
<th>March</th>
<th>2013</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Explorations Program (<em>partner with SCACL</em>)</td>
<td>80</td>
<td>78</td>
</tr>
<tr>
<td>Adapted Fitness Class (<em>in partnership with VCH</em>)</td>
<td>106</td>
<td>115</td>
</tr>
</tbody>
</table>
| Adapted Nia Registration Program (*Partner with SCACL*): 11 registrants took part in the program.

6) ARENA NEWS

Ongoing Users

Minor Hockey and the Skate club are in the planning process for a condensed schedule for the first two weeks of April. Minor Hockey is proposing spring camps with the NHL Babych Brothers and the Skate Club has a test day planned for April 2^{nd} 2013. Adult Men’s Leagues are wrapping up their season.

Special Events

The Gibsons and Area Community Centre was the host facility for the Mary Lou Lymer Memorial Hockey Tournament on Saturday March 30^{th}

Testimonial from Mr. Brent Lymer

Another successful fundraiser in Gibsons BC. Financially, it looks like we will be donating a total of $18,600. Of this donation, $13,600 will be going to the Canadian Cancer Society earmarked for breast cancer and $5,000 to the Sunshine Coast Hospice Society (already donated). Equally important, we surpassed the $100,000 mark for total donations since we started our tournaments and other fund raising events. “The facility and staff were excellent as always”.

Dry floor

Staff met with the two major dry floor users (Roller Girls and Sunshine Coast Lacrosse) to discuss the new season. Lacrosse looks to be expanding regular booked hours as they are proposing 23 hours per week in comparison to 14 hours in 2012. The Roller Girls are also expanding as they are proposing six hours per week in 2013 in comparison to four hours in 2012.
C. SECHELT AQUATIC CENTRE

1) Membership Usage and Point of Sale Admissions for January to March

Seasonal Participation - Sechelt Aquatic Centre
January to March

<table>
<thead>
<tr>
<th>Year</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>31319</td>
</tr>
<tr>
<td>2012</td>
<td>32491</td>
</tr>
<tr>
<td>2011</td>
<td>33239</td>
</tr>
<tr>
<td>2010</td>
<td>32441</td>
</tr>
<tr>
<td>2009</td>
<td>33321</td>
</tr>
<tr>
<td>2008</td>
<td>37769</td>
</tr>
</tbody>
</table>

*These numbers do not include participation by swim club, Red Cross swimming lessons, totals of school students participating in school programs or other facility rentals such as scuba diving.

Facility bookings included:

- Swim @ School
- Special Olympic bookings
- Scuba Diving
- Special Olympics
- Chinook Club
- Birthday parties

2) Aquatic Programs

Red Cross Swimming lessons winter season wrapped up prior to Spring Break. A new session of lessons are beginning after the Easter long Weekend.

Spring Break was a busy time for SCRD Spring Break camps as well as other community groups including Treehouse, an afterschool program.

Supervisors have been working on completing staff performances for all aquatic staff.

3) Accessibility Upgrades

The Sechelt Aquatic Centre accessibility upgrades were completed March 24-31. This was made possible through funding from the Human Resource and Skill Development Accessibility Grant and funding from the SCRD for a total of $65,281.00. The project was separated into three areas:
Automated Door Access
- Front Door Upgrades – vandal proof railing was added with accessible buttons on the railings.
- Automated Door Openers – added to the fitness centre, Men’s and Women’s change rooms, and family change hallway.
- Locking Automated Door Openers – added to lobby washroom, accessible change room and accessible washroom.

Accessible Change Room
- Equipped with a full access overhead track system and portable lift.
- Mesh slings in three different sizes.
- Adjustable and movable shower/change bed.
- Tilt commode chair with full body straps for those with limited upper body mobility.

Pool Crane Arms
- Crane arms were installed in the hot tub and main pool so that all three pools are now accessible.
- The crane arms are used in conjunction with the portable lift and slings.
- Both crane arm stanchions and footing were engineered and will be available for use once Vancouver Coastal Health has approved.

5) Special Events

A Spring Break children’s day camp was offered in the Community Room at SAC. There were 60 spots available and the camp was full with a waitlist. Games, crafts and outdoor activities were offered in the morning and swimming in the afternoon.

D. GIBSONS & DISTRICT AQUATIC FACILITY

Membership Usage and Point of Sale Admissions

<table>
<thead>
<tr>
<th>Year</th>
<th>Membership (Seasonal Participation)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td>3898</td>
</tr>
<tr>
<td>2009</td>
<td>3910</td>
</tr>
<tr>
<td>2010</td>
<td>4574</td>
</tr>
<tr>
<td>2011</td>
<td>4444</td>
</tr>
<tr>
<td>2012</td>
<td>4622</td>
</tr>
<tr>
<td>2013</td>
<td>5693</td>
</tr>
</tbody>
</table>

These numbers do not include participation by swim club, Red Cross swimming lessons, totals of school students participating in school programs or other facility rentals such as scuba diving.

Facility Bookings:
• Spirit of Excellence
• Birthday Party
• Swim@School

The Aquatic Rehabilitation class began April 4. Summer programming is being developed to include another Bronze Medallion / Bronze Cross offering in July at the Gibsons facility.

Low cost admissions swims were continued over the Spring Break week. In the past, the facility schedule was reduced over Spring Break.

Human Resource and Skills Development (HRSDC) Accessibility Grant
The Gibsons and District Aquatic Facility was the recipient of the HRSDC Accessibility Grant. Funds have been received and work plans are being developed to manage the installation of the new equipment. Doors and change room lifts were identified as priorities for this project.

E. PENDER HARBOUR AQUATIC & FITNESS CENTRE

1) AQUATIC/PROGRAMS

Membership Usage and Point of Sale Admissions for March

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
<th>2011</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1426</td>
<td>1350</td>
<td>1521</td>
<td>1437</td>
</tr>
<tr>
<td>Facility closed March 2010</td>
<td></td>
<td></td>
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<td></td>
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</tbody>
</table>

Fitness (includes Aquafit and Dry Land classes) for March

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
<th>2012</th>
<th>2011</th>
<th>2009</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>436</td>
<td>397</td>
<td>437</td>
<td>355</td>
</tr>
<tr>
<td>Facility closed March 2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2) PROGRAM/SPECIAL EVENT

• Youth Night held Friday March 1st had 21 in attendance.
• Continue to work with the PH Health Centre to implement Happy Hearts Plus. Start date was intended to be in April but due to the challenge of getting the minimum registration number of 4, it has been decided to delay this program until early Fall. Feedback from those wanting to attend is that they would prefer a Fall start.
• Easter Bonnet Aquafit was a fun morning in the pool with 13 donning crazy and wonderful bonnets to exercise in the themed activities.
• Easter Jelly Bean swim was quiet with 6 in attendance.
• Spring Break week had the promotion of earning free swims with our ‘Dive Into Spring Break’ Pass. If you attended 3 times over this week you earned two more free swims to be used during the break. This promotion was well received by those residents who had family visiting for the week.
• Spring session of swim lessons began the week of March 27. There is a total of 91 registered in the spring programs at this time. There are still a few more programs open for registration that will take place in May. Madeira Park Elementary school’s population is 88 and all attend two Aqua Days held at the pool along with having 51 registered in our swim programs.
• Due to Serendipity preschool low attendance we have only 10 enrolled in programs. Currently, discussion is underway with the preschool to have one or two Aqua Days for the kids, as we had for Madeira Park Elementary School. Staff suggested to hold preschool at...
the pool on these days so the kids (and parent helpers) can participate in activities in our
gym space and also receive a water safety lesson.

- On May 4, PHAFC is hosting a training session for all Aquafit Instructors at the SCRD as
  well as other areas of the lower mainland and Powell River. ‘Get Into The Groove’
  workshop with CALA (Canadian Aquafitness Leadership Alliance) will hopefully be the
  start of annual workshops to be held in Pender to provide quality training for our staff.
  Registration is open to anyone who would like to participate.

