CALL TO ORDER  1:30 p.m.

AGENDA

1. Adoption of Agenda

REPORTS

2. Recreation Services Manager – Recreation Monthly Verbal Report VERBAL

3. Recreation Services Manager - SCRD Ice Utilization and Availability Annex A pp 1-11


5. Marine Drive Bicycle and Walking Path Update verbal


8. Parks Services Manager - Whole Site Special Occasions License for Synchronicity Arts Festival Annex E pp 31-36


11. Parks Planning Coordinator - Community Knotweed Control Project Annex H pp 42-44

12. Dakota Ridge Advisory Committee minutes of May 27, 2014 Annex I pp 45-46

13. Ocean Beach Esplanade Stewardship Committee minutes of June 17, 2014 Annex J pp 47-48

15. Gibsons and District Volunteer Fire Department Chief - GDVFD Budget Amendment Report
   Annex L pp 68

16. Sunshine Coast Policing Committee minutes of June 23, 2014
   Annex M pp 69-71

17. Sunshine Coast Emergency Program minutes of May 28 and June 25, 2014
   Annex N pp 72-79

COMMUNICATIONS

18. Tough Kegger - Fundraiser - Shirley Macey Park
   Annex O pp 80-85

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT
DATE: June 26, 2014
TO: Community Services Committee – July 10, 2014
FROM: Bruce Bauman, Manager Recreation Services
RE: SCRD Ice Utilization and Availability

RECOMMENDATION(S)

THAT the Community Services Committee receives the report SCRD Ice Utilization and Availability as information;

AND THAT a proposal be included in the 2015 budget deliberations to address dehumidifier replacement of the Sunshine Coast Arena;

AND FURTHER THAT a proposal be included in the 2015 budget deliberations to address increasing programming coordination of SCRD Arena facilities.

BACKGROUND

At the SCRD Board Meeting of May 22, 2014 meeting the following resolution was adopted:

Recommendation No. 3 Skating Club – Ice Allocation

THAT the Sunshine Coast Skating Club presentation notes be received;

AND THAT staff work with the Sunshine Coast Skating Club to prepare a report for the Committee not later than July providing an analysis and potential measures to address ice availability for the Skating Club;

AND THAT the comments of Directors received at this meeting be taken into consideration when doing the report.

SCRD Board direction regarding ice availability not covered by base budget is detailed in the following March 12, 2009 SCRD Board resolution:

Recommendation No. 12 Spring Summer Ice 2009

THAT the report regarding the financial implications surrounding the requests received to date for Spring/Summer ice for 2009 be received;

AND THAT staff proceed with the planning of the August 15th to August 29th, 2009 ice time, provided that the users commit to this time and payment is received three weeks in advance;
AND THAT staff communicate with the users about potential ice being available during April 13 to May 22, 2009 provided that ice rental commitments increase to cover variable costs;

AND THAT the Round 3 budget be amended to reflect any changes required;

AND FURTHER THAT staff report back to a future Community Services Committee regarding a policy on recovery rates for ice arenas.

Ice utilization and availability on the Sunshine Coast was a key point identified in the 2011 Recreation Service Review and in the 2014 Parks and Recreation Master Plan.

### 2011 Recreation Service Review

The Service Review involved comparisons of participation patterns, cost recovery and other factors.

Cost recovery for a single arena situation is shown below:

<table>
<thead>
<tr>
<th>Stand Alone Arena Facility</th>
<th>2011 Cost Recovery</th>
<th>2013 Cost Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunshine Coast Arena (Sechelt)</td>
<td>30%</td>
<td>32%</td>
</tr>
<tr>
<td>Oceanside Place (Parksville)</td>
<td>39%</td>
<td>Available September 2014</td>
</tr>
</tbody>
</table>

A comparison of regional district arena facilities as part of a larger complex:

<table>
<thead>
<tr>
<th>Arena Facility Complex</th>
<th>2011 Cost Recovery</th>
<th>2013 Cost Recovery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibsons &amp; Area Community Centre (Arena/Courts/Meeting Rooms)</td>
<td>33%</td>
<td>33%</td>
</tr>
<tr>
<td>Castlegar Complex (Pool/2 Arenas)</td>
<td>30%</td>
<td>Available September 2014</td>
</tr>
<tr>
<td>Creston Complex (Pool/Arena)</td>
<td>35%</td>
<td>Available September 2014</td>
</tr>
<tr>
<td>Nelson Complex (Pool/Arena)</td>
<td>47%</td>
<td>Available September 2014</td>
</tr>
<tr>
<td>Comox Sport Centre (Pool/2 Arenas)</td>
<td>39%</td>
<td>Available September 2014</td>
</tr>
</tbody>
</table>
The Recreation Service Review makes the following comments germane to this report:

**Page 31**

“The Sunshine Coast Arena is functioning significantly below capacity as groups in the main desire the newer Gibsons rink.”

**Page 32**

‘The ice and revenues have increased with the addition of the Gibsons and Area Community Centre, however not to the magnitude that one would expect for two arenas.”

**2014 SCRD Parks and Recreation Master Plan**

The 2014 SCRD Parks and Recreation Master Plan examined overall Recreation and Parks Service Delivery to set a road map for the next 10 years.

In reviewing, ice utilization and availability the following comments are noted in the Master Plan.

**Page 49**

“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”

“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.”

**DISCUSSION**

Steps are ongoing to examine the issues related to the above Board resolutions. SCRD staff and Sunshine Coast Skate Club Representatives met on May 30 and June 25, 2014. This meeting discussed operating conditions for the two organizations, ice utilization, availability and budget information.

The result of the meeting was a greater understanding that collaboration is required for all arena parties including ice/dry floor users if ice beyond the regular season could be a reality.

SCRD staff informed the new skate club executive that the present Board direction regarding an extra ice season is that user groups must cover all variable costs associated with arena operations.

The Sunshine Coast Skate Club presented an option of a removable floor that could be used to benefit dry floor and ice users. SCRD staff explored this option with three separate
Vendors and shared all information received with the Sunshine Coast Skate Club.

The approximate cost of this floor to accommodate dry floor sports was approximately $220,000 plus taxes. There would also be a need for a storage facility and a fork lift which could raise the price to approximately $300,000.

In addition, the minimum cost to install or remove this floor for each event is approximately $1000.

**Ice utilization and Availability 2010/2011 compared to 2013/2014**

To understand historical ice usage at SCRD arenas staff undertook an examination of ice utilization in 2010/2011 compared to 2013/2014. The following is a summary of ice availability.

<table>
<thead>
<tr>
<th>Ice Availability</th>
<th>2010/2011</th>
<th>2013/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer</td>
<td>6 weeks (August 16 – September 26)</td>
<td>6 weeks (August 12 – September 22)</td>
</tr>
<tr>
<td>Winter</td>
<td>52 weeks (September 27 – April 2)</td>
<td>54 weeks (September 23 – March 28)</td>
</tr>
<tr>
<td>Spring</td>
<td>7 weeks (April 3 – May 22)</td>
<td>Did Not Offer</td>
</tr>
<tr>
<td>Total Weeks Offered</td>
<td>65 weeks</td>
<td>60 weeks</td>
</tr>
<tr>
<td>Total Booked Hours</td>
<td><strong>2480 Hours of Ice Bookings</strong></td>
<td><strong>2470 Hours of Ice Bookings</strong></td>
</tr>
<tr>
<td>Average Weekly hours Booked</td>
<td>38.15 hours booked per week</td>
<td>41.17 hours booked per week</td>
</tr>
</tbody>
</table>

In summary, in 2013/2014 there were a similar number of ice hours booked by user groups during ice availability of 60 weeks compared to 65 weeks in 2010/2011.

Some additional facts regarding ice usage when comparing 2010/2011 to 2013/2014 are as follows:

- There was a 10.07% **decrease** in Adult Rentals in 2013/2014 compared to 2010/11 - (September through March)
- There was a 9.98% **decrease** in Skate Club rentals in 2013/2014 compared to 2010/11 – (September through March)
- There was a 55.6% **increase** in 2013/2014 for Minor Hockey rentals compared to 2010/2011 due an additional grant they received.
  
  1. **Note that the SCRD is expecting a decrease in Minor Hockey rental times for 2014/15.**
- The Speed Skate group did not participate in ice activities during the 2013/14 season. They will also not be participating in 2014/2015.
- In 2010/11 we provided ice with a total of 2480 user group booked hours (In 65 weeks).
• In 2013/14 we provided ice with a total of 2470 user group hours (In 60 weeks).
• In 2013/2014 Lacrosse has seen significantly increased enrollment with record numbers (110 participants) participating and are renting 17.25 hours of dry floor time in 2014.
• The Roller Girls are continuing to rent 6 - 10 hours of dry floor per week in 2014 plus bouts and clinics.
• Pickle ball is becoming a significant major user of arena dry floor time in both Gibsons and Sechelt.

Building a New Market

The Parks and Recreation Master Plan identifies some potential strategies that could be utilized to build new markets in SCRD arenas. These can be found on page 50 of the report. In summary, these include:

- Focus on the older adult market for all ice activities
- Provide additional support to current ice adult leagues
- Promote the Sunshine Coast as a possible tournament destination for adults
- Adjust the ice allocation policy in consideration of the new adult market
- Allocate times in both rinks to attract the largest number of people
- Build dry floor arena programs and operations

The Master Plan states the following recommendations around arena programs including ice utilization and availability:

Page 58

“19. Assign sufficient resources to program the two ice rinks for five years. Set measurable outcomes that are reviewed annually.

- At the conclusion of a five-year period, 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 as a commercial operation.

- Review the ice-allocation policy in consultation with ice users and prepare amendments conducive to creating additional ice usage while maintaining the local service focus.
Best Practice Comparisons

SCRD staff in researching ice/dry floor seasons contacted a number of other municipalities and/or regional districts regarding their provision of spring or summer ice. In doing so the following was identified:

**Comox Valley Regional District**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ice</th>
<th>Dry Floor Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comox A</td>
<td>3rd week July to March 31</td>
<td>April 1 – July 21</td>
</tr>
<tr>
<td>Comox B</td>
<td>3rd week July to May 31</td>
<td>June 1 – July 21</td>
</tr>
</tbody>
</table>

The Comox Valley has a population of 62,460.

Comox staff commented that spring ice serves an area of Courtney to Port Hardy and includes Powell River who come and use ice. The Regional District also offers a Learn To Skate program in addition to the Can Skate program offered by the local skate club.

**Port Alberni**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ice</th>
<th>Dry Floor Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Port Alberni A</td>
<td>July 15 to March 31</td>
<td>April 1 – July 14</td>
</tr>
<tr>
<td>Port Alberni B</td>
<td>July 15 to April 21</td>
<td>April 22 – July 14</td>
</tr>
</tbody>
</table>

Port Alberni has a population of 17,743 in the city and 31,061 in the greater area according to Statistics Canada.

The recreation department charges the Junior A Hockey Port Alberni Bulldogs $60,000.00 to open for Junior Prep camp in July. Their staff stated that without the junior hockey team ice would be installed in late August or early September.

The municipality also offers a Learn To Skate program in addition to the Can Skate program offered by the local skate club.

**Parksville**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ice</th>
<th>Dry Floor Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parksville A</td>
<td>Year Round</td>
<td>N/A</td>
</tr>
<tr>
<td>Parksville B</td>
<td>September – April 21</td>
<td>April 22 – August 31</td>
</tr>
</tbody>
</table>

Parksville has a population of 11,430. They have an additional 30,000 (total 41,000) which they serve in Qualicum and surrounding area.

There is also a junior team which facilitates longer ice seasons. The municipality also offers a Learn To Skate program in addition to the Can Skate program offered by the local skate club.
**Greater Victoria**

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ice Dates</th>
<th>Dry Floor Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria – Save on Foods Memorial Centre</td>
<td>September 1 – March 31</td>
<td>April 1 – August 31</td>
</tr>
<tr>
<td>Saanich - Pearkes 1</td>
<td>July 2 – April 25</td>
<td>May 1 – July 1</td>
</tr>
<tr>
<td>Saanich - Pearkes 2</td>
<td>Year Round</td>
<td>N/A</td>
</tr>
<tr>
<td>Westshore 1</td>
<td>August 1 – March 31</td>
<td>April 1 – July 31</td>
</tr>
<tr>
<td>Westshore – Bear Mountain</td>
<td>August 20 – April 9</td>
<td>April 10 – August 19</td>
</tr>
<tr>
<td>Panorama A (CRD)</td>
<td>August 6 – April 30</td>
<td>May 1 – August 5</td>
</tr>
<tr>
<td>Panorama B (CRD)</td>
<td>August 13 – March 31</td>
<td>April 1 – August 12</td>
</tr>
<tr>
<td>Sooke (CRD)</td>
<td>August 26 – March 26</td>
<td>March 27 – August 25</td>
</tr>
<tr>
<td>Esquimalt</td>
<td>August 1 – March 31</td>
<td>April 1 – July 31</td>
</tr>
<tr>
<td>Langford (Westhills)</td>
<td>August 1 – May 31</td>
<td>June 1 – July 31</td>
</tr>
<tr>
<td>Oak Bay</td>
<td>Year Round</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Greater Victoria has an estimated population of 363,100. In serving this population only two municipalities choose to have year round ice available.

Nine municipalities and/or regional district facilities in Greater Victoria had a dry floor season that averages 4 months. This is generally in a period between April and August.

Throughout Greater Victoria there are numerous Junior A or B teams that dictate ice seasons.

All municipalities and regional districts facilities in Greater Victoria combined resources and offer a Learn To Skate program in addition to the Can Skate program offered by the multiple skate clubs in the region. A detail of this standardized Greater Victoria Recreation Learn To Skate program can be found at

[http://fitinfitness.ca/shared_learntoskate.html](http://fitinfitness.ca/shared_learntoskate.html)
Sunshine Coast Regional District

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ice Dates 2014/2015</th>
<th>Dry floor Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunshine Coast Arena</td>
<td>September 24 – March 28</td>
<td>April 5 – September 23</td>
</tr>
<tr>
<td>Gibsons &amp; Area Community Centre</td>
<td>August 18 – March 16</td>
<td>March 23 – August 18</td>
</tr>
</tbody>
</table>

The Sunshine Coast has an estimated population of 28,070. In serving this population there are two separate arenas.

The SCRD at this time does not offer a Learn To Skate program in addition to the Can Skate program offered by the Sunshine Coast Skate Club.

**MOVING FORWARD**

**Dry floor Users**

The Parks and Recreation Master Plan states on page 50:

*The least expensive and least used portion of the arena is the dry-floor-program season…. There is a real opportunity, though to really build the dry floor operations.*

Staff have been working with user groups, promoters and community organizations to assist in building this area of SCRD Recreation Services for a number of years. The following shows revenues realized in the period 2011 through 2014.

<table>
<thead>
<tr>
<th>Budget Year</th>
<th>Account Number</th>
<th>Description</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011</td>
<td>01-1-(617/620)-051</td>
<td>Rental Arena – Dry Floor</td>
<td>$12,430</td>
</tr>
<tr>
<td>2012</td>
<td>01-1-(617/620)-051</td>
<td>Rental Arena – Dry Floor</td>
<td>$13,995</td>
</tr>
<tr>
<td>2013</td>
<td>01-1-(617/620)-051</td>
<td>Rental Arena – Dry Floor</td>
<td>$22,449</td>
</tr>
<tr>
<td>2014</td>
<td>01-1-(617/620)-051</td>
<td>Rental Arena – Dry Floor</td>
<td>$24,000 projected</td>
</tr>
</tbody>
</table>

The above table indicates an 81% ($10,019) increase in user group rental revenue 2011 through 2013. If projections hold for 2014 the increase in user group revenues 2011 through 2014 would be a 117% ($14,570) increase.