- PHAFC will be hosting a Basic Fitness Theory, Vertical Water Training and Group Aquafit
  Certification course in July with the CALA organization. Final dates TBA.

3) MAINTENANCE

- Regular monthly maintenance.
- Routine HVAC maintenance.
- Light wall repaired in lady’s and men’s change room areas.

4) ADMINISTRATION

- Marketing and promotion of programs and scheduled events, ongoing.
- Updates to SCRD website and PHAFC Facebook pages.
- Continue to work with the PH Community School to develop the Summer Camp program
- Meetings attended: JH& Safety; Recreation Programmers; PHAFC Team meeting; PH
  Community School; Active Communities; Women’s Connection (promotion of pool
  programs and April 20.10); PH Aquatic Society; Aquatic Supervisors; Met with Deb
  Shorthouse and Megan Molnar of VCH to discuss healthy food choices in our facilities;
  Took part in a mental health panel presentation by VCH and others at the PH Secondary
  School to promote exercise and fitness.
- Regular monthly administration tasks and reports.
- Continual promotion of fitness programs aimed to increase participation levels.
- Working on Summer/Fall 2013 programs
- Completed performance reviews for staff and submitted to HR.
- Updated all activities and point of sale for April 1 new tax implementation.
- Attended two days of Emergency Social Services training on April 11 and 12 with the
  SCRD Recreation Team
F. COMMUNITY PARKS (Function 650)

Administration

- Workshop held April 19th for Elected Officials re: Parks and Recreation Master Plan
- Reports of conflicts between dogs and people in parks continue.
- On April 9, Parks staff received documents to replace those previously reviewed and approved by this Committee for the renewal of the agreement with the Province for Sprockids, Big Tree, Secret Cove and Klein Lake. The previously approved agreement was not yet signed since staff was waiting to receive comments from the Squamish Nation. The documents have been sent to both the Sechelt and Squamish Nations for their review. The Squamish Nation has responded with a letter. Staff has not heard from the Sechelt Nation at this time. Staff will bring back this item to the June meeting.
- Completion of staff performance reviews.
- Working with HR to post a Parks Planning position.

1) Area A

Klein Lake
- The Egmont Community Committee (ECC) has removed the derelict docks and continues placing new docks and re-anchoring docks moved by heavy winds and waves over the past winter. Parks staff will be performing work in the day use area including re-anchoring that dock, building a new entry ramp, relocating picnic tables and creating a drop off area for people who have difficulty with the long walk from the upper parking area.

Katherine Lake
- Updates to marketing materials being made due to upgrades to RV Sites this past winter.
- Moneris Mobile Payment Terminal ordered for processing payments electronically on site rather than previous paper based system.
- Staff reviewed numerous programs for online reservations however will not be able to institute this for the 2013 season. Staff and caretaker will work together on this for 2014 season.
- Hydro hookup.
- RV sites have been seeded.
- Working with caretakers to prepare for the May long weekend opening.
- Camping reservations can be made as of May 1st.

2) Area B

Coopers Green
- Parks staff is awaiting a response from the Welcome Beach Community Association to staff comments as well as comments received by attendees of the Open house in March regarding the proposed renovation of the hall.

Homesite Creek Kiosk
- Staff will be installing a new kiosk for the Suncoaster Trail near the southern end. It will be placed in the parking area for the Homesite Creek Park outside of the MOTI right of way.
3) Area D

*Cliff Gilker*
- Staff is working on a plan and cost estimates for some improvements and additional structures for the playground.

*Roberts Creek Estuary*
- Staff received the draft report from the coastal engineer regarding erosion and is preparing a staff report for a future meeting including recommendations.

4) Area E

*Georgia Crest Park*
- Staff, worked with teachers from Cedar Grove Elementary and coordinated an “Earth Day” field trip to do some invasive plant removal from the park and plant a couple of trees.

*Chaster Shoreline Mitigation*
- Staff received the report regarding erosion control options at Chaster House. Staff is preparing a report to the CSC with recommendations for action.
- Staff, working with the Elphinstone Electors Association, OBESAC, and the surrounding community, planted 150 native plants in Chaster Park.

5) Area F

*Gambier Island*
- Staff received the site plan showing existing conditions and proposed location of a new memorial bench in a ROW in the Avalon Bay area. The plan will be used in obtaining the necessary MOTI permit.

*Shirley Macey Park*
- On April 16, 2013 the Gibsons Garden Club held a volunteer work day for the children’s maze. The day was a success with approximately 20 people attending. Mulch and gravel were spread, along with weeding and general clean up. Staff is still seeking a group to be responsible for regular maintenance of the maze.

*Sprockids*
- Capilano University staff and students are building a new trail as part of the spring course. The extension to Doug’s Detention will be completed by April 26, 2013.
- Staff will be meeting with volunteers to discuss possible relocation or improvements to the skills area

G. DAKOTA RIDGE WINTER RECREATION AREA (Function 680)

- Staff is working with the DRAC to plan for the proposed additional cross country ski trail development.
- Spring maintenance conducted on the 13km gravel access road to DR.
- Staff wrapped up and closed the winter recreation area.
- Gate was vandalized. A camera was used to catch the culprits who will be taking responsibility for the costs of having the gate fixed.
H. **BICYCLE/WALKING PATHS** (Function 665)

*Area B*
- Staff are working on coordinating with District of Sechelt’s paving of the South end of Redroofs bike path, with a small bike path remaining along this section.

*Area D*
- Paving of Lower Rd. bike path section has been completed. Contractors have been back a few times to modify the design to resolve drainage issues.

*Area E*
- Staff are working with SCRD Infrastructure to coordinate bike path construction and water main replacement projects along Pratt Rd.

*Area F*
- Staff are still investigating additional economic development related grants to enhance Marine Drive Path.
- Staff plan to attend a site visit with MOTI to discuss construction for 2013.

I. **CEMETERY** (Function 400)

Key activities have been:
- Continuation of ongoing operations.
- We have sold 4 full burial plots, 1 infant plot and 5 cremation plots for 2013.
- We have had 6 burials and 6 cremations to date for 2013.
- Ongoing investigating, planning, and receiving cost estimates for the purchase and placement of an above ground columbarium.
- Staff working on a report regarding segregating an area for Jewish burials.
- Training and implementing of the new Stone Orchard software.

J. **OTHER**

- Spring cleanup of all parks green spaces ongoing.
- Sports field maintenance.
- Ongoing refinishing of dedication benches.
SCRD STAFF REPORT

DATE: April 30, 2013
TO: Community Services Committee Meeting – May 9, 2013
FROM: Paul Fenwick, General Manager
RE: PROPOSED MULTI-USE TELECOMMUNICATIONS TOWER GDVFD NORTH ROAD FIRE HALL

RECOMMENDATION(S)

THAT the report regarding the Proposed Multi-Use Telecommunication Tower at the GDVFD North Road Fire Hall be received.

BACKGROUND

The SCRD has received an update from Standard Land (acting for Rogers) included here as Attachment 1. This is presented as information and no further action is required from the Board at this time as explained below.

REPORT

The Project

Rogers has proposed to erect a new tower supporting Rogers, SCRD and Town antennas and radio equipment to serve Gibsons and area and has determined that the GDVFD North Road site meets all parties technical needs. The proposal, subject to approval by the Town and SCRD as owners of the property, would bring financial benefits to the SCRD 9-1-1 program (capital cost savings) and operational benefits for the fire department through rental income.

Public Consultation

Industry Canada requires all telecommunication operators to consult with the land use authorities and public with a proposed installation of new towers. Rogers hired Standard Land to manage the public consultation process and to provide information to the community regarding the proposed tower. At the Town’s request, Rogers is currently conducting an enhanced community consultation process that has included issuing public notification packages to surrounding residents, hosting an information meeting and placing notice, inviting public comments. An open house occurred at the fire hall as noted in Attachment 1.

ANNEX K
April 29, 2013

Andre Boel
Director of Planning
Town of Gibsons
474 South Fletcher Road
Box 340, Gibsons, BC V0N 1V0

Dear Mr. Boel,

Subject: Summary of Community Consultation as of April 29, 2013
Proposed Multi-Use Telecommunications Tower
Address: 790 North Road, Gibsons, British Columbia

Rogers approached the Town of Gibsons and Sunshine Coast Regional District with a proposal to upgrade the existing telecommunications tower in order to accommodate communications equipment operated by the Town, District and Rogers’ commercial antenna systems. Before considering the proposal, the Town requested that Rogers coordinate a public consultation process, inviting the community to comment on the proposal, to ensure that the community is well informed and understand the project before any decision by the Town and SCRD regarding the tower proposal is made.

The purpose of this letter is to provide an update on the efforts to consult with the community thus far, and further, what feedback we’re received from the community.

Consultation Summary

Rogers is following an enhanced public consultation process to reach out to the community to invite comments and questions regarding the proposal. Rogers is committed to a full, meaningful consultation process and have completed the following steps to ensure the community is well informed and has the opportunity to comment:

- **March 15, 2013:** The community was invited to comment (within 30 days, by April 15, 2013) by way of notification packages issued March 15, 2013 to residents within 145 metres of the proposed tower location (please see Appendix 1: Affidavit Notification Package). Invitation was also included in a notice in the Coast Reporter on March 15, 2013 also inviting the community to comment and attend a Community Consultation Event on March 25, 2013.
• **March 25, 2013:** A Community Consultation Event was hosted by Rogers where representatives from the Town, SCRD and Rogers were available to answer any questions. (Please see Appendix 2: Summary of Community Consultation Event)

• **April 5, 2013:** A second notice inviting comments was placed in the Coast Reporter.

• **April 15, 2013:** Close of 30 day comments period. Approximately 23 letters or completed Questionnaires from the community were directed to the Town of Gibsons and forwarded to Rogers (Standard Land).

• **April 22, 2013:** Copies of the petitions submitted to the Town by Lesley Barnett and Andy Ware were forwarded to Rogers (Standard Land).

• **April 24, 2013:** In response to the petitions, Rogers issued a *Question and Answers* letter that addressed the issues brought forth by the community and invited any further comment by May 17, 2013. (Please see Appendix 3: Affidavit of Questions and Answers Letter)

Other opportunities for the community to be aware of the project include:

• Council meeting January 15, 2013 where staff was directed to request information from the SCRD, Fire Department and others regarding their communication requirements, review the proposal submitted by Rogers and for Rogers to coordinate a community consultation plan.

• Rogers was interviewed on Coast FM 91.7 on February 7, 2013 regarding the proposal.

• Press release in the Coast Reporter February 17, 2013.

**Community Input**

In reviewing the comments we’ve received, the main issue brought to our attention by the community include the health and safety of EMF energy emitting from a telecommunications tower within a residential area. In general, we have responded to this concern as follows:

- All tower facilities must comply with guidelines established by Health Canada outlined in Safety Code 6 which is based on current, accepted scientific data that sets out restrictions and limits for exposure to all radio frequencies. While the most recent review confirms Health Canada will continue to refer to long-term studies, after a decade of additional research, there is still no conclusive evidence of adverse effects on health at exposure levels below the current Canadian guidelines.

- Rogers meets or exceeds these requirements under Safety Code 6. Specifically, the proposed tower will be emitting very low EMF energy and will be fully compliant with the safety limits to RF exposure set by Health Canada. In fact, based on cumulative analysis of all the antenna systems including future equipment, the maximum power density value within a 400 metre radius of the tower is very low: 0.05W/m² or 0.6% of what is allowable under Safety Code 6.
In BC, medical officials have confirmed that there is no evidence of adverse health effects from telecommunication towers. Rogers supports municipalities reaching out to their local medical officials for comments on the health effects of telecommunication facilities.

Antenna installations are found everywhere people are requiring service, including residential areas. It is not unusual to find antenna installations in commercial and residential areas, as well as in parks and on hospital and government buildings. If the concern is health, as long as the installation is operating within Health Canada’s Safety Code 6 limits, antenna installations are acceptable in all areas, including residential.

Please know at the conclusion of the consultation process, Rogers will prepare a summary of the correspondence and provide copies of all comments to the Town and SCRD in consideration of the proposal. If you require additional information, please do not hesitate to contact me a kierstene@standardland.com or (604) 687-1119.

Sincerely,

STANDARD LAND COMPANY INC.
Agents for Rogers.

Kiersten Enemark
Director, Land & Municipal Affairs

cc: Paul Fenwick, General Manager, Community Services Department, Sunshine Coast Regional District
Peter Leathley, Municipal Affairs Specialist, Rogers Communications Inc.
Appendix 1:
Affidavit Notification Package
Appendix A: Notification Letter
March 12, 2013

Dear Resident,

Rogers has approached the Town of Gibsons ("Town") and the Sunshine Coast Regional District ("SCRD") with a proposal to replace an existing telecommunications tower at the Gibsons Fire Hall with a new multi-use telecommunications tower that would enhance emergency communication services for the Fire Department, Town of Gibsons and the Rogers commercial wireless network.

The proposal to build a multi-use tower is an important opportunity that could benefit the community. It makes use of an existing radiocommunications site and would provide the Town and the SCRD with the structure needed to ensure access to the most enhanced emergency services possible for first responders (particularly in time of emergency and/or natural disaster) and provide residents with advanced, high speed wireless service that improves the performance of data devices (like smartphones, tablets and laptops) that require fast, reliable service.

The Town and SCRD are joint owners of the land and existing tower. To fully consider the proposal, the Town and SCRD are seeking comments from the community and have requested that Rogers coordinate a community consultation process. As part of the consultation process, public consultation packages detailing the proposal have been distributed to properties in the vicinity of the proposed tower and a Community Consultation Event will be held on March 25th from 5:30pm to 7:30pm at the Gibsons Fire Hall where residents may attend and provide input. Notice of the consultation has also been placed in the Coast Reporter on March 15, 2013.

Enclosed, please find a public consultation package for the proposed multi-use tower. Your questions and comments are an important part of the consultation process. Please know you may provide your comments by attending the Community Consultation Event, or by contacting Rogers at CommentsBC@standardland.com, the Town or the SCRD directly, or by completing the Comments Sheet on the other side of this letter by April 15, 2013.

We appreciate your time and attention in considering the proposed multi-use telecommunications tower and look forward to your comments.

Peter Leathley
Municipal Affairs Specialist (BC), Wireless Network Implementation
Rogers Communications Inc.
We welcome your comments regarding the proposed Rogers telecommunications structure at 790 North Road in Gibsons. You are invited to provide your feedback at the Community Consultation Event on March 25, 2013 or by mail or electronic mail at CommentsBC@standard.com, before April 15, 2013. Rogers is working with Standard Land on this project, who assists our efforts in gathering public input and working with municipalities. We would appreciate your time in completing this questionnaire. Rogers will respond to any questions or issues, and the correspondence will be shared with the Town of Gibsons and SCRD and Industry Canada as part of the consultation process. This information will not be used for marketing purposes.