There is continued interest in dry floor rentals with the local Quilting Group hosting a quilting show at the Gibsons and Area Community Centre April 30 – May 3, 2015.
In 2014 the local lacrosse association has seen registration records with numbers being over 110. At the same time the Sunshine Coast Roller Girls continue to grow in popularity and book weekly time in both SCRD arenas.

Additionally, in 2014 SCRD staff has been collaborating with both a Gibsons and Sechelt Pickelball group to ensure these programs are offered on the arena dry floor. These users volunteer and assist SCRD staff with setup/take down and program administration.

**Variable Costs**

SCRD staff has examined variable costs for the operation of both the Sunshine Coast and the Gibsons and Area Community Centre arenas based on the 2013/2014 ice season.

The variable costs are the additional costs for ice over a dry floor operation as follows:

- Wages and Benefits of staff as required by legislation
- Utility costs (Hydro, Natural Gas, Water, Propane)
- Repairs and Maintenance
- Janitorial, Cleaning Supply and Garbage Costs
- Administration Costs 11% (included in totals below)

<table>
<thead>
<tr>
<th>Variable Costs</th>
<th>Sunshine Coast Arena</th>
<th>Gibsons and Area Community Centre Arena</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013/2014</td>
<td>$5,095/week</td>
<td>$6,290/week</td>
</tr>
</tbody>
</table>

**Spring/Summer Ice 2015**

**Capital Works Factors**

At present the Gibsons and Area Community Centre is the only facility in 2015 that could entertain spring ice. The dehumidifier at the Sunshine Coast Arena requires replacement at a cost of approximately $175,000 prior to operating with ice in the spring or summer.
Presently the following special events are booked for 2015 at the Gibsons and Area Community Centre arena.

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunshine Coast Quilters</td>
<td>April 30 – May 3, 2015</td>
<td>$2,600</td>
</tr>
<tr>
<td>Boxing</td>
<td>April 25, 2015</td>
<td>$1,200</td>
</tr>
<tr>
<td>Elphinstone Dry Grad</td>
<td>June 22, 2015 (tentative)</td>
<td>$1,725</td>
</tr>
<tr>
<td>Sunshine Coast Home Builders</td>
<td>June 5 – 7, 2015 (tentative)</td>
<td>$2,200</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$7,725</td>
</tr>
</tbody>
</table>

Ice Users Requesting Spring Ice (as of June 20, 2014)

<table>
<thead>
<tr>
<th>Spring Ice 2015 Tentative Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
</tr>
<tr>
<td>Minor Hockey</td>
</tr>
<tr>
<td>Skate Club Mar 29 - May 16</td>
</tr>
<tr>
<td>Skate Club May 17 - June 27</td>
</tr>
<tr>
<td>Subtotal Youth</td>
</tr>
<tr>
<td>Individual</td>
</tr>
<tr>
<td>Hurricanes</td>
</tr>
<tr>
<td>Panthers</td>
</tr>
<tr>
<td>Howe Sound</td>
</tr>
<tr>
<td>Coed</td>
</tr>
<tr>
<td>Pigs</td>
</tr>
<tr>
<td>Owls</td>
</tr>
<tr>
<td>Rangers</td>
</tr>
<tr>
<td>Total Revenue</td>
</tr>
</tbody>
</table>

Summary Weekly Revenue

<table>
<thead>
<tr>
<th>Summary</th>
<th>Weekly Revenue</th>
<th>Total Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 29 - April 4, 2015</td>
<td>$2,454.25</td>
<td>$2,454.25</td>
</tr>
<tr>
<td>April 5 - April 11, 2015</td>
<td>$2,454.25</td>
<td>$2,454.25</td>
</tr>
<tr>
<td>April 12 - April 19, 2015</td>
<td>$1,973.00</td>
<td>$1,973.00</td>
</tr>
<tr>
<td>April 20 - 26, 2015</td>
<td>$1,373.00</td>
<td>$1,373.00</td>
</tr>
<tr>
<td>April 27 - May 3, 2015</td>
<td>$873.00</td>
<td>$873.00</td>
</tr>
<tr>
<td>May 4 - May 11, 2015</td>
<td>$623.00</td>
<td>$623.00</td>
</tr>
<tr>
<td>May 12 - 19, 2015</td>
<td>$623.00</td>
<td>$623.00</td>
</tr>
<tr>
<td>May 20 - June 27, 2015</td>
<td>$445.00</td>
<td>$2,670.00</td>
</tr>
<tr>
<td>Total Revenue</td>
<td></td>
<td>$13,043.50</td>
</tr>
</tbody>
</table>

NOTE: At time of writing minor hockey has indicated they will be in a better position to discuss their possible commitment in the fall of 2014. June 30, 2014 is the deadline for their early bird registration.
Below is a summary of revenue needed to absorb variable costs:

<table>
<thead>
<tr>
<th>Sunshine Coast Arena</th>
<th>Weekly Revenue</th>
<th>Weekly Variable Cost</th>
<th>Surplus/(Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 29 - April 4, 2015</td>
<td>$2,454.25</td>
<td>$5,095.00</td>
<td>-$2,640.75</td>
</tr>
<tr>
<td>April 5 - April 11, 2015</td>
<td>$2,454.25</td>
<td>$5,095.00</td>
<td>-$2,640.75</td>
</tr>
<tr>
<td>April 12 - April 19, 2015</td>
<td>$1,973.00</td>
<td>$5,095.00</td>
<td>-$3,122.00</td>
</tr>
<tr>
<td>April 20 - 26, 2015</td>
<td>$1,373.00</td>
<td>$5,095.00</td>
<td>-$3,722.00</td>
</tr>
<tr>
<td>April 27 - May 3, 2015</td>
<td>$873.00</td>
<td>$5,095.00</td>
<td>-$4,222.00</td>
</tr>
<tr>
<td>May 4 - May 11, 2015</td>
<td>$623.00</td>
<td>$5,095.00</td>
<td>-$4,472.00</td>
</tr>
<tr>
<td>May 12 - 19, 2015</td>
<td>$623.00</td>
<td>$5,095.00</td>
<td>-$4,472.00</td>
</tr>
<tr>
<td>May 20 - June 27, 2015</td>
<td>$445.00</td>
<td>$5,095.00</td>
<td>-$4,250.00</td>
</tr>
<tr>
<td>Additional Variable Cost Revenue Required</td>
<td></td>
<td></td>
<td>-$48,541.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gibsons &amp; Area Community Centre</th>
<th>Weekly Revenue</th>
<th>Weekly Variable Cost</th>
<th>Surplus/(Deficit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 29 - April 4, 2015</td>
<td>$2,454.25</td>
<td>$6,290.00</td>
<td>-$3,835.75</td>
</tr>
<tr>
<td>April 5 - April 11, 2015</td>
<td>$2,454.25</td>
<td>$6,290.00</td>
<td>-$3,835.75</td>
</tr>
<tr>
<td>April 12 - April 19, 2015</td>
<td>$1,973.00</td>
<td>$6,290.00</td>
<td>-$4,317.00</td>
</tr>
<tr>
<td>April 20 - 26, 2015</td>
<td>$1,373.00</td>
<td>$6,290.00</td>
<td>-$4,917.00</td>
</tr>
<tr>
<td>April 27 - May 3, 2015</td>
<td>$873.00</td>
<td>$6,290.00</td>
<td>-$5,417.00</td>
</tr>
<tr>
<td>May 4 - May 11, 2015</td>
<td>$623.00</td>
<td>$6,290.00</td>
<td>-$5,667.00</td>
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<tr>
<td>May 12 - 19, 2015</td>
<td>$623.00</td>
<td>$6,290.00</td>
<td>-$5,667.00</td>
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<tr>
<td>May 20 - June 27, 2015</td>
<td>$445.00</td>
<td>$6,290.00</td>
<td>-$4,225.00</td>
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<tr>
<td>Additional Variable Cost Revenue Required</td>
<td></td>
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<td>-$62,881.50</td>
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</table>

Summary

SCRD staff have been working to increase overall arena revenues within the approved resources. Staff efforts have been in keeping with the 2011 Recreation Service Review and the 2014 Parks and Recreation Master Plan.

Staff have collaborated with all ice users and have determined that at this time there is insufficient revenue to cover the variable costs of extending the ice seasons.

It has also been determined that an extended ice season in Sechelt cannot occur until a capital upgrade of the dehumidifier occurs. There is also a large demand on the dry floor season in Sechelt and Gibsons for regular dry floor use (lacrosse, roller girls, pickle ball etc.) and Gibsons for Special Events starting in April 2015.

There are options for committee to consider building the ice usage and overall arena usage in keeping with the Master Plan. If committee is interested in looking at options as identified above, staff recommends a motion to bring back decision package(s) for deliberation during the 2015 budget discussions.
## PARKS & RECREATION MASTER PLAN IMPLEMENTATION

### Excerpts taken from the Parks & Recreation Master Plan Implementation for 2014

<table>
<thead>
<tr>
<th>Master Plan Section</th>
<th>#</th>
<th>Recommendation</th>
<th>Action Steps 2014</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ch.4 Outdoor Recreation &amp; Environment</td>
<td>2</td>
<td>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.</td>
<td>• Continue new service to Electoral Area ‘A’.</td>
<td>• Consultant working on design and will confirm options by July</td>
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<td></td>
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<td></td>
<td>• As per 2014 work plan complete carry forwards and new projects in function 665 for bikeways/walkways.</td>
<td>• Area “B’ carry forward is finished. Other projects are in the planning stage.</td>
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<td></td>
<td></td>
<td></td>
<td>• Liaise with Trail Strategy group.</td>
<td>• Ongoing attendance at meetings. Working with Trail Strategy Society on signage for 2014</td>
</tr>
<tr>
<td>Ch. 4 Outdoor Recreation &amp; Environment</td>
<td>3</td>
<td>7. Support the development of a Trail Strategy for the Sunshine Coast in collaboration with the Province, Sechelt, Gibsons, SIDG, and the Squamish Nation, and volunteer trail and tourism stakeholders.</td>
<td>• Participate in the Trail Strategy completion and liaise with the Trail Strategy Group.</td>
<td>• Sunshine Coast Trail Strategy document is completed and has been presented to SCRD Board</td>
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<td></td>
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<td></td>
<td>• Ongoing attendance at meetings.</td>
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<td></td>
<td>• Working together on trail signage for Sprockids Parks and other signage priorities</td>
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<tr>
<td>Ch 4. Outdoor Recreation &amp; Environment</td>
<td>4</td>
<td>8. Increase the number and quality of shoreline-access parks, and road rights-of-way that end along the shoreline to determine the potential for upgrading them.</td>
<td>• Henderson Beach Project Area D.</td>
<td>• Included in 2014 work program subject to eliminating knotweed</td>
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<tr>
<td></td>
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<td></td>
<td>• Fullerton Road Project Area B.</td>
<td>• Waiting for response from MoTI regarding volunteers maintaining knotweed</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>• Construction is underway and will be completed by July 2014</td>
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<tr>
<td>Ch 4. Outdoor Recreation &amp; Environment</td>
<td>9</td>
<td>9. Upgrade facilities and procedures,</td>
<td>• New Joint Use Agreement with SD 46.</td>
<td>• Draft agreement has been developed by SCRD and</td>
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<tr>
<td>5</td>
<td>including Joint Use, related to the use of sports fields.</td>
<td>SD46 staff. Waiting for revisions from SD46 and will be ready to take to Joint Use Committee in Fall 2014.</td>
<td></td>
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<tr>
<td></td>
<td>• Invite other jurisdictions to share resources like field top dressing sand.</td>
<td>• SIB has expressed interest in sharing field top dressing sand and is in process</td>
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<td></td>
<td>• Offer to meet with SIB Council to discuss joint ventures and continue liaison with SD and Municipal staff.</td>
<td>• Offer to work more closely has been initiated verbally with DOS, TOG and formally with SIB.</td>
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<td></td>
<td>• Facilitate Roberts Creek Community Garden project.</td>
<td>• Draft agreement completed and report going to June CAS Committee. Working on Sublicense agreement.</td>
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<tr>
<td>6</td>
<td>Ch 4. Outdoor Recreation &amp; Environment</td>
<td>10. Increase efforts related to environmental stewardship and environmental management, such as treatment of invasive species and shoreline protections for specific, busier, sensitive, or complex parks. Consider individual parks management plans, such as Coopers Green.</td>
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<td></td>
<td>• Ongoing stewardship relationship for Lily Lake.</td>
<td>• Staff have contacted the Ruby Lake Society—efforts continue</td>
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<td></td>
<td>• Concept Plan for area behind Roberts Creek Hall.</td>
<td>• Obtaining Roberts Creek OCP survey, as well as considering a consultant to provide community engagement regarding this space.</td>
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<td></td>
<td>• Invasive species to be done through volunteers.</td>
<td>• Awaiting permission from MoTI for use of volunteers to maintain invasive species</td>
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<tr>
<td></td>
<td>• Knotweed to be addressed where required—i.e. in bikeway or parks projects.</td>
<td>• Planning department provided presentation to SCRD Board re Invasive species.</td>
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<td></td>
<td>• Shoreline protection monitoring for OBE and Roberts Creek.</td>
<td>• Air Photos to be obtained and reviewed.</td>
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<td></td>
<td>• Coopers Green park management plan to be developed in conjunction with options for Coopers Green Hall.</td>
<td>• Staff working with Welcome Beach Association on draft MOU.</td>
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<tr>
<td>7</td>
<td>Ch 4. Outdoor Recreation &amp; Environment</td>
<td>15. Improve procedures and adjust maintenance levels of asset management and cost effective maintenance are priorities.</td>
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<td></td>
<td>• Parks Manager working with parks staff to assess.</td>
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<tr>
<td>Ch. 4. Outdoor Recreation &amp; Environment</td>
<td>8</td>
<td>11. Upgrade amenities, and add new amenities in parks where needed to meet community interests and needs.</td>
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<td></td>
<td></td>
<td>• Stain beams Eric Cardinall Hall.</td>
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<td>• Katherine Lake aging infrastructure replacement.</td>
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<td></td>
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<td>• Quotes are being obtained for this specialized work.</td>
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<td>• Completed including roof replacements, painting, new signage and new dock installed</td>
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<td>• Cliff Gilker playground upgrade.</td>
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<td>• Keats Island Trail Development.</td>
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<td>• Gambier consultation and projects e.g. Sir Thomas Lipton Park.</td>
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<td>• Alternate trail at OBE.</td>
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<td></td>
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<td>• Granthams Hall septic.</td>
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<td>• Waiting for panels and rubber landing area.</td>
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<td>• In progress, working with volunteers.</td>
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<td>• Two sites visited to date. Working with volunteer group.</td>
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<td>• In 2014 work program.</td>
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<td>• Report pending.</td>
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<td>Ch. 7 Volunteerism</td>
<td>17</td>
<td>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.</td>
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<td>• Create opportunities for parks and trails.</td>
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<td>• New terms of reference for RPSAC and actively use the committee.</td>
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<td>• Staff preparing inventory of current volunteer groups and management processes of volunteers within SCRD</td>
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<td>• Pender Harbour Hiking group have been assisting with parks staff on Sun Coaster trail cleanup</td>
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<td>• Liaising with Trail Strategy Society members to develop more volunteer opportunities and structure for volunteering.</td>
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<td>• New submission date for RPSAC letters of interest with submission going to July CAS</td>
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</tbody>
</table>
### Seaview Cemetery

**April – June 2014**

Number of plots sold: 12 full burial plots / 2 cremation plots  
Interments: 6 full burials / 6 cremations

1. Purchase and Installation of Columbaria  
   - Cement foundation for columbaria installed.  
   - Delivery and installation by July 2014.

2. Seaview Cemetery Expansion  
   - In communication with Jewish Burial Society regarding Jewish segregated section.  
   - Approval received from Consumer Protection BC for the development of 100 full burial plots and the addition of columbaria.  
   - Price requests have been sent out to four contractors for the cemetery expansion project and contractor has been selected.

### Elphinstone Cemetery

1. Transfer of Purchase of Elphinstone Cemetery  
   - Legal purchase and transfer of funds for Elphinstone Cemetery completed.  
   - Finance Department setting up function and accounts for cemetery

### Operations

Maintenance Completed  
- Regular grass mowing and upkeep.  
- Crew starting basic clean up the Elphinstone site.
### Area A

#### Projects

1. Katherine Lake - Aging Infrastructure
   - Roof repair completed for kiosk and washroom.
   - New signage completed.
   - New swimming dock installed.
   - Painting completed on group picnic shelter.
   - Danger trees removed and misc. tree trimming.
   - Season startup.

#### Operations

- Continue to check all parks and beach accesses
- Power washing in parks

#### Halls and Fields

Pender Harbour Lions Park bookings: 123

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### Area B

#### Projects

1. Fullerton Road Beach Access
   - Construction underway and to be completed by July 2014

2. Coopers Green Hall Redevelopment
   - Working with Welcome Beach Community Association on draft MOU.
   - Next stages referred to 2015 work plan.

#### Operations

- Repair to light bollard at Coopers Green

#### Halls and Fields

Cooper’s Green rentals: 28
Connor Park Field bookings: 220
Area D

Projects

1. Henderson Beach Access
   - Staff have proposed to MoTI that volunteers maintain knotweed and awaiting response. Project cannot be completed without permission from MOTI

2. Roberts Creek Hall Park (5 acre property behind hall)
   - Community Consultation and Park Plan - assumes technical survey and public engagement by consultants. Obtaining Roberts Creek OCP survey, as well as considering a consultant to provide community engagement regarding this space.

3. Roberts Creek Shoreline Mitigation – Estuary
   - Staff to set up volunteer stewardship to monitor the estuary. Reviewing shoreline work to be completed in 2014.

4. Cliff Gilker Slide
   - Slide structure and steps complete. Waiting for installation of rubber landing area and panels in July 2014.

Operations

- Cliff Gilker - repairs to bleachers, installation of bike racks and installation of the gutter on the cookhouse.
- Roberts Creek Pier - reinstall summer seating.

Halls and Fields

Cliff Gilker Field bookings: 240

Area E

Projects

Chaster Shoreline Monitoring
   - High resolution aerial photography and accurate contours collected by contractor. Continuing to monitor

Operations

- Ocean Beach Esplanade – cleaned up tree & root ball area in Chaster Park and added signage
- Chaster House – installed a new garage door, painted trim and front door, repairs to the fence
- Cedar Meadows – installation of a bike rack
- Mahon Trail – deep brushing
- Installation of a bike rack
## Halls and Fields

Chaster House Hall bookings: 39  
Frank West Hall bookings: 106  
Maryanne West all weather field bookings:

## Area F

### Projects

1. Grantham's Hall Septic Replacement Review  
   - Geotechnical Review under review. Report going to July CSC.

2. Sir Thomas Lipton Park - Maintenance to Trails, Bridge, Tree Removal, Outhouse  
   - Project underway - Staff and Gambier maintenance contractor working in coordination with West Bay Property Owners Association.

3. Keats Island Park Trail Development  
   - Island Volunteers-- continue consultation with Eastbourn.

4. Restore and stain beams of Eric Cardinal Hall (Contractor with lift required)  
   - Quotes obtained for stain work. Approximately $5,000 more than budgeted and will need to adjust other priorities in base budget to complete. Hall will be closed for 4-5 days to complete work.

5. Gambier and Keats Consultation and Planning for parks priorities on Islands  
   - Staff working with local committees and volunteers to coordinate park maintenance and priorities and attending community meeting in July 2014

6. Gambier Island Trail / Parks Works:  
   - Apply for Section 57 on Gambier Island Trails – in progress.  
   - Upgrades to Heron Trail – in progress.  
   - Upgrades to Grassy Trail – complete.  
   - New trail at Mountain Road – survey complete, requires public consultation because of water issues, staff to present to Gambier Island Community Association AGM.  
   - New trail at Bryant Lane – survey complete, some minor realignment of existing lane, protection of private property and signage will bring project to completion.

### Operations

- Shirley Macey – built a pyramidal lattice for Gibsons Garden Club, added cedar fencing around the play area up to the garden.  
- Soames Hill – repairs to grey trail from uprooted tree  
- Sprockids Skills Area – covered debris and rebuilt an 18’ bridge.
### Halls and Fields

- Eric Cardinall Hall bookings: 146
- Grantham’s Hall bookings: 31
- Shirley Macey Field bookings: 214

### Community Parks – All Areas

#### Capital Projects

1. **Replace Husky Mower**
   - Mower has been received and was approximately $3,500 under budget

2. **Fleet Vehicle Replacement - 2003 F250 Truck**
   - Posted on BC Bid and will be delivered by August 2014
   - Current truck is no longer operable without further costly repairs
   - Staff will need to share trucks or use other department truck while staff are on annual leave

3. **Sand for Top Dressing Sports Fields**
   - Staff working with SIDG to barge sand over from Fraser River.
   - Working on price for barging sand, SIDG to investigate.
   - SIDG currently rebuilding barge landing area in Selma Park by August
   - If barging price is reasonable sand to be delivered then.

4. **Replacement of Parks Hut at Mason Road (Contribution to reserve)**
   - Staff from Parks, Utilities, Transit and Emergency Services have reviewed Works Yard Plan and options for Parks Hut.
   - Additional space may be needed for long term expansion of Transit and addition of more buses
   - Staff are investing if Province I would be willing to expand lease area to additional land behind Works Yard

#### Training and Other

- Parks Manager attended MATI Leadership training on Bowen Island June 15 – 20.
- Parks Secretary attended communications skills workshop.
- All fields – fertilized, overseeded and repairs.
### Area B

**Projects**

1. Highway 101 to Mintie for Redrooffs Road (planning and engineering survey project - 300m)
   - Area surveyed and discussions began with affected property owners

2. Brooks Road to Redrooffs (along Highway 101)
   - Project planning and construction in cooperation with MoTI.
   - MoTI recently secured their share of funding.

### Area D

**Projects**

1. Beach Avenue from Roberts Creek Road to Cedar Grove Road (1000m Active Transportation enhancement)
   - Survey, preliminary planning, public consultation and referrals complete.
   - Working with local residents and MoTI to get agreement on surfacing materials.
   - Working with one final property owner to get ROW agreements.

### Area E

**Projects**

1. Pratt Road from Gibsons Way to Chaster Road (path creation in conjunction with Water Works).
   - Center line and fog line to be moved and repainted.
   - Staff working with MoTI on permit to solve minor drainage issue.

2. Gower to Gibsons (in cooperation with TOG to improve 200m of well used connector route)
   - Engineer retained for project design.
   - Some private property issues similar to Beach Ave.
3. Highway 101 Maintenance Repairs (East of Poplars Park (Phase I))

- Engineer Retained for project design
- Conduct a barrier assessment to see if MoTI is obligated to install proper barriers along Hwy 101 as it crosses Chaster and other drainages.

### Area F

#### Projects

1. Design construction of Marine Drive
   - MOTI engineering has been approved. 4 Hydro poles need to be moved and MoTI has arranged price reduction from BC Hydro (SCRD to reimburse MoTI)
   - Permits expected to be issued soon.
   - Waiting for information on grant application.

### Operations

#### Projects – All Areas

- Developed an information flyer to educate community members of SCRD Parks.
- Suncoaster – preseason cleanup and structures inspection.
### Area A

**Projects**

1. Lily Lake Area Bicycle and Walking Path Project
   - Consultant working on design plans, permits and decision on options to be completed by July 2014.
Dakota Ridge

**Trails**
- A letter has been sent to Manager of Recreation Sites and Trails Branch to request permission to continue upgrading the newest trail.

**Volunteers**
- Thank you letters have been sent to all Dakota Ridge Volunteers.
  Dakota Ridge Advisory Committee met on May 27, 2014

**Operations**

**Road Maintenance**
- N/A

**Trail Maintenance**
- New trails require some work in order to reduce the height for residual stumps.
- Prep for initial clean up by the fire fighting crew.

**Buildings and Equipment**
- Created safer sign storage.

**2014 Summer Maintenance**
- Staff will be focusing on the access road and trail maintenance during summer.
- Staff will be working with BC Wildfire Management Branch to have their crews brush out some of the trails as a community volunteer effort during times when they are not fighting fires.
Date: June 26, 2014
To: Community Services Committee – July 10, 2014
From: Carolyn Mortensen, Manager, Parks Services
Subject: Pender Harbour Living Heritage Society Sublease for Sarah Wray Hall

RECOMMENDATION(S)

THAT the Pender Harbour Living Heritage Society Sublease Report be received;

AND THAT the Corporate Officer and Chair be authorized to sign the Sublease between the Pender Harbour Living Heritage Society and the Sunshine Coast Regional District.

BACKGROUND

The Board of Education of School District No. 46 (Sunshine Coast) owns the lands legally described as PID: 010-812-784 Lot A District Lot 2951 Group 1 New Westminster District Reference plan 2384 and the building located thereon.

School District No. 46 (Sunshine Coast) has granted the SCRD a lease of the lands and building on terms that allow subletting by the SCRD in specified circumstances. SD46 staff have reviewed this sublease and it has been discussed with the Society.

On April 5, 2012 the SCRD and the Living Heritage Society (Society) entered into a Memorandum of Understanding (MOU) that mutually benefits the parties, improves the building and offers community use.

The SCRD and Society wish to replace this MOU with a Sublease and the SCRD has agreed to sublease back to the Society. The Society, using gas tax and other funding has extensively improved the building. The heritage integrity of the old school has been preserved.

DISCUSSION

The sublease agreement includes the following key conditions:

1. Sublease would be valid for five (5) years from the commencement date.

2. SCRD may terminate the sublease based on at least eleven months notice to the Society.

3. SCRD and the Society agree to appoint individuals for regular ongoing communications regarding use, operation and maintenance of the subleased premises.
4. The Society will pay to the SCRD a sum of $15.00 for the five (5) year term, payable on the commencement date.

5. The Society will pay within 14 days of written request, all taxes associated with the subleased premises.

6. The Society will pay all costs related to garbage collection, electricity, landscape lighting, heat, power, water, sanitary and storm sewers, telephone, utilities of whatever nature (including works and services in connection therewith) used or supplied to or for the benefit of the sublease premises.

7. The Society may build additional structures on the sublease property such as a storage shed 225 square feet or less, outdoor amphitheatre and/or community garden provided they have written approval from SD46 and obtain all necessary building permits and follow necessary setbacks.

8. The Society shall comply with all SD46, SCRD, and Provincial policies regarding the consumption of alcohol in the subleased area.

9. The Society shall preserve and maintain the architectural and historical character of the Building and shall obtain approval of the SD46 and SCRD prior to implementing any building renovation.

10. The Society will promptly and sufficiently make repairs and renovations required, and must be made by the terms of the sublease.

11. The Society covenants to maintain the grounds associated with the subleased premises so that it is neat and not a detriment to the subleased premises.

12. The Society shall obtain written consent of the SD46 and SCRD for any signage to be installed.

13. Standard Insurance and Indemnity Clauses are included in the sublease.

**SUMMARY**

The Society has a strong commitment and support from their members shown through the hundreds of volunteer hours invested into the historical restoration of the Sarah Wray Hall. The Society is excited to use the Hall for the benefit of the community and for all residents of the Sunshine Coast.
RECOMMENDATION(S)

THAT the Pender Harbour Living Heritage Society Stewardship for Hotel Lake Park be received;

AND THAT the Corporate Officer and Chair be authorized to sign the Memorandum of Understanding between the Pender Harbour Living Heritage Society and the Sunshine Coast Regional District regarding stewardship of Hotel Lake Park.

BACKGROUND

The Sarah Wray Hall is located on School District 46 (SD46) property with adjacent undeveloped parkland owned by the SCRD (see map). The Pender Harbour Living Heritage Society has secured resources and work like to have a memorandum of understanding with the SCRD regarding stewardship of the adjacent parkland referred to as Hotel Lake Park.

DISCUSSION

The Living Heritage Society has currently been providing community programs within Sarah Wray Hall and would like to expand their programming to include outdoor spaces on the SD46 property and SCRD parkland.

Priorities for the Pender Harbour Living Heritage Society are as follows:

1. Providing community need for safe public recreational access to Hotel Lake.
2. Providing an outdoor venue for theatre and concerts on SD46 property.
3. Partnering with the Pender Harbour Garden Club to allow members to create a heritage garden on the parkland reflective of the plantings done by early settlers.
4. Providing a space for maintenance equipment and tools, as well as historical artefacts for use in various heritage events and displays to be presented within the hall.
The Memorandum of Understanding contains the following conditions:

- The Society, at its sole cost, will install and maintain for five years or for such longer term as mutually agreed.

- Provide a safe access to Hotel Lake for mobility challenged and other users of the park.

- To provide informational and other signage.

- Construct a picnic shelter

- Construct infrastructure for non-power boating access according to setbacks required by the SCRD.

- To review and possibly provide an amphitheatre and heritage garden on SD46 property.

- Construct a small storage shed 225 square feet or less on SD46 property, obtaining necessary building permits and setbacks required.

- Any structure built on the parkland would become property of the SCRD. Any structure built on SD46 property would need written approval from SD46 before construction and would become property of SD46.

- Take measures to SCRD standards to control invasive species

- Standard insurance and indemnity clauses apply

SUMMARY

The Pender Harbour Living Heritage Society has a strong commitment and support from their members shown through the hundreds of volunteer hours invested into the historical restoration of the Sarah Wray Hall. The Society is excited and willing to provide additional outdoor amenities to serve the community and the Sunshine Coast.
SCRD STAFF REPORT

DATE: June 26, 2014
TO: Community Services Committee – July 10, 2014
FROM: Carolyn Mortensen, Manager, Parks Services
RE: WHOLE SITE SPECIAL OCCASIONS LICENSE FOR SYNCHRONICITY ARTS FESTIVAL

RECOMMENDATION(S)

THAT the Community Services Committee receives the report titled ‘Whole Site Special Occasions License for Synchronicity Arts Festival’;

AND THAT the Community Services Committee supports the Synchronicity Arts Festival application for a Liquor Distribution Board ‘Whole Site Special Occasion License’;

AND FURTHER THAT the Community Services Committee allow the Synchronicity Arts Festival to operate a ‘Whole Site Special Occasion License’ on a portion of the sports field at Shirley Macey Park Friday, August 21\textsuperscript{st} to Sunday, August 24\textsuperscript{th}.