1. Do you use wireless devices? (Cellular phones, smartphones, laptops, tablets etc.)
   □ Yes   □ No

2. Do you feel this is an appropriate location for a tower?
   □ Yes   □ No
   If not, what change do you suggest:

3. Are you satisfied with the proposed appearance / design of the proposed tower?
   □ Yes   □ No
   If not, what change do you suggest:

4. Other Comments:

   ____________________________________________________
   ____________________________________________________

Name:__________________________
Address:________________________
Telephone:_______________________
Email:__________________________

Contact Information:
Rogers Communications Inc.  
c/o Standard Land Company Inc.  
Attention: Kiersten Enemark  
610 – 688 West Hastings Street  
Vancouver, BC V6B 1P1  
Phone: 1 (877) 687-1102  
Email: commentsbc@standardland.com

Town of Gibsons  
Attn: André Boel  
Director of Planning  
PO Box 340  
Gibsons, BC VON 1V0  
Phone: (604) 886-2274  
Fax: (604) 886-9735

Gibsons Fire Hall  
Attn: Chief Bob Stevens  
790 North Road  
PO Box 8  
Gibsons, BC VON 1V0  
Phone: (604) 885-6870

Industry Canada  
Room 430  
1230 Government Street,  
Victoria, BC V8W 3M4  
Phone: 1 (250) 363-3603
What other location or tower options did Rogers consider?

When looking for a new site, the first step taken by Rogers is to explore any and all opportunities to add additional equipment on nearby towers or to mount new antennas on existing buildings. To meet Rogers' network coverage requirements, a height of 30 metres is required. Rogers did consider co-locating on the existing TELUS tower located on Hillcrest and North Road and a hydro tower. However, Rogers requires a minimum height of 35 metres to satisfy its network requirement. The TELUS tower would offer a height of no more than approx. 20 metres and BC Hydro was not prepared to enter into an agreement with Rogers for the use of their tower. Please see map below.

Rogers opted to replace an existing tower rather than adding a new free-standing tower, and propose a tower that offers benefits to the community in terms of revenue to the Town and SCRD and support the improvement of local emergency service communication requirements.

What safety regulations is this tower meeting?

1. Radio Frequency Energy

In Canada, Industry Canada has adopted Health Canada’s Safety Code 6, which establishes the safe limit for all devices that emit radio frequency waves and ensures public safety. Base stations, like this tower site, operate at a very low power. Typically, the maximum power density levels from tower structures over 30 metres are less than one percent (1%) of Health Canada’s Safety Code 6 government safety standard at ground level. To ensure the safety of its residents, the Town contacted the Medical Health Officer of Vancouver Coastal Health, Dr. Paul Martiquot, to request his comments on the proposal. On February 14, 2013, Dr. Martiquot responded: "I have reviewed your consultation report to Council regarding the proposed radio communications tower at 790 North Road. I have no concerns regarding this proposed communications tower. There has been considerable research on the health impacts of cellular antennae, and the evidence at present does not indicate health risks for the public."

2. Canadian Environmental Assessment Act

Rogers attests that the radio antenna system as proposed for this site will comply with the Canadian Environmental Assessment Act.

3. Engineering Practices

Rogers attests that the radio antenna system proposed for this site will be constructed in compliance with all applicable safety and building standards and comply with good engineering practices including structural adequacy.

4. Transport Canada’s Aeronautical Obstruction Marking Requirements

Rogers attests that the radio antenna system described in this notification package will comply with Transport Canada and NAV CANADA aeronautical safety requirements. Rogers made all necessary applications to Transport Canada and NAV CANADA and confirms no lighting or markings are required.

What can I go for more information?

The following web links are provided for your information:

- Telecommunication Systems
- Safety Code 6
- Vancouver Coastal Health
  - [www.vch.ca/about_us/news/warning_re_about_cell_phone_tower_radiation_on_addressed](http://www.vch.ca/about_us/news/warning_re_about_cell_phone_tower_radiation_on_addressed)
- Canadian Wireless Telecommunications Association
  - [www.cwta.ca](http://www.cwta.ca)
- BC Centre for Disease Control

Public Consultation Package

Multi-Use Telecommunications Tower
Gibsons Fire Hall
790 North Road, Gibsons, BC

Proposal

Rogers has approached the Town of Gibsons and the SCRD with a proposal to improve wireless services to the community by replacing an existing tower with a new tower that would accommodate additional radio communications equipment. Rogers is inviting the community to attend a Public Consultation Event to discuss the proposed multi-use telecommunications structure and to provide input on the site design. Rogers personnel, along with representatives from the Town of Gibsons, SCRD and Fire Hall will be on-site to answer your questions and hear your concerns.

NOTICE OF COMMUNITY CONSULTATION EVENT

Date: March 25, 2013
Time: 5:30pm to 7:30pm
Location: Fire Hall, 790 North Road, Gibsons, BC
Purpose: Rogers has approached the Town of Gibsons and the SCRD with a proposal to improve wireless services to the community by replacing an existing tower with a new tower that would accommodate additional radio communications equipment. Rogers is inviting the community to attend a Public Consultation Event to discuss the proposed multi-use telecommunications structure and to provide input on the site design. Rogers personnel, along with representatives from the Town of Gibsons, SCRD and Fire Hall will be on-site to answer your questions and hear your concerns.

All comments are welcome until April 15, 2013.
Rogers Communications Inc.
610 – 688 West Hastings Street, Vancouver, British Columbia, V6B 1L1
Phone: 1-877-667-1102 and Email: commarinfo@rogers.com

BC Hydro
Fire Hall
BC Hydro
TELUS

It is important to provide area residents with comprehensive information concerning the proposed multi-use telecommunication structure. In addition to the consultation requirements specified by the Town and SCRD, Rogers is required by its regulator, Industry Canada, to consult with the local community in the siting of new telecommunication structures. As a result, Rogers is coordinating the public consultation process that meets Industry Canada’s requirements as well as the Town and SCRD. Following Industry Canada’s Default Public Consultation Process, all residents no less than 126 metres have been issued a Public Consultation Information Package. A notice inviting the community to comment was also placed in the Coast Reporter on March 15, 2013.

The Town and SCRD are joint owners of the land and existing tower, and are seeking the community’s comments in regards to the Rogers proposal to replace the existing infrastructure. In considering the proposal on January 15, 2013, Town Council identified that it is important to provide area residents with comprehensive information concerning the proposed multi-use telecommunication structure. In addition to the consultation requirements specified by the Town and SCRD, Rogers is required by its regulator, Industry Canada, to consult with the local community in the siting of new telecommunication structures. As a result, Rogers is coordinating the public consultation process that meets Industry Canada’s requirements as well as the Town and SCRD. Following Industry Canada’s Default Public Consultation Process, all residents no less than 126 metres have been issued a Public Consultation Information Package. A notice inviting the community to comment was also placed in the Coast Reporter on March 15, 2013. As part of the public consultation process, you are invited to comment on the Rogers proposal before April 15, 2013. All comments will be provided to the Town of Gibsons, SCRD and Industry Canada for their review.
Multi-Use Telecommunications
Tower Location and Design

Currently, there is a lattice self support tower supporting the Town and SCRD's communications equipment that is in poor condition and is in need of replacement. In order to accommodate the Town and SCRD's current and future equipment requirements, as well as meet Rogers technical requirements for its commercial network, the proposed multi-use tower consists of a 35 metre monopole tower with an antenna extension.

- A monopole tower is a streamlined design that uses the smallest footprint in order to minimize visibility. Rogers is proposing to paint the tower and antennas a grey colour to blend in with the natural surroundings.
- All radio equipment will be located either inside the Fire Hall building, or at the base of the tower.
- The base of the tower and equipment shelter will occupy approximately 8 metres x 6.7 metres of land, and will be fully fenced with a locked access gate for security.
- The new tower could be in the same location as the existing tower (as a replacement) or could be installed next to the existing tower.
- No lighting or special markings will be required by Transport Canada.

What will the tower look like?

Photo Simulation

View from North Road, looking northeast at proposed tower location, top view showing the existing tower, lower view showing the proposed tower.