BACKGROUND

Synchronicity Arts Festival has been held at Shirley Macey Park for the past four years and has been a very successful arts and cultural festival on the Sunshine Coast. The festival committee leaves the park in good condition and the feedback from the community is very positive. The Synchronicity Arts Festival representatives have met with SCRD staff regarding plans for the festival and will be submitting a Special Events Form. They have also attended the West Howe Sound Community Association Meeting in June to discuss the festival with community members.

DISCUSSION

Attached is a letter from Deer Crossing the Art Farm, host organization of the Synchronicity Arts Festival, requesting that the SCRD allow a ‘Whole Site Special Occasions License’ in conjunction with the Synchronicity Arts Festival being held at Shirley Macey Park Friday, August 22\textsuperscript{nd} to Sunday, August 24\textsuperscript{th}.

LDB regulations were revised April 2014 to allow for whole site licensing for major events of ‘Less than 500 People’ and for events of ‘More than 500 People’. LDB regulations for Special Occasions License regarding ‘Security of Events’ and ‘Liquor Service Area Configuration and Crowd Control’ is attached to this report.

To be approved for the license, the whole venue must be secured with a perimeter barrier sufficient to define boundaries and to ensure that liquor is not consumed outside boundaries. Police or liquor inspectors may require a security plan prior to approving the application.
In the past, a beer garden has been set up at the festival with the approval of the Liquor Distribution Board (LDB) and the SCRD, however, this year the group is applying for a ‘Whole Site Special Occasions License’ which would allow festival goers to consume alcohol within the perimeter of the event, opposed to a fenced in beer garden. It also allows for persons under 19 years of age to be allowed within the perimeter, but not be allowed to drink, serve liquor or sell liquor or drink tickets. Security staff may be required by LDB at a ratio of 1:50 guests.

**SUMMARY**
This cultural and arts festival supports the SCRD Strategic Plan and the Parks and Recreation Master Plan to be a partner in cultural festivals and activities on the Sunshine Coast. The community benefits are widespread for a festival such as this and it is noted in the Master Plan that this type of liaison, support, and facilitation is a direction the community suggested they would like to see more of.
To Whom it Concerns,

This is an official letter to request that the Sunshine Coast Regional District allow the consumption of alcohol at this year's Synchronicity Arts Festival taking place at Shirley Macey Park from August 22 – 24th, 2014.

Synchronicity is looking to have the sale and consumption of alcohol on the following days between the following hours:

- Friday, August 22, 2014: 4pm – 10pm
- Saturday, August 23rd, 2014: 1pm – 10pm
- Sunday, August 24th, 2014: 1pm – 6pm

Following the approved new Provincial liquor license laws, Synchronicity is also in the process of applying for a whole site Special Occasions License, whereas festival goers will be able to consume beer and ciders within the perimeter of the event, opposed to a fenced in Beer Garden. We see no reason that we won’t be approved for this, if approved by the SCRD.

Synchronicity has been in a long good standing with the Regional District and takes measures to ensure responsible drinking including alternative transportation methods, a well thought out security plan and adequate perimeter’s.

We appreciate your consideration.

Many thanks,
Arwen MacDonald
Festival Director, Synchronicity Arts Fest
Letters from the Liquor Control and Licensing Branch granting exemptions (please see Exemptions, above).

Documents from the Liquor Control and Licensing Branch imposing additional terms and conditions.

Written designation of an individual who can be in attendance at the event on behalf of the licensee.

Any other document you have been directed to post.

Also, legible receipts, clearly showing the source of the liquor you are serving under the licence, must be kept on site for inspection by a liquor inspector.

Liquor Service Area Configuration and Crowd Control

Whole site licensing is generally permitted at public SOLs. A beverage garden will be imposed only if there are public safety reasons for doing so. Liquor inspectors will assess the risk to public safety based on factors that include event character, size and duration; patron demographic; lighting; site visibility; licensee compliance history; crowd density; security presence.

There are two broad categories of SOL licences: events of 500 people or less ("small events"); events of 500 or more people ("major events"). Generally, small events licences will be granted without liquor inspector involvement. Police or local governments may impose terms and conditions on licences for small events. For major events, whole site licensing is permitted, subject to the imposition of beverage gardens if deemed required from a public safety perspective. Licensees are required to submit a security plan for review by liquor inspectors.

The layout of your liquor service area, whether permitted for your entire site, or confined to a beverage garden, is critical to public safety (you may be required to submit a site plan). You are responsible to ensure that only those persons permitted to enter the liquor service area do so and that they enter and exit in a controlled and safe manner.

You are responsible to ensure your liquor service area is sufficient to handle the number of patrons you expect to attend. This is to ensure over-crowding does not occur. Many venues have an occupancy load – the number of people it can safely accommodate – set by local government or the fire department. If this is available it will help you determine if the venue is suitable for your event or if the number of people attending must be reduced. For reasons of public safety you may be requested to reduce the size of the liquor service area.

Entrances and exits: These should be separate and separated by a reasonable distance, where feasible.

Door security: Please see Security Plan, below.

Patron clearance: An important component of controlling access is verifying that patrons are entitled to enter the area and they do not bring anything into the area which could affect public safety.

- Alcohol, drugs, and weapons brought into the liquor service area by patrons are a major risk to public safety and are not permitted. Where the risk of this happening is thought to be high, the licensee may be required to undertake searches to prevent such items from entering your event. If you know or suspect that one of your patrons has a weapon, you should notify the police immediately.
Lighting and Visibility

Lighting and visibility must be sufficient for you and your staff to easily and readily maintain care and control of patrons in the area licensed for liquor service. If your event is an outdoor daytime event you will need to make sure you have adequate lighting if the event extends after sundown. Lighting must be sufficient in the ID checking area to allow for detailed scrutiny of patrons’ identification.

Security for Events of Less Than 500 People

ID checking is of paramount importance (please see Minors, below) and must be done to ensure minors are not served liquor. Wrist bands, hand stamps, etc. may assist you in determining who is entitled to be served in the liquor service area.

Perimeter fencing: If liquor service is provided throughout the whole venue, the whole venue must be secured with a perimeter barrier sufficient to define boundaries and to ensure that liquor is not consumed outside boundaries or transported across boundaries.

Security plan: Where it is in the public interest to do so, police or liquor inspectors may require a security plan. The security plan must set out how you will control crowds, prevent minors from accessing liquor, and prevent over consumption. Please see the Liquor Control and Licensing Branch website for a sample security plan and how to submit it.

Either police or inspectors may impose beverage gardens, and police may impose beverage gardens independently of liquor inspectors.

Security for Events of More Than 500 People

Perimeter fencing: Where the liquor service area is a designated part of a larger area (e.g., a beverage garden), that liquor service area must be surrounded by a barrier sufficient to confine the sale, service and consumption of liquor to that area.

Single six-foot (6’) fencing is generally required if you are hosting a major event where a Liquor Inspector and police must approve the application. Additional measures may also be required depending on the risks associated with your event. You may reduce the height of the fencing or the number of security staff in cases where the risk of removed liquor or unauthorized access is reduced, if agreed to in consultation with your local Liquor Inspector and police.

If liquor service is provided throughout the whole venue, the whole venue must be secured with a perimeter barrier sufficient to define boundaries and to ensure that liquor is not consumed outside boundaries or transported across boundaries.

ID checking is of paramount importance (please see Minors, below) and must be done to ensure that minors are not served liquor or, where beverage gardens are imposed, that minors do not enter the beverage garden. Wrist bands, hand stamps, etc. may assist you to identify patrons who are entitled to be served liquor, and enter beverage gardens, if present, and be served liquor.

Chairs and tables: Where there is a risk of items being thrown, public safety may require that chairs (e.g., folding metal chairs) and small tables not be used in beverage gardens.

Security plan: You will be required to provide a security plan – please contact your local liquor inspector. The security plan must set out how you will control crowds, prevent minors from accessing liquor, and
prevent over consumption. Please see the Liquor Control and Licensing Branch website for a sample security plan and how to submit it.

**Security staff:** Security staff (paid, or unpaid volunteers) are those who are responsible for preventing the entrance of unruly or disruptive persons and/or removing persons who become unruly or disruptive or who present a safety risk to others. Such staff must be licensed under the BC Security Services Act; please see Contacts/More Information, at the end of this document.

Servers, bartenders, or other individuals who check identification, count patrons to ensure that the event is not over crowded, or perform other duties, but are not expected to perform tasks associated with the security of the event, are not considered to be security workers.

If you are required to have security staff, the number of staff must be sufficient for your event and they must be well trained. Your Liquor Inspector will work with you to determine the appropriate number of security staff. This will often involve an inspector's assessment of the risks at your event to help you ensure an adequate level of security. Depending on the type of your event and other factors you may need one security person for every 50 to 100 guests. Security staff must be highly visible during the event and must be actively providing security services throughout the site.

**Police:** The presence and number of police officers may be considered by your Liquor Inspector in determining the level of risk at your event. However, police who are assigned to an event are not included in the number of security personnel. This includes officers who are contracted by the event organizer to attend the event in their capacity as a police officer. Police officers can be redeployed away from the event in the case of an emergency elsewhere, or may be required to take event guests involved in illegal activities to the local police station for processing – thereby leaving the event with fewer security staff than required.

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**Minors**

Persons under 19 years of age are not allowed in beverage gardens or similar liquor service areas where the service of liquor is the prime focus (please see Entertainers, below, for an exception).

Where the whole event site is licensed under an SOL, persons under 19 years of age are allowed to enter but must not drink, serve liquor, or sell liquor or drink tickets.

Persons under 19 years of age are not permitted to attend tasting events under any circumstances other than as a professional entertainer (please see Entertainers, below).

**Checking ID:** You are not permitted to serve liquor to anyone under 19 years of age. You are responsible for ensuring that minors do not access liquor at your event, nor bring liquor into the event.

When checking the age of a patron you must ask for two pieces of ID.

- **The first piece of identification** must be issued by a government agency (e.g., a passport or driver’s licence), and include the person’s name, birth date and picture.

- **The second piece of identification** must include the holder’s name (e.g. a credit card, Social Insurance Number card or BC Services card), and include the person’s signature and/or picture.

If the person cannot produce two pieces of acceptable identification, you must not serve them liquor, and they may not enter a beverage garden.

**Please note:** regardless of your screening and ID-checking procedures, if a minor is in an area where they are not permitted or served liquor, you will be held responsible.
SCRD STAFF REPORT

DATE: July 2, 2014
TO: Community Services Committee, July 10, 2014
FROM: Trevor Fawcett, Parks Planning Coordinator
RE: Candelabra Cedar at Chaster House

RECOMMENDATION

THAT the Community Services Committee receives for information the Parks Planning Coordinator’s report entitled ‘Candelabra Cedar at Chaster House’;

AND THAT Parks hire a qualified contractor to complete spiral thinning of the candelabra cedar to reduce the risk of wind damage from the sail capacity of the tree.

BACKGROUND

At the June 26, 2014 regular meeting of the Board, the following recommendation was adopted:

Recommendation No. 7 Tree in Chaster Beach Area

THAT staff report back with information regarding who is responsible for maintenance of the large candelabra-shaped tree adjacent to the driveway at Chaster House.

DISCUSSION

On June 26, 2014 a danger tree assessment was conducted on the candelabra cedar tree in front of Chaster House, 1549 Ocean Beach Esplanade. The cedar tree has a trunk diameter of 1.2 metres that extends approximately 2.5 metres from the ground to a cluster of 20 smaller stems that form the candelabra shape. The tree is located mostly on SCRD property along the bank of Chaster Creek and 10 metres away from Chaster House. Chaster House is within the target area of the tree and is at risk of damage if there is wind throw or the tree is blown down.

A danger tree assessment completed on June 26, 2014, (Attachment 1), indicates that the tree is free of defects, does not have a dangerous lean, is equally balanced and is of value as a heritage feature. Being on the waterfront, the tree is susceptible to strong winds.
During strong wind events the sail from the foliage would create a lot of pressure on the tree that could blow down branches or possibly the tree. To mitigate potential wind damage the recommendation is that a professional tree contractor be hired to complete spiral thinning of the tree.

**FINANCIAL**

The estimated cost to complete spiral trimming work is $2000.00. Funds for this work are available in Function 650, Outdoor Maintenance and Landscaping.

**SUMMARY**

The candelabra cedar in front of Chaster House is a unique and healthy heritage feature. The recommendation of this report is that the spiral thinning be completed on the tree at an estimated cost of $2000.00 to help mitigate the chances of damage from strong winds.
## DANGER TREE ASSESSMENT FIELD DATA – PARKS

**Park or Rec Site:** CHASTER HOUSE  
**Location:** 1549 OCEAN BEACH EBL

<table>
<thead>
<tr>
<th>Tree #</th>
<th>Species</th>
<th>Tree Class</th>
<th>Tree Height (m)</th>
<th>Insecurely lodged or hung up limbs or roots = D</th>
<th>Highly unstable tree = D</th>
<th>Recent lean with unstable (roots = D)</th>
<th>LOD = 1</th>
<th>LOD = 2, 3 or 4</th>
<th>Detailed Assessment</th>
<th>Tree Comments</th>
<th>Management Action</th>
</tr>
</thead>
</table>

**Level of Disturbance (LOD):**

- LOD 1
- LOD 2, 3 or 4
- Detailed Assessment

**Assessor's Name:** TRACY FERRICK
**Date:** 2014/06/26

**Certificate #:** P1546

**Map Attached:**

**Comments:**

One mature tree near corner of structure.

- Root in location of old limb

- Tree Comments:
  - Tree Defects (S = defects rated safe; D = defects rated dangerous; / = absent; ? = needs detailed assessment)
  - Overall Rating (S or D)

- Management Action:
  - Dangerous - Tail Tree
  - Dangerous - Modify
  - Dangerous - Move Target
  - Action and date completed

- Action and date completed

- Wildlife Tree Value (L, M, H)
- Wildlife Uses (CN, P, ON, M, Other)
- Recreation Attraction (Y/N)
- Heritage Feature (Y/N)
- Distance to Target (m)
- Safe / Monitor Tree

- Comments:
  - 70 PACE FROM NORTH TI, ALONGSIDE CREEK, ROOTS NOT OWED EXPOSED
  - EQUALLY BALANCED, SLIGHT LEAN IN TRUNK APPROX 10-15°, HEALTHY, SUBJECT TO STRONG WINDS, SUGGEST REDUCING SAIL - TRIM TOP OF TREE.
SCRD STAFF REPORT

DATE: June 18, 2014
TO: Community Services Committee, July 3, 2014
FROM: Trevor Fawcett, Parks Planning Coordinator
RE: Land Tenure Henderson Road

RECOMMENDATION

THAT the Community Services Committee receives for information the Parks Planning Coordinator’s report entitled ‘Land Tenure Henderson Road’;

BACKGROUND

At the June 12, 2014 regular meeting of the Community Services Committee, the following recommendation was adopted:

   Recommendation No. 9  Knotweed Treatment Henderson Beach

The Corporate and Administrative Services Committee recommended that staff look into the current tenure arrangement the SCRD has with the Ministry on this property.

DISCUSSION

The foot of Henderson Road south of Beach Avenue in Roberts Creek is a popular beach access used by many in the community. Henderson Road is undeveloped in this section and falls within highway right of way. In 1992 the SCRD contacted MOTI inquiring about leasing this piece of land. MOTI responded that a lease implies total control and may therefore not be in keeping with the intent of providing public access to the water as required by the Land Title Act.

In 1993 the SCRD received a permit from MOTI for the construction and maintenance of a parking area, a pathway, seating and signage within the Henderson Road right of way south of Beach Avenue.

The SCRD holds a water lease for approximately 0.09 hectares of foreshore continuing from the end of the Henderson Road right of way approximately 50 metres.

These areas are shown on the map attached as Appendix ‘A’.
Area of MOTI Permit

Area of Lease

Approximately 0.09 ha.

Henderson Road

Beach Ave

Photo 1 Photo 2 Photo 3

Photo 4

Photo 5

2014 Photographs of Existing Trail

Ocean Beach Esplanade
SCRD STAFF REPORT

DATE: July 2, 2014
TO: Community Services Committee, July 10, 2014
FROM: Trevor Fawcett, Parks Planning Coordinator
RE: Community Knotweed Control Project

RECOMMENDATION

THAT the Community Services Committee receives for information the Parks Planning Coordinator’s report entitled ‘Community Knotweed Control Project’.

BACKGROUND

At the June 26, 2014 regular meeting of the Board, the following recommendation was adopted:

Recommendation No. 9  Knotweed Treatment Henderson Beach

AND THAT the SCRD proposes to the Ministry of Transportation and Infrastructure that they consider using trained volunteers to manually remove the knotweed at Henderson Road, and erect signs and barricades around the plants to notify and inform the public;

AND THAT the SCRD communicate with the Sechelt Indian Band that the SCRD is in receipt of a letter from the Roberts Creek OCP Committee and is making the above request of the Ministry of Transportation and Infrastructure;

DISCUSSION

On June 9, 2014, the SCRD received a letter from the Roberts Creek Official Community Plan Committee (RCOCPC), (Attachment1), proposing that the knotweed infestation at Henderson Road be used as a test site for manual eradication by a community group. The letter was also sent to the Sechelt Indian Band. Henderson Road is on Ministry of Highways and Infrastructure (MOTI) right of way; staff requested direction from MOTI on their policy regarding treatment of invasive species by community groups. The following response was received:

“I have consulted with the Ministry’s Environmental specialists and have some additional information for you regarding the request for a citizens group to complete manual treatment. I should note that the following information only applies to the public wishing to complete manual treatment, as it is expected that future SCRD works adjacent to knotweed sites will require...
herbicide treatment by a qualified applicator. It shall also be noted that future permits requiring treatment will be contingent upon herbicide treatment.

- If they wish to cut the knotweed, the group will need to provide a written commitment to cutting a minimum of twice a month, or once the growth reaches 8cm (whichever comes first). The initial cuttings will actually stimulate plant growth and will likely make the infestation look larger. It is crucial at this time that they continue to cut the knotweed, as the plant will likely try to send out new shoots from its roots.
- Attached you will find a Knotweed treatment document that explains cutting and other treatment options that was developed by Ministry of Forest, Lands and Natural Resource Operations for your information (could also be shared).
- Disposal remains a concern for the Ministry. If the group wishes to cut stalks, they can leave the cuttings on the pavement (provided it doesn't have any cracks) or can elevate it to dry. The stalks will need about 1 week to become dry and brown, at which point the knotweed is no longer viable. The root masses are not to be dug up. The other option is for SCRD to find a landfill that will accept the plant material.
- A disposal plan from SCRD would be required. This would ensure the correct cutting and disposal methods are used.
- I would encourage them to continue to do their research with regards to herbicide, as this is the most effective tool for dealing with knotweed.
- The SCRD would be fully liable of any new infrastructure they build on or adjacent to the knotweed infestation, as well as any impacts to existing.
- At some point the Ministry may treat the site with herbicide (with the exception of the 1 meter pesticide free zone)

If you have any further questions, do not hesitate to contact me. I am happy to work through a permitting process for the citizens group of manual treatment is something the group and the SCRD wishes to further pursue.”

MOTI appears to be on board with this test site as long as it is done under a permit. MOTI will not issue a permit for the Henderson Road beach access improvement until the knotweed is completely eradicated. Cost to the SCRD will be limited to staff time acquiring the required permit from MOTI.
To the Sechelt Indian Band and the Sunshine Coast Regional District.

The Roberts Creek Official Community Plan Committee (RC OCPC) along with the Sunshine Coast Conservation Association (SCCA) and the Sunshine Coast Wildlife Project (SCWP) have been discussing the problem of Japanese knotweed. We are now at the stage where we would like to consider our options to address the issue. Our community is overwhelmingly against using Roundup to control this plant and there has been a great deal of support in finding and implementing alternatives. It has been brought to our attention that Roundup cannot be used on the knotweed at Henderson Beach in Roberts Creek because of its proximity to the ocean. We would like to propose that this spot be made a test site for managing Japanese knotweed without the use of Roundup.

We envision this issue as a two-part process. Initially, we would like to address the Japanese knotweed at Henderson Beach. Discussions so far have generated ideas of organizing community participation in maintaining a strict schedule of digging, drying, and disposing properly of the knotweed, covering and maintaining weeded areas, and utilizing goats (where appropriate) to restrict growth. We are also investigating the possibilities of turning knotweed into a beneficial product. A critical component will be community education, including signage at the location, and the commitment of all involved parties to ensure the success of the eradication efforts. We would like to initiate these efforts at the Henderson Beach test site with the hope that more people will come on board and commit to eradicating the knotweed in their neighbourhoods as well.

The second part of the plan will be to work towards having people committed to responsibly eradicating and maintaining the suppression of knotweed in all areas of Roberts Creek. Finally, we are hoping that our success will serve to inspire other communities to look for more environmentally friendly methods than herbicides to deal with invasive plant issues.

The Henderson Beach situation seems like a great opportunity for the SCRD, the Band, and the community of Roberts Creek to come together to tackle this invasive species and to demonstrate how this can be done without the use of chemicals. We would appreciate being able to discuss this concept with you. Please contact Mike Allen, RC OCPC member (bearhug@ecomail.org, 604-840-0005).

Best regards,

Mike Allen

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

PRESENT:  Chair  
Members  
R. Skene  
D. Fugge  
M. Paddison  
C. Robben  
C. Moore  
A. Dowle  
J. Mani

Via Telecommunications:

ALSO PRESENT:  Parks Services Manager  
Parks Planning Coordinator  
Recorder  
C. Mortensen  
S. Adams  
G. Gelineau

ABSENT:  Members  
K. Peterson

CALL TO ORDER  5:05 p.m.

AGENDA  The Agenda was adopted as received.

MINUTES

Recommendation No. 1  Minutes

The Dakota Ridge Advisory Committee recommended that the minutes of the meeting held April 9, 2014 be received.

COMMUNICATIONS

Membership Terms
Celia Robben, Ron Skene, Jamie Mani, and Mike Paddison have been appointed to DRAC for a further two year term, expiring May 2016.
Discount for Repeat Dakota Ridge Seasons Ticket Holders
The Board adopted the recommendation that 2013-2014 Dakota Ridge Season Pass holders be offered a onetime 10% loyalty discount on their 2014-2015 season pass if purchased on or before December 15, 2014.

Sunshine Coast Loppet
Ron reported that it is a go-a-head for the Sunshine Coast Loppet planned for Jan. 31, 2015. There will be an ‘Officials’ course held on Nov 16, 2014 that will require a minimum of 8 registrations in order for it to run. Craig mentioned that the TOC will likely fund this event.

NEW BUSINESS
Craig is requesting a second committee member be in place as a joint signatory for a new DR bank account, Ron volunteered to be co signatory. This account will hold funds that are raised from fundraisers. (Establish an account in conjunction with TOC).

BUSINESS ARISING FROM UNFINISHED BUSINESS
Committee Projects and Goals
There has been interest from a private citizen to maybe donate a substantial amount of money to Dakota Ridge for the right project. The following are project ideas that have been listed in priority:

• Complete the infrastructure of the 9 km Blueberry trail
• Purchase a mid size groomer and a building to store it in, in order to lengthen the life of the Piston Bully (current full size groomer).
• Purchase of a second washroom.
• Add windows for more natural light and hardy board to the outside front of the Warming Hut so that it looks more like a ski lodge than a Quonset hut. Place a ‘Dakota Ridge’ sign to the front top of the warming hut.
• Purchase a 4x4 shuttle van in order to get users without sufficient transportation up and down the hill in a safe manner.
• Help fund the Sunshine Coast Loppet (infrastructure, marketing, etc.) planned for Jan. 31, 2015.
• Communication improvements (electronic board place at the highway to give current conditions (road, snow, weather, etc.).

NEXT MEETING At the call of the chair

ADJOURNMENT 6:10 p.m.

Parking lot:
• Promote health and wellness plan to larger corporations on the Sunshine Coast
CALL TO ORDER  3:30 pm

NEW BUSINESS

1. Request to use Chaster Park for sports training and competition purposes

Discussion ensued regarding a recent request from Birgit Breuer of Sunshine Coast Spirit of Excellence to install in Chaster Park beach volleyball courts for sports training and competition purposes. Comments from discussion regarding the request included:

- The Chaster Park covenant intent is very clear: “No garbage cans, porta-potties, picnic tables, benches.” The proposal is not consistent with the terms of the covenant.
- The proposed activity would be contrary to the work being done trying to bring the park into a natural state. We are trying to restore and preserve the park.
- Issues:
  - Proximity of the park to a residential area
  - Exclusive use of the park for volleyball
  - Lack of adequate parking
  - No toilets (available or allowed)

Action: The Parks Planning Coordinator will contact Ms. Breuer.

2. Second Street Trail

The Chair reported there used to be a gravel switchback trail at Second Street that enabled people who lived in the Grandview area above Gower Point / Bonniebrook to walk down to the Esplanade. As the trail is now, it cannot be traversed easily since part of the trail that was on private property was removed. It was suggested that a trail or stairs would enable people from Grandview to visit the area without a car.

Action: The Parks Planning Coordinator will look into the right of way of the trail.
3. **Parking at access points where there is “no parking”**
   
   Discussion ensued on the challenges in trying to prevent parking at beach access points on Ocean Beach Esplanade.

4. **Lorne’s tree**
   
   New signage had been posted at the site of the fallen tree on the shoreline beside Ocean Beach Esplanade. The site was discussed. The tree has accumulated matter on the Gibsons side.

5. **Project to connect the properties**
   
   Director Lewis announced that the Sunshine Coast Regional District would be applying to add adjacent Crown land to the title of Chaster House. When the Chaster House lot was surveyed many years ago, Chaster House was beside a sandbar; the Crown land area under consideration was accreted. The goal in obtaining this would be to add to the shoreline buffer. The Squamish Band would be consulted.

   It was noted that Simon Fraser University did an archaeological survey in 1977 along the coast; there should be something on record regarding this site.

**ADJOURNMENT** 4:20 pm
DATE:       June 26, 2014
TO:         Community Services Committee-- July 10, 2014
FROM:       Paul Fenwick General Manager Community Services
RE:         9-1-1 COMMUNICATION TOWERS REPLACEMENTS

RECOMMENDATIONS

THAT the Community Services Committee receives the report 9-1-1 Communication Tower Replacement Report for information;

AND THAT 2014 Projects continue as funded in the 2014 Financial Plan;

AND THAT the 2014 Financial Plan be amended to add $11,650 funded from reserves to enable relocation of PH tower to Cecil Hill;

AND THAT the 2015 projects be referred to the 2015 Financial Plan;

AND FURTHER THAT a capital plan be done for 2016 to 2020.

BACKGROUND

The SCRD engaged WesTower to do a review of the four towers located at or near fire halls in 2005. The report noted the towers were not CSA compliant. The SCRD immediately prohibited any climbing on the towers and engaged in a monitoring program. This program includes a complete review in 2014 that is the subject of this report. The Board has been apprised of this situation and approved the structural assessment in the capital plan for 2014.

REPORT

CSA Compliant Towers

The current standard for towers (Canadian Standards Association CAN/CSA S37) concerns the requirements for the design, fabrication, and erection of antennas and supporting structures, as well as addressing safety concerns for those working on and around those structures. The latest amendments to the Canada Labour Code require all towers over 50ft. to meet the CAN/CSA S37 requirements. Meeting these standards protects the owner from liabilities.

Existing towers that are not compliant cannot be re-configured to comply with the standard. This is evident for the SCRD towers when we read the attached reports that show the four fire hall towers were never of a robust standard and the Chapman Tower has structural issues too.
Four Fire Hall Towers

Egmont Tower is not included in this report as it is a newer tower half owned by the SCRD and it was inspected and serviced in 2014.

Attachment 1 contains the WesTower assessments for 1) Gibsons 2) Roberts Creek, 3) HMB/Connor, and 4) Pender Harbour towers.

Gibsons tower is in the worst shape due to an extension and overloading. It is also of concern due to its location in a built up area and proximity to power lines.

These four towers were purchased in 1996 with a view to minimize costs. The CAN/CSA S37 standard did not exist at that time and accordingly the towers lack climbing ladders/safety rails and could be described as light duty towers. They have served without a safety incident but cannot have more loading and must be replaced. Attachment 2 is an engineering letter from WesTower that recommends the four towers be replaced.

Chapman Water Treatment Plant Tower (Attachment 3)

This tower was built by Infrastructure Services and the tower serves many clients i.e. SCADA, 9-1-1, RCMP, Sechelt Fire. The latest user is the RCMP and staff have contacted the RCMP to see if they have structural information regarding their recent use of this tower. The tower is ranked as second in priority for replacement therefore the action plan contained below calls for the tower to be replaced in 2015.

Additional assessment of this tower (estimated at $2,070) could be done to see if reducing the tower by one half and the load to only three antennas could be done. As this would not meet our telecommunication needs or allow for future growth it is not recommended by staff. The Chapman report may appear to accept the existing conditions without additional loading. This is not the case as in a separate communication WesTower gives it a high priority for replacement.

DISCUSSION

Action Plan

Attachment 4 contains options with costs prepared by Mory Kaustianyk of Planetworks to replace the towers. The table includes costs for tower removal, geotech and foundations, new antennas, engineering, contingency etc.

Related to Attachment 4, WesTower recommends that the priority based on structural factors is to replace the towers as follows:

1) Gibsons Fire Hall, 2) Chapman Water Treatment Plant, 3) Roberts Creek, 4) Connor Tower HMB, and 5) Pender Harbour.

The staff recommendations take the following factors into consideration:

- The WesTower findings e.g. Gibsons Tower was extended and has a deformation (see Attachment 1).
- Current and expected financial resources.
- Logistics like 9-1-1 radio needs in addition to tower structure (e.g. coverage).
- Means to reduce SCRD direct ownership in a tower though partnerships.
- Long term operating costs.