*Photo Simulation is a close representation and is for conceptual purposes only. Proposed design is subject to change based on final engineer plans.*
Appendix 2:
Summary of Community Consultation Event
**Summary of Community Consultation Event**

<table>
<thead>
<tr>
<th>Community Consultation Event</th>
<th>Meeting Date: Monday, March 25, 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location: Gibsons Fire Hall, 790 North Road, Gibsons, BC</td>
<td></td>
</tr>
<tr>
<td>Site ID: W2531</td>
<td></td>
</tr>
<tr>
<td>Site Name: Gibsons</td>
<td></td>
</tr>
<tr>
<td>Address: Fire Hall, 790 North Road, Gibsons, BC</td>
<td></td>
</tr>
<tr>
<td>Municipality: Town of Gibsons and Sunshine Coast Regional District</td>
<td></td>
</tr>
</tbody>
</table>

**General Comments**

Rogers hosted a Community Consultation Event, held at Gibsons Fire Hall on March 25, 2013 between 5.30pm and 7.30pm to provide information and receive comments on the proposed multi-use telecommunications tower. Information of the Community Consultation Event was included in the 123 notification packages issued within a radius of 135 metres of the tower location. A notice of the meeting was placed in the Coast Reporter Newspaper on March 15, 2013.

Approximately 15 people attended the Community Consultation Event, most of whom were local residents or local volunteer fire-fighters. Representatives from Rogers Communications Inc. (Peter Leathley, Municipal Affairs Specialist and Pauline Pham, Radio Frequency Engineer) and Standard Land Company Inc., as agents to Rogers, (Kiersten Enemark and Rosa Morgan), Town of Gibsons (Andre Boel, Director of Planning) and the Gibsons Fire Hall (Bob Stevens, Dale Boghean and Bruce McClymont) were available to answer questions and receive comments during the event. The event included storyboards explaining the projects as well literature on telecommunications and health and safety.

Please find attached a sign-in sheet and comment sheets received at the Community Consultation Event.

<table>
<thead>
<tr>
<th>List of Written Comments Received</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Comment / Issue</th>
<th>Action</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relocate to non-residential area.</td>
<td>Reply in writing the rationale for the tower location (upgrading /consolidating existing communications site; technical requirements)</td>
<td>Standard Land</td>
</tr>
<tr>
<td>2. Request for map showing all cell towers from Port Melon to Earls Cove (Lower Coast).</td>
<td>Reply in writing and provide a basic map.</td>
<td>Standard Land/Rogers</td>
</tr>
<tr>
<td>3. Supports installation.</td>
<td>Reply in writing, acknowledgement of receipt.</td>
<td>Standard Land</td>
</tr>
<tr>
<td>4. Supports installation</td>
<td>Reply in writing, acknowledgement of receipt.</td>
<td>Standard Land</td>
</tr>
<tr>
<td>5. Relocate to local mountain.</td>
<td>Rogers RF engineering to technically qualify alternative locations and respond in writing.</td>
<td>Standard Land/Rogers</td>
</tr>
<tr>
<td>6. Does not want the tower to interfere with amateur radio practices nearby.</td>
<td>Rogers RF engineering to confirm in writing that the proposed tower will not cause interference.</td>
<td>Standard Land/Rogers</td>
</tr>
<tr>
<td>Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>There were residents who supported the proposed tower considering it will improve emergency communication services and will be generating revenue. However, there were residents who voiced concerns regarding:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Health and Safety  
2. Property Values  
3. Consultation Process  
4. Alternative Locations  

**Health and Safety**  
1. Some residents commented that the location of the tower is not appropriate in proximity to residential areas due to health and safety issues.  
2. Pauline Pham of Rogers was available to confirm that the tower will be emitting low power EMF energy and will be in compliance with Safety Code 6. It has been estimated that the proposed tower will be operating at approximately 0.3% of Safety Code 6 from the base of the tower. In other words, for residents near the Fire Hall, a cellular phone device emits more EMF energy than the tower itself.  
3. Literature was provided to the community, including copies of the letter from Dr. Martiquet, local Medical Health Officer with Vancouver Coastal Health and Patricia Daly from Vancouver Coastal Health (June 2011).  

**Property Value**  
1. Some residents were concerned that the proximity of the tower would affect their property value.  
2. Rogers responded that there are many factors that affect house prices, and there has not been a direct correlation, positively or negatively, between the location of antennas and property value. In fact, in dense urban areas, there are antenna installations in all zones and all areas, as the equipment is located in areas where service is required.  
3. There is an existing tower on the property right now.  
4. The proposed tower is a slim monopole designed to use the smallest footprint. There are mature trees in the area that will be reducing the tower's visibility from a number of views.  

**Consultation Process**  
1. Some local residents voiced concern in the public consultation process; in that there is not adequate time to provide comments (comments are welcome until April 15, 2013).  
2. It was clarified that Rogers is following Industry Canada’s consultation process, where comments are welcomed for 30 days (March 15 - April 15, 2013). After which all comments and questions will be responded to by Rogers (Standard Land Company) within 60 days and then the community has a further 21 days to respond. All correspondence will be shared with the Town of Gibsons and Sunshine Coast Regional District.  
3. The community has been invited to comment by way of notification packages issued March 15, 2013 (126 packages were issued to residents within 45m of the tower) and a Notice in the Coast Reporter (March 15, 2013).  
4. Other opportunities for the community to be aware of the project included:  
   a. Council meeting January 15, 2013 where staff was directed to request information from the SCRD, Fire Department and others regarding their communication requirements, review the proposal submitted by to Rogers and prepare a community consultation plan.  
   b. Rogers was interviewed on Coast FM 91.7 on February 7, 2013 regarding the proposal.  
   c. Press release in the Coast Reporter February 17, 2013.  

**Alternative Locations**  
1. Some residents suggested that Rogers equipment be located on the RCMP tower (Sunnycrest) or north of Reed Road or Cemetery Road.
Please find attached:

- Photographs of Community Consultation Event;
- Welcome Letter provided to community members;
- Copies of written comments received;
- Sign-in sheet.
Appendix A: Questions and Answers Letter
QUESTIONS & ANSWERS

Gibsons Fire Hall, 790 North Road, Gibsons BC
Proposed Multi-Use Telecommunications Tower

Rogers Communications Inc. (Rogers) approached the Town of Gibsons (Town) and Sunshine Coast Regional District (SCRD) with a proposal to upgrade the existing telecommunications infrastructure in order to accommodate the Town, District and Rogers’ commercial antenna systems. Before considering the proposal, the Town requested that Rogers coordinate a public consultation process in order to invite comments from the community. Rogers and the Town want to ensure that the community is well informed and understand the project before any decision regarding the tower proposal is made.

We understand the community is seeking answers to questions or concerns regarding the proposed project. In order to best address the issues from the community, please find below answers that may be of help. Otherwise, the community is welcome to contact us directly with questions and comments before May 17, 2013:

Rogers

c/o Standard Land Company Inc., Agents to Rogers
Attention: Kiersten Enemark, Director, Land & Municipal Affairs
E-mail: commentsbc@standardland.com or Tel: 1-877-687-1102

Why are you proposing a tower at this location?
Rogers is proposing to add communications equipment where there is already a tower. Unfortunately, the existing tower cannot accommodate Rogers’ equipment requirements. As a result, Rogers is proposing to the Town and SCRD to consolidate communications equipment by upgrading the current infrastructure, which would improve the SCRD Emergency 9-1-1 service, the Gibsons Fire Department for radio dispatch services and the Town for its SCADA services, as well as improve Rogers commercial network.

What other locations did Rogers consider?
Initially, Rogers considered using the BC Hydro tower at the power station on North Road, as well as the TELUS tower located south on North Road. Unfortunately, an agreement with BC Hydro was not feasible and the TELUS tower does not offer a suitable height for Rogers equipment. Rogers also considered the existing RCMP tower, but again, found it too far from the downtown area where service is more required by Rogers customers.