The recommended action plan to replace the towers is as follows:

**ACTION PLAN**

<table>
<thead>
<tr>
<th>Year</th>
<th>Item</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014</td>
<td>SCRD staff and telecom consultant to conduct live coverage testing of Gibsons and Pender Harbour areas to confirm they are consistent with computer modeling of coverage at new sites, and generally maintain current radio coverage used by the fire departments.</td>
<td>Testing will require about 2 months to complete. Site negotiations and other preparations will be carried out in parallel to minimize delays. Final site compatibility reviews are part of the preparation and requires approval of site owners and Industry Canada.</td>
</tr>
<tr>
<td>2014</td>
<td>Remove GDVFD Tower and relocate to RCMP Police Station in Gibsons</td>
<td>$97,500 is in the financial plan which exceeds the needed funds. Negotiations have commenced with the RCMP and it is assumed these will be successful. (Note: some funds will be used for testing as noted above).</td>
</tr>
<tr>
<td>2014</td>
<td>Remove PH tower and co-locate with the RCMP on the TELUS tower at Cecil Hill.</td>
<td>This is advanced in priority as it is an easy project and would benefit 9-1-1 communications for Egmont. It will entail rental fees but in the longer term it reduces the costs of looking after a tower and results in two towers being eliminated from SCRD ownership. Achieving this in 2014 is subject to review by PH Fire and negotiations with TELUS and the RCMP. Our communications consultant</td>
</tr>
<tr>
<td>Year</td>
<td>Tower</td>
<td>Notes</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>2015</td>
<td>Replace Chapman Tower</td>
<td>Discussions will occur with the RCMP, and Sechelt Fire to see if they would contribute revenue to the project. The financial analysis below assumes Infrastructure Services will pay for one half of this cost.</td>
</tr>
<tr>
<td>2016 to 2020</td>
<td>Replace Roberts Creek and Connor Towers.</td>
<td>More analysis is needed to confirm Connor would need a 50 m tower as the cost differential compared to a 40 m tower is $262,000. Tree cover is a challenge. The taller tower would be constructed at HMB reservoir. Electric power to the site is a cost.</td>
</tr>
</tbody>
</table>

**Financial Considerations**

Attachment 5 shows the funds needed for the action plan in relation to 9-1-1 capital reserves. This includes increasing the budget for 2014 to do both recommended projects and to forward the Chapman tower to the 2015 Financial Plan. Roberts Creek and Connor will be earmarked for 2016-2020. The shortfall in the capital funds would be less if a lower tower is built for HMB and worse if costs came in more than expected. This is possible as tower costs have varied greatly due to a strong demand for towers.

The report recommendation allows Gibson’s and PH projects to be done in 2014 (subject to testing and negotiations with the Fire Departments and third parties). Steps toward doing Chapman Water Plant tower are recommended for 2015.

The costs are based on tower quotes (not attached to this report but included in the Planetworks Attachment 4).
June 10th, 2014

File No: 10146

STRUCTURAL TOWER REVIEW
EXISTING 84' SELF SUPPORT TOWER
GIBSONS, BC
SCRD: GIBSONS FIRE HALL

1.0 INTRODUCTION

At the request of Dale Boghean of the Sunshine Coast Regional District, WesTower Communications Ltd performed a structural analysis on the existing tower at Gibsons Fire Hall in Gibsons, BC. The tower is triangular with tapering face width. Tower members consist of bent plate angles legs and bracing members with bolted connections. The purpose of the review was to determine the structural adequacy and to determine if the existing tower is compliant with CSA S37-13 Antennas, Tower, and Antenna-Supporting Structures (S37). The review was based on a WesTower site audit conducted on May 12th, 2014.

2.0 OBSERVATIONS

During the inspection it was determined that the tower was of a type and configuration that prevented climbing according to CSA S37-13, Section 16. A crane and man basket was used to obtain measurements above the anti-climb so that an investigation into member properties could be later undertaken.

Existing Antenna Loading:

<table>
<thead>
<tr>
<th>Elevation (ft)</th>
<th>Antenna Type</th>
<th>Q-ty</th>
<th>Azimuth (°)</th>
<th>TX - Lines</th>
<th>Q-ty</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>83.64</td>
<td>SRL 441P</td>
<td>1</td>
<td>210</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>82.85</td>
<td>SRL 210C-4</td>
<td>1</td>
<td>185</td>
<td>LDF4</td>
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<td>SCRD</td>
</tr>
<tr>
<td>71.64</td>
<td>SY 415-SFX SNM</td>
<td>1</td>
<td>210</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>64.94</td>
<td>SRL 441U</td>
<td>1</td>
<td>180</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>58.84</td>
<td>871F-70</td>
<td>1</td>
<td>170</td>
<td>LMR400</td>
<td>1</td>
<td>SCRD</td>
</tr>
</tbody>
</table>
2.2 CSA S37-01 REQUIREMENTS

The design of communication structures in Canada falls under the requirements of CSA S37-13. In particular, the Preface to S37-13 states "Part II of the Canada Occupational Safety and Health Regulations (COSH) of the Canada Labour Code require that the design and construction of every tower, antenna and antenna supporting structure must meet the requirements of this standard as amended from time to time."

The tower being reviewed is subject to S37-13 due to its respective height exceeding 15m as stated in Clause 1.2.b of the Standard. The tower was found to be non-compliant with various Clauses of the Standard. Particular non-compliance issues that apply to the tower are:

1. Concerning analysis (Clause 4. Design Requirements):
   a. Lack of appropriate inspection and analysis results for the following tower which has had modifications to its structure or attachments;
      i. The extension of the tower and antennas relocation has resulted in permanent deformation which is visible at multiple splice levels.

2. Concerning structural steel components (Clause 7. Structural Steel):
   a. Tower member thicknesses are smaller than the minimum thickness specified for structural steel shapes as per Clause 7.1.4 of the Standard.

3. Concerning access by personnel (Clause 16. Ladders, Safety Devices, Platforms and Cages):
   a. Absence of a ladder either attached or integrated into the structure as per Clause 15.1.4.
   b. Absence of a safety rail/cable as per Clause 15.1.4.
   c. Safety anchorage points lack sufficient strength as per Clause 16.4.2.

It is important to point out that the tower does fall under the design requirements of the S37-13 Standards and as such, for any future changes the tower will have to comply with the requirements of the Standard.

2.3 EXISTING TOWER CONDITION

The existing tower at Gibsons was extended 12’ and the SRL210C-4 moved to the top. The extension, in addition to the other antenna loading results in the tower being overloaded. Deformations visible on various diagonals and leg splices are an indicator that the tower has been overstressed.

The existing tower is a light duty tower that is typically used to get a single antenna above the tree line or for individuals not interested in CSA compliant towers (hobby type towers).
3.0 CONCLUSIONS AND RECOMMENDATIONS

After reviewing the existing communication installation the following conclusions can be made. The existing tower is governed by the requirements of CSA S37-13 due to its height exceeding 15m as per Clause 1.2.b of the standard. The tower does not currently comply with S37-13 due to inadequate structural capacity, non-compliant steel members, and inadequate climbing facility.

Any future changes in loading must be reviewed by a Professional Engineer qualified in tower design.

Should any questions arise concerning this report please contact the undersigned.

Sincerely,

WestTower Communications Ltd.

Dane Stelting (Grid Tech) Engineering Technologist

Randy M. Carroll, M. Eng., P. Eng.
Director of Engineering Western Division
1.0 INTRODUCTION

At the request of Dale Boghean of the Sunshine Coast Regional District, WesTower Communications Ltd. performed a structural analysis on the existing tower at Roberts Creek Fire Hall in Roberts Creek, BC. The tower is triangular with tapering face width. Tower members consist of bent plate angles legs and bracing members with bolted connections. The purpose of the review was to determine the structural adequacy and to determine if the existing tower is compliant with CSA S37-13 Antennas, Tower, and Antenna-Supporting Structures (S37). The review was based on a WesTower site audit conducted on May 12th, 2014.

2.0 OBSERVATIONS

During the inspection it was determined that the tower was of a type and configuration that prevented climbing according to CSA S37-13, Section 16. A crane and man basket was used to obtain measurements above the anti-climb so that an investigation into member properties could be later undertaken.

Existing Antenna Loading:

<table>
<thead>
<tr>
<th>Elevation (ft)</th>
<th>Antenna Type</th>
<th>Q-tv</th>
<th>Azimuth (°)</th>
<th>TX – Lines</th>
<th>Q-tv</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>79.4</td>
<td>SRL 210C-4</td>
<td>1</td>
<td>170</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>66.3</td>
<td>SY 415</td>
<td>1</td>
<td>180</td>
<td>LDF4</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

2.2 CSA S37-01 REQUIREMENTS

The design of communication structures in Canada falls under the requirements of CSA S37-13. In particular, the Preface to S37-13 states “Part II of the Canada Occupational Safety and Health Regulations (COSH) of the Canada Labour Code require that the design and construction of every tower, antenna and antenna supporting structure must meet the requirements of this standard as amended from time to time.”
2.2 CSA S37-01 REQUIREMENTS CONT’D

The tower being reviewed is subject to S37-13 due to its respective height exceeding 15m as stated in Clause 1.2.b of the Standard. The tower was found to be non-compliant with various Clauses of the Standard. Particular non-compliance issues that apply to the tower are:

1. Concerning structural steel components (Clause 7. Structural Steel):
   
   a. Tower member thicknesses are smaller than the minimum thickness specified for structural steel shapes as per Clause 7.1.4 of the Standard.

2. Concerning access by personnel (Clause 16. Ladders, Safety Devices, Platforms and Cages):
   
   a. Absence of a ladder either attached or integrated into the structure as per Clause 16.1.4.
   b. Absence of a safety rail/cable as per Clause 16.1.4.
   c. Safety anchorage points lack sufficient strength as per Clause 16.4.2.

It is important to point out that the tower does fall under the design requirements of the S37-13 Standards and as such, for any future changes the tower will have to comply with the requirements of the Standard.

2.3 EXISTING TOWER CONDITION

The existing tower at Roberts Creek has visible deformations on various diagonals, which is an indicator that the tower has been overstressed.

The existing tower is a light duty tower that is typically used to get a single antenna above the tree line or for individuals not interested in CSA compliant towers (hobby type towers).

3.0 CONCLUSIONS AND RECOMMENDATIONS

After reviewing the existing communication installation the following conclusions can be made. The existing tower is governed by the requirements of CSA S37-13 due to its height exceeding 15m as per Clause 1.2.b of the standard. The tower does not currently comply with S37-13 due to inadequate structural capacity, non-compliant steel members, and inadequate climbing facilities.

Any future changes in loading must be reviewed by a Professional Engineer qualified in tower design.

Should any questions arise concerning this report please contact the undersigned.

Sincerely,

WestTower Communications Ltd.

Dane Stelting (Grad. Tech)
Engineering Technologist

Randy M. Carroll, M. Eng., P. Eng.
Director of Engineering Western Division
June 10th, 2014

File No: 10146

STRUCTURAL TOWER REVIEW
EXISTING 70' SELF SUPPORT TOWER
HALFMOON BAY, BC
SCRD: HALFMOON BAY

1.0 INTRODUCTION

At the request of Dale Boghean of the Sunshine Coast Regional District, WesTower Communications Ltd. performed a structural analysis on the existing tower at Halfmoon Bay, BC. The tower is triangular with tapering face width. Tower members consist of bent plate angles legs and bracing members with bolted connections. The purpose of the review was to determine the structural adequacy and to determine if the existing tower is compliant with CSA S37-13 Antennas, Tower, and Antenna-Supporting Structures (S37). The review was based on a WesTower site audit conducted on May 12th, 2014.

2.0 OBSERVATIONS

During the inspection it was determined that the tower was of a type and configuration that prevented climbing according to CSA S37-13, Section 16. A crane and man basket was used to obtain measurements above the anti-climb so that an investigation into member properties could be later undertaken.

Existing Antenna Loading:

<table>
<thead>
<tr>
<th>Elevation (ft)</th>
<th>Antenna Type</th>
<th>Q-ty</th>
<th>Azimuth (°)</th>
<th>TX - Lines</th>
<th>Q-ty</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>96.08</td>
<td>SC488-SF35N1</td>
<td>1</td>
<td>OMNI</td>
<td>RG8</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>79.34</td>
<td>SRL 210C-4</td>
<td>1</td>
<td>290</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>68.88</td>
<td>SY 415</td>
<td>1</td>
<td>205</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>67.24</td>
<td>SY 307</td>
<td>1</td>
<td>60</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>55.84</td>
<td>4 Dipole antenna</td>
<td>1</td>
<td>190</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
</tbody>
</table>

2.2 CSA S37-01 REQUIREMENTS

The design of communication structures in Canada falls under the requirements of CSA S37-13. In particular, the Preface to S37-13 states “Part II of the Canada Occupational Safety and Health Regulations (COSH) of the Canada Labour Code require that the design and construction of every tower, antenna and antenna supporting structure must meet the requirements of this standard as amended from time to time.”
2.2 CSA S37-01 REQUIREMENTS CONT’D

The tower being reviewed is subject to S37-13 due to its respective height exceeding 15m as stated in Clause 1.2.b of the Standard. The tower was found to be non-compliant with various Clauses of the Standard. Particular non-compliance issues that apply to the tower are:

1. Concerning analysis (Clause 4. Design Requirements):
   a. Lack of appropriate inspection and analysis results for the addition of an antenna at 96.08°.

2. Concerning structural steel components (Clause 7. Structural Steel):
   a. Tower member thicknesses are smaller than the minimum thickness specified for structural steel shapes as per Clause 7.1.4 of the Standard.

3. Concerning access by personnel (Clause 16. Ladders, Safety Devices, Platforms and Cages):
   a. Absence of a ladder either attached or integrated into the structure as per Clause 16.1.4.
   b. Absence of a safety rail/cable as per Clause 16.1.4.
   c. Safety anchorage points lack sufficient strength as per Clause 16.4.2.

It is important to point out that the tower does fall under the design requirements of the S37-13 Standards and as such, for any future changes the tower will have to comply with the requirements of the Standard.

2.3 EXISTING TOWER CONDITION

The existing tower at Halfmoon Bay has visible deformation in the leg at the top of the tower, which is an indicator that the tower has been overstressed.

The existing tower is a light duty tower that is typically used to get a single antenna above the tree line or for individuals not interested in CSA compliant towers (hobby type towers).

3.0 CONCLUSIONS AND RECOMMENDATIONS

After reviewing the existing communication installations the following conclusions can be made. The existing tower is governed by the requirements of CSA S37-13 due to its heights exceeding 15m as per Clause 1.2.b of the standard. The tower does not currently comply with S37-13 due to inadequate structural capacity, non-compliant steel members, and inadequate climbing facilities.

Any future changes in loading must be reviewed by a Professional Engineer qualified in tower design.

Should any questions arise concerning this report please contact the undersigned.

Sincerely,

WesTower Communications Ltd.

Dane Steltmg (Grad Tech)
Engineering Technician

Randy M. Carroll, M. Eng., P. Eng.
Director of Engineering Western Division
May 20th, 2014

File No: 10146

STRUCTURAL TOWER REVIEW
EXISTING 70' SELF SUPPORT TOWER
PENDER HARBOUR, BC
SCRD: PENDER HARBOUR FIRE HALL

1.0 INTRODUCTION

At the request of Dale Boghean of the Sunshine Coast Regional District, WestTower Communications Ltd. performed a structural analysis on the existing tower at Pender Harbour Fire Hall in Pender Harbour, BC. The tower is triangular with tapering face width. Tower members consist of bent plate angles legs and bracing members with bolted connections. The purpose of the review was to determine the structural adequacy and to determine if the existing tower is compliant with CSA S37-01 Antennas, Tower, and Antenna-Supporting Structures (S37). The review was based on a WestTower site audit conducted on May 12th, 2014.

2.0 OBSERVATIONS

During the inspection it was determined that the tower was of a type and configuration that prevented climbing according to CSA S37-01, Section 15. A crane and man basket was used to obtain measurements above the anti-climb so that an investigation into member properties could be later undertaken.