Is placing a tower in proximity to a residential area appropriate?
More and more Canadians rely on wireless devices in their day to day lives. As a result, antenna installations are found everywhere people are requiring service. It is not unusual to find antenna installations in commercial and residential areas, as well as in parks and on hospital and government buildings. If the concern is health, as long as the installation is operating within Heath Canada’s Safety Code 6 limits, antenna installations are acceptable in all areas, including residential.

Why can’t Rogers go outside of the residential community and move further north?
Rogers needs to locate its equipment where service is in need of improvement. In this case, Rogers is seeking to improve 4G high speed wireless service to the residential and commercial areas close to downtown Gibsons. The location at the Fire Hall would satisfy Rogers’ network requirements. Moving any further away would reduce Rogers’ network performance.
If a new multi-use telecommunications tower is not built at the Fire Hall, what will happen?
The existing tower at the Fire Hall will eventually need to be replaced with a new tower in order to properly support the future needs of the SCRD Emergency 9-1-1 service, the Gibsons Fire Department for radio dispatch services and the Town for its SCADA services. Rogers will still need to find a location for its equipment to improve service to residential areas in central Gibsons. The growing demand for wireless services, coupled with a reliance on smart phones, tablet computers and laptops, for both business and personal use, necessitates a network upgrade. Without this infrastructure in place, the community may not have access to dependable high speed wireless services, and may likely be faced with poor data speeds and increased dropped calls.

Is this tower going to lower my property value?
There is already a tower located at the Fire Hall. We understand some residents may have concerns however there are many factors that affect house prices and there has not been a direct correlation - - positively or negatively - - between the location of a tower and property value presence of a tower. Antennas installation are found everywhere across Canada. In fact, in dense urban areas, there are antenna installations in all zones, as the equipment is located in areas where service is required.

Can another telecommunications carrier add their antennas to the tower?
If another carrier wanted to add their equipment to the tower, it would require the approval of the Town and SCRD as joint owners of the site. Any additional equipment would need to meet the regulations under Safety Code 6 to ensure it's in compliance with the health and safety regulations.

How has the community of Gibsons been consulted?
Residents have voiced concerns that the consultation process has not provided adequate time to provide comments. The Town and Rogers want to ensure members of the community are well informed and have had an opportunity to provide comments.

The proposed installation is following industry consultation standards where the community is invited to comment within 30 days. The community was invited to comment by way of notification packages issued March 15, 2013 to residents within 145 metres of the proposed tower location and a Notice in the Coast Reporter was placed March 15, 2013 inviting the community to a Community Consultation Event and to provide comments until April 15th. A Community Consultation Event was hosted by Rogers on March 25, 2013 where representatives from the Town, SCRD and Rogers were available to answer any questions. A second notice inviting comments was placed in the Coast Reporter on April 5, 2013.

After the 30 days, all comments and questions will be responded to by Rogers (Standard Land Company Inc.) within 60 days and then the community has a further 21 days to respond. All correspondence will be shared with the Town of Gibsons and Sunshine Coast Regional District. Other opportunities for the community to be aware of the project include:

- Council meeting January 15, 2013 where staff was directed to request information from the SCRD, Fire Department and others regarding their communication requirements, review the proposal submitted by Rogers and for Rogers to coordinate a community consultation plan.
- Rogers was interviewed on Coast FM 91.7 on February 7, 2013 regarding the proposal.
- Press release in the Coast Reporter February 17, 2013.

For more information of the consultation process, please see the Industry Canada website: http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08777.html#contents
Should the community be concerned about health?

Among other requirements, all tower facilities must comply with guidelines established by Health Canada. These guidelines are outlined in Safety Code 6 which is based on current, accepted scientific data that sets out restrictions and limits for exposure to all radio frequencies, electric and magnetic field strengths. While the most recent review confirms Health Canada will continue to refer to long-term studies, after a decade of additional research, there is still no conclusive evidence of adverse effects on health at exposure levels below the current Canadian guidelines.

Rogers meets or exceeds these requirements. Specifically, the proposed tower will be emitting very low EMF energy and will be fully compliant with the safety limits to RF exposure set by Health Canada. In fact, based on cumulative analysis of all the antenna systems including future equipment, the maximum power density value within a 400 metre radius of the tower is very low: 0.05W/m² or 0.6% of what is allowable under Safety Code 6.

In BC, medical officials have confirmed that there is no evidence of adverse health effects from telecommunications tower. This was further confirmed by Dr. Paul Martiquet, Medical Health Officer, Vancouver Coastal Health - Coast Garibaldi/Bella Bella/Bella Coola Health Services, in a letter to the Town in February, “There has been considerable research on the health impacts of cellular antennae, and the evidence at present does not indicate health risks for the public.”

For more information about wireless health and safety, please refer to:

- Industry Canada FAQs on Radiofrequency (RF) Energy and Health

- Health Canada Environmental and Workplace Health

- BC Medical Journal; Council on Health Promotion
  http://www.bcmj.org/council-health-promotion/wireless-technology-risk-health

- Canadian Cancer Society

- World Health Organization
  http://www.who.int/peh-emf/about/WhatsEMF/en/index.html

- Vancouver Coastal Health – Concerns about cell phone tower radiation addressed: Radiation from cellular base stations is too low to cause adverse health effects

- BC Centre for Disease Control - Cellular/PCS Base Stations
  http://www.bccdc.ca/healthenv/Radiation/ElectromagFields/CellPCSTransSites.htm

What can the community do now?

You are welcome to reply to Rogers at commentsbc@standardland.com until May 17, 2013. At the conclusion of the consultation process, a summary of our correspondences will be shared with the Town of Gibsons and the Sunshine Coast Regional District in considering Rogers’ proposal to construct a new multi-use telecommunications tower.
MINUTES FROM THE SUNSHINE COAST EMERGENCY PROGRAM PLANNING COMMITTEE MEETING HELD AT THE SECHELT FIRE BASE, WILDFIRE MANAGEMENT BRANCH, 4448 HILLTOP ROAD, SECHELT, BC

PRESENT: Chair, SCEP Coordinator

Bill Elsner

BC Ferries
Maureen Darragh
Emergency Social Services
Marilyn Pederson
Emergency Social Services
Fern Keene
Fire Departments: GDVFD Chief
Bob Stevens
SVFD
Matt Gilroy
RCVFD
Patrick Higgins
Ministry of Transportation and Infrastructure
Brett ?
Royal Canadian Marine Search & Rescue: Station 12
Jason Hall
Sunshine Coast Amateur Radio
Don Prendergast
Sunshine Coast Search & Rescue
Harry Almond
Town of Gibsons
Greg Foss
Wildfire Management Branch
John Forrest
Wildfire Management Branch
Rob Crookshank
Admin. Assistant Community Services
Lynda Edstrom

CALL TO ORDER  3:00 pm

AGENDA

The agenda for the meeting was accepted.

INTRODUCTIONS

Introductions were made.

MINUTES

It was Moved and Seconded

THAT the minutes of the Sunshine Coast Emergency Program Planning Committee meeting held March 27, 2013 be adopted.

CARRIED
Presentation

A cake was presented to Harry Almond in acknowledgement of his 90th birthday.

REPORTS

Wildfire Management Branch Fire Season Preparations

Rob Crookshank, Wildfire Management Branch, provided a PowerPoint presentation on their preparations for the upcoming forest fire season. He noted it has been approximately 6 years since there were severe coastal forest fires in BC. He also provided a presentation on their digital mapping which tracks forest fires and lightning strikes in BC, and can be viewed on the internet at http://bcwildfire.ca/.

Agency Reports

Harry Almond, Search and Rescue - They recently helped the RCMP with an evidence search.

Don Prendergast, Amateur Radio - He noted all was quiet.