Existing Antenna Loading:

<table>
<thead>
<tr>
<th>Elevation (ft)</th>
<th>Antenna Type</th>
<th>Q-ty</th>
<th>Azimuth (°)</th>
<th>TX - Lines</th>
<th>Q-ty</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
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<td>OMNI</td>
<td>LDF4</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>69.93</td>
<td>SY 307</td>
<td>1</td>
<td>290</td>
<td>LRM400</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>64.48</td>
<td>SY 415</td>
<td>1</td>
<td>205</td>
<td>LDF4</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>55.76</td>
<td>3.5' Yagi</td>
<td>1</td>
<td>60</td>
<td>RG8</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

2.2 CSA S37-01 REQUIREMENTS

The design of communication structures in Canada falls under the requirements of CSA S37-01. In particular, the Preface to S37-01 states “Part II of the Canada Occupational Safety and Health Regulations (COSH) of the Canada Labour Code require that the design and construction of every tower, antenna and antenna supporting structure must meet the requirements of this standard as amended from time to time.”
2.2 CSA S37-01 REQUIREMENTS CONT’D

The tower being reviewed is subject to S37-01 due to its respective height exceeding 15m as stated in Clause 1.2.b of the Standard. The tower was found to be non-compliant with various Clauses of the Standard. Particular non-compliance issues that apply to the tower are:

1. Concerning analysis (Clause 3. Design Requirements):
   a. Lack of appropriate inspection and analysis results for the addition of an antenna at 96.08’.

2. Concerning structural steel components (Clause 6. Structural Steel):
   a. Tower member thicknesses are smaller than the minimum thickness specified for structural steel shapes as per Clause 6.1.4 of the Standard.

3. Concerning access by personnel (Clause 15. Ladders, Safety Devices, Platforms and Cages):
   a. Absence of a ladder either attached or integrated into the structure as per Clause 15.1.3.
   b. Absence of a safety rail/cable as per Clause 15.1.3.
   c. Safety anchorage points lack sufficient strength as per Clause 15.4.2.

It is important to point out that the tower does fall under the design requirements of the S37-01 Standards and as such, for any future changes the tower will have to comply with the requirements of the Standard.

2.3 EXISTING TOWER CONDITION

The existing tower at Pender Harbour has visible deformation in the leg at the top of the tower, which is an indicator that the tower has been overstressed. Also a splice bolt at 18.68m is missing a nut.

The existing tower is a light duty tower that is typically used to get a single antenna above the tree line or for individuals not interested in CSA compliant towers (hobby type towers).

3.0 CONCLUSIONS AND RECOMMENDATIONS

After reviewing the existing communication installations the following conclusions can be made. The existing tower is governed by the requirements of CSA S37-01 due to their heights exceeding 15m as per Clause 1.2.b of the standard. The towers do not currently comply with S37-01 due to inadequate structural capacity, non-compliant steel members, and inadequate climbing facilities.

Any future changes in loading must be reviewed by a Professional Engineer qualified in tower design.

Should any questions arise concerning this report please contact the undersigned.

Sincerely,

WesTower Communications Ltd.

Dane Stelling (Grid Tech)
Engineering Technologist

Randy M. Carroll, M. Eng., P. Eng.
Director of Engineering Western Division

Page 2 of 2
LETTER OF INSPECTION
EXISTING VARIOUS SELF SUPPORT TOWERS
SCRD: SUNSHINE COAST, B.C.

1.0 INTRODUCTION

At the request of Paul Fennick of the Sunshine Coast Regional District, WesTower Communications Ltd. performed a visual inspection of the existing towers at the Fire Halls in Gibsons, Robert’s Creek, Halfmoon Bay, and Pender Harbour and Chapman Creek Water Treatment Plant. They consist of bent plate angle legs and bracing members with bolted connections. WesTower also performed an analysis on each of the tower structures to determine their structural adequacy against the requirements of CSA S37-13 Antennas, Towers, and Antenna-Supporting Structures.

2.0 FINDINGS

After reviewing the existing communication installations the following conclusions can be made. The existing towers are governed by the requirements of CSA S37-13 due to their height exceeding 15m as per Clause 1.2.b of the standard. The towers do not comply with S37-13 due to inadequate structural capacity, non-compliant steel members, and inadequate climbing facilities. WesTower recommends removing all of the existing towers and replacing them with CSA S37-13 compliant self support towers.

Should any questions arise concerning this letter please contact the undersigned.

Sincerely,

WesTower Communications Ltd.

Dane Stelting (Grad Tech)
Engineering Technologist

Randy M. Carroll, M. Eng., P. Eng.
Director of Engineering Western Division
June 16th, 2014

File No: 10146

**STRUCTURAL ANALYSIS REPORT**

**EXISTING 30.5m TRYLON S100 SUPERTITAN**

**SECHELT, BC**

**SCRD: CHAPMAN CREEK**

1.0 INTRODUCTION

At the request of Mr. Dale Boghean of the Sunshine Coast Regional District, WesTower Communications Ltd. performed a structural analysis on the existing tower at Chapman Creek in Sechelt, BC. The tower is triangular with a constant tapering width. Tower members consist of various angle leg and bracing members with bolted connections. The purpose of the analysis was to determine the structural adequacy of the existing tower for a revised antenna load. The analysis was based on requirements and information provided by the SCRD and by WesTower (based on a site audit conducted on May 12th, 2014).

### Existing Antenna Loading:

<table>
<thead>
<tr>
<th>Elevation (m)</th>
<th>Antenna Type</th>
<th>Q-ty</th>
<th>Azimuth (°)</th>
<th>TX - Lines</th>
<th>Q-ty</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.55</td>
<td>SD214</td>
<td>1</td>
<td>182</td>
<td>1/2&quot;</td>
<td>1</td>
<td>TBD</td>
</tr>
<tr>
<td>29.50</td>
<td>7' OMNI</td>
<td>1</td>
<td>182</td>
<td>1/2&quot;</td>
<td>1</td>
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<tr>
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<td>225</td>
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<td>TBD</td>
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<td>TBD</td>
</tr>
</tbody>
</table>

### Proposed Antenna Loading:

<table>
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<tr>
<th>Elevation (m)</th>
<th>Antenna Type</th>
<th>Q-ty</th>
<th>Azimuth (°)</th>
<th>TX - Lines</th>
<th>Q-ty</th>
<th>Carrier</th>
</tr>
</thead>
<tbody>
<tr>
<td>29.50</td>
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<td>TBD</td>
<td>LMR600</td>
<td>1</td>
<td>SCRD</td>
</tr>
<tr>
<td>26.50</td>
<td>SY415</td>
<td>1</td>
<td>TBD</td>
<td>LMR600</td>
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<td>SCRD</td>
</tr>
<tr>
<td>24.50</td>
<td>SY415</td>
<td>1</td>
<td>TBD</td>
<td>LMR600</td>
<td>1</td>
<td>SCRD</td>
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2.0 ANALYSIS

The analysis of the tower was carried out using a combination of hand and computer computations per CAN/CSA S37-01. A site-specific wind pressure of 550Pa and 10mm of radial ice loading were used for this analysis. Tower geometry, member sizes, and antenna information were entered into “Guymaster”, a computer program specifically designed to calculate tower loads and member forces. Two loading conditions were considered:

1. Full design wind pressure with 0mm radial ice. ($\psi = 1.0$)
2. Full design wind pressure with 10mm radial ice. ($\psi = 0.5$)

Member capacities were calculated by hand, and then compared to the member forces determined by the computer analysis.
2.1 ASSUMPTIONS

In performing the analysis the following assumptions were made:

1. The tower is in good condition and capable of supporting its design load;
2. The existing and proposed TX lines are mounted on existing waveguide ladder brackets.
3. A maximum equivalent exposure of (4) 3/8" and (10) 1/2" TX-lines.

If any of these assumptions differ from actual conditions WestTower Communications should be contacted.

3.0 RESULTS

MEMBER FORCES

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<tr>
<th>Elevation (m)</th>
<th>No Loading</th>
<th>Diagonals</th>
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<td></td>
<td>Legs</td>
<td>Capacity (%)</td>
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<tr>
<td>0.0</td>
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<td>399</td>
</tr>
<tr>
<td>3.0</td>
<td>6.1</td>
<td>343</td>
</tr>
<tr>
<td>6.1</td>
<td>9.1</td>
<td>289</td>
</tr>
<tr>
<td>9.1</td>
<td>12.2</td>
<td>236</td>
</tr>
<tr>
<td>12.2</td>
<td>15.2</td>
<td>186</td>
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<tr>
<td>15.2</td>
<td>18.3</td>
<td>140</td>
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<tr>
<td>18.3</td>
<td>21.3</td>
<td>98.2</td>
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<td>21.3</td>
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<td>30.6</td>
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<td>27.4</td>
<td>30.5</td>
<td>8.3</td>
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(1) An overstress of 4% is considered acceptable
(2) Exceeds acceptable overstress

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<th>Existing &amp; Proposed Loading</th>
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<tr>
<td>Legs</td>
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<td>Loads (kN)</td>
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<td>24.4</td>
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<td>27.4</td>
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</tbody>
</table>

(1) An overstress of 4% is considered acceptable
(2) Exceeds acceptable overstress
4.0 CONCLUSIONS AND RECOMMENDATIONS

The existing tower and foundation, for a site-specific wind pressure of 550Pa and 10mm radial ice are not structurally adequate to accommodate the proposed antenna (as outlined in section 1.0).

Any future changes in loading must be reviewed by a Professional Engineer qualified in tower design.

Should any questions arise concerning this report please contact the undersigned.

Sincerely,

WesTower Communications Ltd.

Dane Stelting
Engineering Technologist

Randy M. Carroll, M. Eng., P. Eng.
Director of Engineering Western Division
<table>
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<tr>
<th>Option A</th>
<th>Option B</th>
<th>Option A</th>
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<td>Roberts Creek FHH1 40m Tower</td>
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## Capital Tower Replacement Funding

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<td>-$546,140</td>
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SCRD STAFF REPORT

DATE:       June 25, 2014
TO:         Community Services Committee-- July 10, 2014
FROM:       Bob Stevens Fire Chief, Gibsons & District Volunteer Fire Department
RE:         GDVFD BUDGET AMENDMENT REPORT

RECOMMENDATIONS

THAT the GDVFD Budget Report be received for information;

AND THAT the GDVFD 2014 Financial Plan be amended by a $6,500 reduction for the outdoor training facility to allow for the repair or replacement of the Thermal Imaging Camera

BACKGROUND

During the 2014 budget discussions, $10,000 was allocated for further development of the outdoor training facility, being constructed at the Town Works Yard on Henry Road, by purchasing another container and improving the site.

The fire department currently owns 2 Thermal Imaging Cameras (TIC) and we recently had a failure of 1 of the cameras.

DISCUSSION

TIC’s have become a very important tool for firefighters in many aspects of firefighting, rescue and Hazardous Materials incidents. The Gibsons & District Fire Department is very fortunate to have acquired 2 cameras for its use and plans on increasing that number in future years. The cameras have been operating well until recently when 1 of the cameras experienced a problem with the display. Discussions with the manufacturer indicate that repairs or upgrades to the cameras are approximately $5,000. There is an option to purchase a new camera of similar abilities for a similar price.

The Fire Department would like amend the 2014 Financial Plan by re-allocating $6,500 to either repair or replace the failed TIC. The money would be diverted from the training facility project which would still leave $3,500 to purchase another container at the training grounds. The planned site improvements will be postponed until next year pending further budget approval.
CALL TO ORDER  9:04 am

PRESENTATION

Greg Russell on behalf of the Sunshine Coast Youth Action and Awareness Committee presented retiring S/Sgt. Herb Berdahl with a gift. He thanked S/Sgt Berdahl for his commitment to youth on the Sunshine Coast and wished him a very happy retirement.

AGENDA  The Agenda was adopted as circulated.
MINUTES

Recommendation No. 1  Minutes

The Sunshine Coast Policing Committee recommended that the minutes of April 28, 2014 be adopted as circulated.

COMMUNICATIONS

Recommendation No. 2  SCYAA Minutes

The Sunshine Coast Policing Committee recommended that the Sunshine Coast Youth Action and Awareness Committee minutes of April 25, 2014 be received.

Director Shugar noted a correction on Page 3 Section f of the minutes that there are no plans for an apple fest in Roberts Creek and that this was planned for Gambier Island.

REPORTS

Recommendation No. 3  Monthly Crime Statistics

The Sunshine Coast Policing Committee recommended that the Monthly Crime Statistics for April and May 2012, 2013 and 2014 be received.

Recommendation No. 4  RCMP Monthly Report

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Report be received.

Roundtable

- The dangerous driving in Pender Harbour and other areas was discussed. Director Mauro noted the stunt driving may cause an accident. The RCMP will have extra patrols during summer.

  Director Mauro asked about the relaxation of BC liquor laws and the RCMP noted they will enforce the laws as written. He also commended the RCMP for the excellent job done at a recent community meeting on Keats Island.

- Director Shugar asked if the RCMP will take over when the Bylaw Officer is off duty regarding noise issues. S/Sgt Berdahl noted that if there is loud music or beach parties it is appropriate to call 9-1-1 who will prioritize the call for members to attend.

- S/Sgt Berdahl noted there will be extra policing during the summer months, with extra members on weekends.
• Joyce Clegg noted there have been vehicle break-ins at the Langdale parking lot to vehicles from Gambier Island (noting these vehicles have Gambier parking passes on them). This had been reported to the RCMP. S/Sgt Berdahl stated they will follow up.

• Alternate Director Doug Hockley noticed a number of vehicles going through the red light westbound at Highway 101 and Norwest Bay Road. S/Sgt Berdahl noted the RCMP will continue to patrol the area.

• Director Tretick stated that Sea Cavalcade is coming up. The RCMP have their operations plan in place.

• Garry Nohr, SCRD Chair thanked S/Sgt Berdahl and Paul Fenwick for their service to the Sunshine Coast. He thanked them for their solid attendance at the Policing Committee and wished them a great retirement.

• Cavin Crawford, COPS stated he has noticed some very aggressive drivers on the Highway.

• Lorne Lewis, Policing Committee Chair, thank S/Sgt Berdahl for his participation on this committee.

• S/Sgt Berdahl said he has enjoyed his participation on the Policing Committee and that it has been a real benefit with meaningful dialogue. Sgt. Mike McCarthy is acting as his temporary replacement until a new S/Sgt is in place.

• Lorne Lewis, Policing Committee Chair thanked Paul Fenwick for his participation on the Committee whether in small or big issues. He wished him a happy retirement.

NEXT MEETINGS   - September 8 and November 14

ADJOURNMENT 9:50 a.m.
MINUTES FROM THE SUNSHINE COAST EMERGENCY PROGRAM PLANNING COMMITTEE MEETING HELD AT THE SECHELT FIRE BASE, 4448 HILLTOP ROAD, WILSON CREEK, BC

PRESENT: Chair, SCEP Coordinator

Bill Elsner

BC Ferries

Maureen Darragh

BC Ambulance, Gibsons

Ray McClean

Emergency Support Services

Fern Keene

Emergency Support Services

Marilyn Pederson

Fire Departments: RCVFD & Deputy SCEP Coordinator

Bruce Searle

SVFD Fire Chief

Bill Higgs

Ministry of Transportation and Infrastructure

Brett Wideman

Ministry of Transportation and Infrastructure

Colin Midgley

RCMP

Sgt. Mike McCarthy

Sunshine Coast Search & Rescue

Alec Tebbutt

Town of Gibsons

Greg Foss

Salvation Army

Matthew Hardman

Vancouver Coastal Health

Dr. Paul Martiquet

Wildfire Management Branch

Morgan Boghean

Wildfire Management Branch

Ryan Chapman

Administrative Assistant, Community Services Dept.

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 April 30, 2014 be adopted.