Greg Foss, Town of Gibsons - They are waiting for the Town’s budget to pass on April 25th.

Patrick Higgins, RCVFD - There have been some illegal burns and MVI’s. They are interviewing for 6 new recruits. He noted their numbers as low due to members on leave. A long time member is very ill.

Jason Hall, Royal Canadian Marine Search and Rescue - They had one false alarm call and were stood down. There was a boat collision near Halfmoon Bay. The boats beached at Coopers Green where ambulance was in attendance. There was one serious injury. RCMSAR stood by on the water but was not needed.

Brett Wildeman, Ministry of Transportation and Infrastructure - They have no capital projects planned at present.

Matt Gilroy, SVFD - There was one fire call in a tree house which was extending into the bush and was quickly extinguished. It was a good thing the dispatch call came in at 1900 on a Wednesday night.

Marilyn Pederson, ESS - There will be an ESS exercise on May 4, 2013, Noon - 3:00 pm at the Gibsons and Area Community Centre. Marilyn invited all to attend.

Maureen Darragh, BC Ferries - Berth 1 will be closed for repairs from April 29 to May 7. She noted there will be delays.
Bill Elsner, Emergency Program Coordinator - The EOC Essentials Course was held at the SIB Community Hall on April 16 with 24 attending the workshop. Another course will be held at the SCRD offices on April 30.

The Reception Centre, Group Lodging and Walk-In Volunteers course was held on April 11 and 12 with 22 SCRD staff attending. All 22 have signed up as ESS volunteers.

The Ministry of Environment Fast Response Spill Trailer equipment loan agreement is being worked on.

NEXT MEETING May 29, 2013 - SCRD Offices

ADJOURNMENT 4:00 pm
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:
Director, Electoral Area E, Chair
Director, Electoral Area A
Director, Electoral Area B
Director, Electoral Area D
Director, Electoral Area E
Director, District of Sechelt
Director, Town of Gibsons

ALSO PRESENT:
Alternate Director Area F
Emergency Program Coordinator
Gibsons Citizens On Patrol
Insurance Corporation of BC
RCMP
SD46
SCRD, GM Community Services Dept.
Sechelt Citizens On Patrol
Sunshine Coast Speed Watch
Sunshine Coast Youth Awareness
Admin. Assistant, Community Services
Coast Reporter

CALL TO ORDER 9:00 am

AGENDA The Agenda was adopted as amended to add “Duration of Meeting”.

INTRODUCTIONS Introductions were made.

MINUTES

Recommendation No. 1 Minutes

The Sunshine Coast Policing Committee recommended that the minutes of February 25, 2013 be adopted.
COMMUNICATIONS

**Recommendation No. 2  **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 February 22, 2013 be received.

*Food Bank - Details about the availability of a Food Bank at the Gibsons and Area Community Centre were noted and comments made to create greater awareness.*

*School Gyms - It was noted that it is key to have school gyms open after hours and on weekends for kids activities.*

REPORTS

**Recommendation No. 3  **2013 - 2014 Policing Priorities

The Sunshine Coast Policing Committee recommended that the referral from the Planning and Development Committee regarding 2013-2014 Policing Priorities be received, noting that the SCRD’s key policing priorities are:

- Increasing visibility
- Working with youth
- Illegal dumping
- Working with the restorative justice programs

AND THAT the above SCRD Policing Priorities be forwarded to the May 9, 2013 Community Services Committee for a recommendation.

**Recommendation No. 4  **Monthly Crime Statistics

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

**Recommendation No. 5  **RCMP Monthly Report

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Report for February and March 2013 be received.

**RCMP Musical Ride** - will be held July 30, 2013 at Dempster Field. Tickets will be $10 for adults and $5 for children. Funds will be donated to St. Mary’s Hospital. The horses will be stabled at the Gibsons and Area Community Centre which is adjacent to the field.

*Discussion occurred about ‘LG’ parties, risks, etc. that threaten younger teen and pee teen girls.*

*A copy of the RCMP Monthly Report was distributed to the Committee at the meeting.*
Recommendation No. 6  
Duration of Meetings

The Sunshine Coast Policing Committee recommended that meetings be held from 9:00 am to 10:15 am with the Transportation Committee meeting to follow at 10:15 a.m.

*It was noted this issue will also be brought up at the April 29th Transportation Committee.*

Roundtable

*Director Mauro* - The Pender Harbour Community Policing Station will hold an open house this weekend for their newly renovated facility.

*Bill Elsner* - There will be an Emergency Social Services (ESS) training exercise on May 4, 2013, Noon - 3:00 pm at the Gibsons and Area Community Centre.

*Garry Nohr* - Noted he has noticed the increased visibility of the RCMP in Secret Cove.

*Lorne Lewis* - He has noticed RCMP foot patrols in lower Gibsons.

**NEXT MEETINGS**  June 24, September 9 and November 4

**ADJOURNMENT**  10:03 a.m.
SCRD STAFF REPORT

DATE:        April 25, 2013
TO:          Community Services Committee – May 9, 2013
FROM:        Brian Sagman, Manager of Transportation and Facilities
RE:          District of Sechelt Changes to Cowrie Street

RECOMMENDATION(S)

THAT the Manager of Transportation and Facilities’ report titled “District of Sechelt Changes to Cowrie Street” be received;

The objective of this report is to provide the committee with an update on the District of Sechelt changes to Cowrie Street and impacts on transit service.

BACKGROUND

The SCRD was first made aware of this project through an e-mail received on April 3, 2013 when the proposed implementation date was May 17, 2013. Staff presented a report to the Planning and Development Committee on April 18, 2013 that led to the following Board recommendations (ref. #172/13):

**Recommendation No. 20**   **DOS Proposal for Changes to Cowrie Street**

THAT the Manager of Transportation and Facilities’ report dated April 12, 2013 titled “District of Sechelt Proposal for Changes to Cowrie Street” be received;

AND THAT the SCRD Board write a letter to the District of Sechelt requesting a delay in the implementation of this project to provide adequate time for consultation, planning work and necessary transit modifications to be undertaken;

AND FURTHER THAT staff be authorized to act upon this recommendation immediately.

Staff attended the April 24, 2013 District of Sechelt Committee of the Whole meeting at the request of the Director of Development Services. The meeting agenda included a report from the Director concerning the proposed changes to Cowrie Street that included one-way operation and installation of angled parking. The expectation was that Council would have questions concerning feedback from the SCRD and other agencies that had been received by the April 19, 2013 deadline. Also in attendance were two representatives from the RCMP and one from the MOTI.

Council was presented with a district staff report that noted the concerns of various stakeholder agencies and recommended a delay to implementation to allow further discussion and public consultation. In addition the report presented an option to change the proposed design to maintain two-way traffic between Wharf and Inlet.
The report also recommended that the “requirements and measures identified by MOTI, SCRD and BC Transit be resolved.” District staff notified Council that representatives of stakeholder agencies were at the meeting to answer any questions that may have arisen in response to the documented concerns and issues. Council did not address the agency representatives.

Council discussed the recommended delay but did not support a non-specific implementation date so picked the first day of summer as the alternative. This coincides with June 21st. It should be noted that the BC Ferries and SCRD Transit schedules change on June 26, 2013 to the summer schedules. The rationale for the delay to the implementation was to allow the district to address stakeholder concerns. However there was no input from the stakeholders at the meeting as to whether those issues could be addressed to allow a June 21 implementation.

Council has expressed considerable concern with the potential delays to the project that could occur if other agencies were permitted to impact the time line with their evaluations and remedies. Given the time line to implementation on June 21, 2013 we have approached the development of an alternative route network based on the proposal and the infrastructure that is currently in place.

At present the transit routes operate via Cowrie Street between Ocean and Wharf as shown in the two figures below:

**Current Route #1 – Sechelt/Gibsons-Langdale Ferry**

![Current Route #1 Map]

**Current Route #2 – West Sechelt, #3 – Sechelt Arena, and #4 – Halfmoon Bay**

![Current Route #2 Map]
The above figures show that the routings via Cowrie Street provide convenient access to major activity centers and allow for safe and easy transfers between local buses and the Gibsons-Langdale Ferry service. They also provide convenient wheelchair access.

This project has been characterized as a pilot that will be evaluated in October 2013 based on experience gained once it is in place. The concept is if it does not work it would either be refined or would be abandoned. However this perspective is inconsistent with the need for the SCRD to perform its due diligence to protect the public safety. From a transit point of view we fully evaluate any changes to services to ensure that we are able to deliver safe service before a change is made. We do not have the luxury to implement a change and then see if it is safe.

The design of the Cowrie proposal did not include technical or professional analysis of traffic impacts or transportation engineering best practices. To date the district has not pursued input from the SCRD, BC Transit or MOTI in terms of making changes to the design to accommodate our concerns.

Based on the process to date staff are concerned that the evaluation of this project in October 2013 will not adequately consider the input of organizations that have the technical knowledge and experience to provide a valid assessment.
DISCUSSION

The MOTI has responded to this proposal with directives that essentially put the onus on the District of Sechelt to address any impacts on Highway #101. In addition the MOTI has indicated a requirement for a signal review at Wharf and Teredo to ensure that the signal will be safe.

From a transit perspective we have worked with BC Transit staff to develop route options that will minimize the impacts on our customers, schedules and costs. However there are a number of constraints that will impact our ability to maintain the service that include:

- Staff have attempted to maintain as much service as possible on existing routes to reduce confusion.
- Proposed routes must have turns that are accessible by buses, specifically the full size low floor buses.
- Proposed routes must have layover locations where multiple low floor buses can be parked to await trip leave times. These layover locations must be long enough to allow buses to arrive and depart independently given that we do not operate on a first-in, first-out basis.
- Routes, stops and layover locations must take into account the needs of customers who have mobility, sight, and other challenges.
- Proposed routings must account for those instances where a bus arriving as one route may leave in the opposite direction as a different route. This is not only the case for the smaller community bus but also applies to the low floors that occasionally arrive from Gibsons to then do trips to West Sechelt and Halfmoon Bay.
- The re-routes must not involve a significant amount of extra travel time and should not involve routing through areas of known congestion or potential traffic delays.
- Routings must take into account that buses may be coming from the Mason Road yard to begin service in Sechelt.

The list of constraints on route options does not include determining sites for bus shelters. The priority was to determine the best route option given the constraints identified and if a shelter can be located at or near a stop or layover point that would be brought forward for the consideration of the District of Sechelt or MOTI. Staff assume based on information provided to date that the district would assume the costs of removing and relocating shelters as well as potentially moving them back to their original locations in October. We have estimated costs of $12,000 to $15,000 for this work including costs related to installation of new concrete pads, but not including any necessity to remove existing or new pads. If new locations cannot be found for the existing shelters we would likely want to remove them to avoid the risks of vandalism and also to reduce confusion for our customers as to where to board the bus.

Based on the evaluation of options, staff and BC Transit have developed the contingency routes shown in the following illustrations:

Route #1 Sechelt/Gibsons-Langdale Re-Route
Staff also reviewed options to route the low floor buses around Hackett Park, however that routing would cause considerable inconvenience for people trying to get downtown.
In addition a routing via Trail Avenue would suffer from a lack of adequate layover space.

Based on these re-routes passengers would be required to walk from the new stop on Teredo across from Trail Bay Mall to transfer to the Gibsons bus outside the new Watermark development. There is currently a narrow trail that people use to walk along this section of #101 but no sidewalk. This new stop would not be wheelchair accessible. Wheelchair passengers would have to disembark at the Watermark stop and then make their way back to Trail Bay Mall.

Passengers transferring from the Gibsons bus to the West Sechelt or Halfmoon Bay bus would have to cross Teredo at Trail Avenue or Shorncliffe and then walk to the stop outside the Seaside Center. Passengers seeking to access the Trail Bay Mall would have to cross Teredo as well. The concern with the crossing of Teredo is that people are unlikely to walk to either Trail Avenue or Shorncliffe but will simply cross mid-block where there is no crosswalk. Mid-block stops are also less safe because people exiting buses may walk in front of the bus to cross the street so could be hit by passing vehicles or even the bus as it leaves the stop. The concerns with pedestrian safety may require that the concept of a new stop on Teredo be abandoned in which case a stop near the Gibsons bus layover point would be required.

Buses from Langdale/Gibsons that arrive in Sechelt and carry on to either West Sechelt or Halfmoon Bay will have to route from Highway #101 via Wharf to Teredo in order to be in a position to leave via Highway #101 north. There are only a few buses per day that would be subject to this change. The requirement for this re-route would not apply to buses returning to the Mason Road yard that would instead route via Ocean, Shorncliffe, and #101 to Norwest Bay Road.

The District of Sechelt is considering a staff recommendation to preserve two-way operation of Cowrie from Wharf to Inlet to preserve access to the Pharmasave mall and other businesses. If that option is approved there may be an opportunity to revise the re-routes of the West Sechelt, Sechelt Arena and Halfmoon Bay services to eliminate the need for the southbound stop on Teredo. This would be advantageous by eliminating the risk of passengers exiting a low floor bus and crossing Teredo to board a West Sechelt or Halfmoon Bay bus in front of the Seaside Center.

CONCLUSIONS

Staff have not had the opportunity to meet with staff of the District of Sechelt to review options for transit service that could reduce the impact of the proposed changes to Cowrie Street. If and when those meetings occur we would want to review what options there may be for layover locations that we have not considered due to vehicle parking, turn movements, etc.

With the type of change being proposed by the District of Sechelt there are no options for re-routing transit that will not have negative impacts. In the case of the proposed re-routes we see the need for passengers to walk further, less safe and convenient transfers, less convenient service to mobility and sight challenged members of the community, and less effective transit coverage in the downtown core.
Re: Working to Promote Health & Fitness

I’m writing to refresh your memories of the wonderful initiative the SCRD showed in 2012 by being one of the “pioneer” governments to endorse National Health & Fitness Day. The initiative is now spreading broadly and has been echoed by Ottawa, Calgary, and 15 other smaller communities across the country. Since last year we have attracted endorsements from the Canadian Medical Association, the Heart and Stroke Foundation and many others. The project will be touched upon in the House of Commons in a Motion to be brought by my colleague, Mike Wallace, MP, and will be reinforced by Swim Day on the Hill (May 6) and Bike Day on the Hill (June 3).

We write to determine your plans to mark the day again this year on Saturday, June 1st so we can publicize the SCRD’s efforts, as one of our Founders. This project is designed to encourage local governments to independently endorse the concept, and together to promote increased rates of participation in healthy physical activity. This will in turn confront severe problems such as the alarming rates of childhood obesity; the resultant diabetes, cardiovascular problems, and other chronic diseases. This is something your constituents are likely to embrace.

I have for your consideration enclosed an updated draft resolution for your use again this year. Feel free to adapt these materials; you may simply proclaim the day or you may decide to open your recreational facilities on June 1st on a complimentary or reduced-rate basis, in order to boost participation rates in healthy physical activities. You can learn more about the National Health and Fitness Day Program and my relevant House of Commons Bill C-443 at www.johnweston.ca.

In the enclosed package, there is a notification document directed to the Federation of Canadian Municipalities. FCM has asked us to keep them apprised of the growing number of local government endorsers in hope that a significant number will be deemed sufficient to trigger an overall FCM endorsement.

We look forward to your response and will include it in national media coverage that we intend to launch after April 30, 2013.

Best regards,

John Weston, M.P.