CARRIED
REPORTS

Wildfire Management Branch Overview

Ryan Chapman, Wildfire Management Branch (WMB), provided a PowerPoint presentation on the upcoming fire season.

The presentation included information on what they do, how they work with local fire departments, fire prevention measures, season prediction, and current trends and issues they face.

- The WMB is comprised of 6 regional fire centres, 60 fire zones/initial attack bases, 2 provincial warehouses and 18 tanker bases.
- The WMB is the lead agency in BC responsible for wildland fire management. They are mandated to assist in emergency response - “all hazards” and have 1,150 seasonal fire staff employed each fire season.
- The WMB fire prioritization is based on: Life and Property, Infrastructure and, Forest Assets. The planning process they are currently using is: Landscape Level Fire Management Plans, Community Wildfire Protections Plans and Fire Response Plans.
- The WMB also supports other branch of government and other provinces in fire suppression. They also support the USA and Internationally, Greece, Australia, Central America and South America.
- Sunshine Coast Zone, Sechelt is comprised of:
  - Forest Protection Tech - Ryan Chapman
  - Forest Protection Asst - Morgan Boghean
  - (2) three-person Initial Attack Crews (Stephen Gemmell and Josh Williams)
- They work with Fire Departments on Cross Training and Fires and Incidents.
- The types of possible fire scenarios and Incident Command were highlighted.
- Fire Prevention: The WMB works on Hazard Abatement, Prevention Signs and Burning Regulations.
- Weather Data is used to determine Fire Danger Rating, Campfire Bans, Industry, and Resource Availability.
- Workload Implications: Based on historical trends the workload could increase by 1.6% per year or 16% over the next 10 years. The BC fire load may increase by an average of 70 fires per year over the next 10 years. Using 1994 as an average year (1769 fires), could expect 700 more fires in 10 years (2469 fires).

The Chair thanked Ryan for his presentation.

Contact Call Out List

The current Contact/Callout List was distributed. Please let Bill Elsner know of any changes.

HSPP Mill Evacuation

Bill Elsner noted there was a gas leak at the mill last week. All were evacuated safely. Bill noted he has a new EOC Re-Entry Form for use as needed during evacuations.
Agency Reports

Bill Elsner, Emergency Program Coordinator -

- Bill Elsner noted the Province of is coming to the Sunshine Coast on July 29 for our Earthquake Preparedness Consultation process.

- SCRD Managers viewed a webinar about the incident command post.EOC interface. It described the different roles of the ICP and EOC.

Chief Bill Higgs, SVFD - The next phase of the Mason Road Training Site will be complete next year. They have a live fire burn building completed with two more phases to go. They had 20 fire department members for training last week. The intention is for the facility to be a regional training site. There was a structure fire on Porpoise Bay Road.

Ray McClean, BCAS - Their call volume is up.

Sgt. Mike McCarthy, RCMP - He is Acting Detachment Commander at present. They have used their boat at Gambier and Pasley Islands. They are requesting a larger boat with an enclosed cabin. A floating shoe was found which turned out to be a hoax.

Colin Midgley, Ministry of Transportation and Infrastructure - Colin stated he is new to MOTI.

Marilyn Pederson, Emergency Support Services - Emergency Site Management training was held recently. Salvation Army provided lunch.

Matthew Hardman, Salvation Army - They held a small exercise recently with ESS.

Bruce Searle, RCVFD - Noted all has been quiet. A First Responders course was held at the hall recently.

Ryan Chapman, Wildfire Management Branch - They have been falling trees at recreational sites. They will look at fuel management areas, i.e. Kinnickinnick Park and other areas of concern.

Maureen Darragh, BC Ferries - They are in the Shoulder Season with modified sailings on Sundays. She noted that in an emergency, fire, SAR and RCMP personnel would have priority boarding.

Alec Tebbutt, Sunshine Coast Search and Rescue - He noted priority boarding for the ferry has worked well for them. They had one task this month, a swimmer at Georgia Beach with a good outcome. Training of recruits has completed and they are on a 6 months probation. The UTV is fully equipped. It was noted that the UTV could for training at Dakota for brush clearing to transport SCRD staff. They are working on a response plan for the Clowhom area.

Dr. Paul Martiquet, Vancouver Coastal Health - Discussed the outcome of the Medical Advisory Committee that Bill Elsner attended recently. He noted that:

- All doctors are now aware that in a major emergency they are not to report directly to the Hospital. Doctors should report to the Fire Hall in their area. At the Fire Hall they will be provided details on the emergency and will have a direct radio link to the EOC.
• Key-holders for the 200 bed emergency hospital are: Bill Elsner, Paul Martiquet and Gibsons Fire Hall. Any activation of the Emergency Hospital must be coordinated through the EOC.
• Doctors were reminded of the importance of having their own personal preparedness plan in place so their families will be safe.

Tour of Sechelt Fire Base

The Committee was invited to tour the Sechelt Fire Base facility.

NEXT MEETING

June 25, 2014 - SCRD Offices

ADJOURNMENT 4:00 p.m.
CALL TO ORDER 3:00 pm

AGENDA

The agenda for the meeting was accepted as amended to note that Dr. Martiquet was in attendance.

INTRODUCTIONS

Introductions were made.
MINUTES

It was Moved and Seconded

THAT the minutes of the Sunshine Coast Emergency Program Planning Committee meeting held May 28, 2014 be adopted as amended to note that Dr. Martiquet was in attendance.

CARRIED

REPORTS

Combined Events Radio Channel

Bill Elsner noted that the existing Combined Events Channel is still in use at present for Medivac helicopter communication.

Future changes will be required due to USA coordination issues with 154.905mz.

Agency Reports

Colin Midgley, Ministry of Transportation ind Infrastructure

Colin recently moved here from Quesnel. He has taken over the position previously held by Kirsten Fagervik.

The Chapman Creek bridge was discussed. Colin noted the bridge was thoroughly inspected last Friday and no issues were found. He stated that all bridges in BC are inspected once per year. The bridge could be replaced in 24-48 hours during an emergency. Bill asked if they had a pre-plan for the bridge replacement in case of emergency. Colin will look into this.

He stated that Graeme Schimpf has been appointed as the new operations manager for Sunshine Coast Sea to Sky.

Bill Elsner, Emergency Program Coordinator

Bill met with Greg Caple at the Sechelt Airport today to discuss access. He noted that Greg works for the District of Sechelt and is at the airport most of the time.

Bill will facilitate a review for the Town of Gibsons regarding the Boil Water Advisory situation.

A Magnitude 8.0 earthquake occurred in the Aleutian Islands recently. The Tsunami Warning Centre sent out warnings but there was no advisory for our area.

Jim Janke, Sunshine Coast Search and Rescue – They were recently tasked to Soames Hill for an intoxicated female unable to walk out. They now have the trailer for the UTV. They participated in a training exercise with the UTV at Dakota Ridge and will be doing Canada Safety Council Training on the UTV this weekend. Their new recruits are working out well.
Barry Yee, Amateur Radio – They are participating in International Field Day and setting up a radio station at Roberts Creek Park (Flume Rd) and on the Queen of Surrey this Saturday, June 28th. They hope to generate HAM Radio interest.

Jason Hall, RCMSAR – They have had 6 recent tasks involving boating incidents. A memorial bench has been placed at the Skookumchuk. They have received free fuel for a year from Secret Cove Marina.

Matthew Hardman, Salvation Army – ESS training for Crisis Management will be held July 18 and 19. He will approach churches in the community to participate. The mobile Canteen is available for training or an emergency event.

Dr. Paul Martiquet, VCH - The Boil Water Advisory in Gibsons is off as they are receiving SCRD water. The water will be chlorinated until the source of the contamination is located. He will be attending a Chronic Lyme Disease workshop. He noted that only .5% of ticks carry Lyme Disease on the coast. The Norovirus is still circulating.

Dr. Martiquet and Bill Elsner both felt hand delivered messages would have been appropriate. ESS and SAR could assist in these instances.

Ray McClean, BCAS – Staffing levels excellent.

Bob Stevens, GVFD Chief - It is now beach fire season resulting in an increased number of callouts.

Bill Higgs, SVFD Chief - They had a recent chimney fire call which was resolved quickly. It is now beach fire season. He had a site meeting with Sunshine Coast Community Forest to review their funding application for the Mason Road Training site. Letters of support were provided by other Fire Departments for their application. They are waiting to hear back regarding their funding application. They had a potential hazmat call on Saturday. Joint training with Forestry was held 2 weeks ago. Staffing is good.

Sean Eckford, CKAY – They are now part of a national chain of radio stations and have emergency response guidelines, i.e. if 30% of a community is impacted by an emergency the event is mentioned on every newscast; up to 50% impacted - every break and newscast; if 70% then Sean has the authority to alter programming with potential 24/7 on air emergency programming. They now have two systems on a single microwave link to a transmitter for the Nanaimo and Sechelt stations. They now have a “phone app” to their radio station. Hillary (Nanaimo) and Sean are the only ones in the newsroom.

Sean asked local governments to contact them with respect to emergency announcements “Under Embargo” until a certain time and then they will make the announcement, i.e. do not tell them something important is coming, but give them the information and ask them not to announce it until a certain time, that way they are prepared.

Marilyn Pederson, Emergency Support Services - Noted ESS members would be available to do door to door messaging. Their Summer Barbeque is on July 6th.

John Mercer, District of Sechelt - All has been quiet. They have installed a new float at Porpoise Bay Government dock.
Cecilia Garcia, SCRD Communications Officer – Attended a Crisis Communication Workshop for information officers last week with 13 in attendance from local governments. She noted this was a very helpful workshop. Bill Elsner noted he can now page all Communications Officers at once who can collaborate and assist each other in an emergency.

Maureen Darragh, BC Ferries – The new Summer Schedule is in effect. The BC Bike Race is July 2 and 3 and the ferries will be busy.

Scott Spain, BCAS - The St. Mary’s Hospital heli-pad is now operational and has been well utilized. A new “PAD” program will be rolled out soon for public defibrillators. There will be 4 instructors from Sechelt to teach CPR and AED use. They hope to have these in use at all malls.

Bill Higgs asked if the heli-pad is the preferred landing location. Scott noted if it is more prudent they will land in a field or a road. He noted that pressure has been taken off the airport by using the heli-pad and saves the 20 minute trip. Scott noted staffing is good. Chief Higgs said that more communication is needed with fire departments and BSAS when they set up a landing site and then the site is changed by the pilot at the last minute. Ryan Chapman asked if Forestry could land at the heli-pad in an emergency as on occasion they may need to bring a patient in. Chief Higgs noted there was a provision in the landing criteria for this.

Rob Michael, RCVFD Chief - They had a fire call to a burning shack in the bush. WMB assisted as the fire spread to the trees. His alternate contact is Pat Higgins and Bruce Searle takes duty calls Monday to Friday. Staffing is good but they are relying on mutual aid for summer when several members are on holidays. They have been clearing brush at hydrants.

NEXT MEETING

September 24, 2014 - SCRD Offices - unless needed earlier

ADJOURNMENT  4:15  p.m.
June 27, 2014
Attention: Lynda Edstrom

RE: Tough Kegger Beer Garden – August 16, 2014 at Shirley Macey Park

Persephone Brewing Co. is planning to hold a 2-part event called Tough Kegger on Saturday August 16th, 2014. Part 1 of the event is a fun 7 km foot race on backcountry trails for teams of 4 participants. The race starts and ends at Persephone Brewing Co. and here’s the catch: teams must complete the course carrying a full 20L keg of beer! All funds raised through the event are being donated to the Sunshine Coast Association for Community Living, our partner organization.

Part 2 of the event is a family oriented after-party following the race (Victory Party) that we would like to hold at Shirley Macey Park on the same day from approximately 5pm – 10pm. This portion of the event would include outdoor music, food vendors and, of course, a beer service area. Event tickets must be purchased in advance and we will be exploring opportunities for whole site licensing allowing party-goers to remain connected with their families and little ones while enjoying a beer. Should this prove impractical from a logistical or regulatory perspective Persephone will set up a more conventional “beer garden” with roped perimeter such that no minors are allowed in the beer service and consumption area. As with any licensed event, Persephone will ensure that all Special Occasion Licensing requirements are met, provide the RCMP with a security plan for their approval, and ensure that insurance is in place as required.

At this time we would like to request SCRD Board approval to have the beer garden on site for the event. We would also like to encourage/challenge the SCRD and other local governments on the Sunshine Coast to organize and register a team for Tough Kegger – come out and enjoy the worlds first adventure race with beer right here in our own back yard!

Thank you for your consideration. A detailed event registration package is enclosed for your reference. Should you have any further questions please contact me at your convenience.

Kindest regards,

Dion Whyte
General Manager
Persephone Brewing Co.
604.989.2221
dion@thebeerfarm.ca

cc. Geri Gileneau
Tough Kegger
Team Registration Package

About The Event
Presented by Persephone Brewing Co., Tough Kegger is the world’s first adventure race for beer. Passing through rainforest trails on BC's Sunshine Coast, teams of four race on foot over a 7km course through rugged terrain—and here's the catch: teams have to complete the course carrying a full, 20L beer keg!

Team registration is available online at Eventbrite or by contacting Persephone Brewing Co. (see Registration Information).

Celebrate at the Victory Party
After the race, the Tough Kegger Victory Party will be held outdoors at nearby Shirley Macey Park (with live music, DJs, food and yes, beer). This is a family-friendly event and all are welcome!

Tickets for the Victory Party must be purchased in advance either online or by contacting Persephone Brewing Co.

Helping Our Community
All funds raised through Tough Kegger will go to the Sunshine Coast Association for Community Living, a community organization providing services and programs for persons with developmental disabilities on the Sunshine Coast.

When & Where
Saturday August 16, 2014
Start Time: 2:00pm
Race Starts & Finishes at Persephone Brewing Co.
1053 Stewart Road, Gibsons BC

Victory Party at Shirley Macey Park
Start Time 5:00pm, End Time: 10:00pm
560 Goodwin Road, Gibsons BC
**Course Information**
Beginning and ending at Persephone Brewing Co., teams will follow a course covering 7km of rugged and beautiful West Coast terrain on the slopes of Mount Elphinstone. Detailed course information and maps will be provided to registrants closer to the date of the event.

**Who Can Enter a Team for the Race?**
Any group of four adults 19 years of age or over can register as a team for Tough Kegger. All registrants must sign an event waiver in order to participate.

**How to Register a Team**
You can register your team online at [www.eventbrite.ca](http://www.eventbrite.ca). If you need assistance or have any questions call Persephone Brewing Co. at 778-462-3007.

**What's Included With Your Registration**
All team members will receive:

- Participation in the world’s first adventure race for beer...and subsequent bragging rights!
- Event T-shirt
- Ticket to the Tough Kegger Victory Party
- One beer ticket

Aside from bragging rights, the victors of Tough Kegger will receive everything they need to throw a serious keg party flush with Persephone craft beer. This includes:

- Two 50L kegs of Persephone's farm fresh beer.
- One free jockey box setup rental, including stainless steel jockey box with two beer faucets and Persephone tap handles
- One free CO2 cylinder & regulator rental

The runners up will receive a 19.5L keg of Persephone craft beer and free Bronco hand pump rental.
**Who Can Attend the Victory Party?**
Anyone who has purchased a ticket can attend the Tough Kegger Victory Party. This is a fun, family-friendly event so don’t hesitate to bring the kids. *Tickets are only available in advance*, tickets will not be sold at the door.

**How to Purchase a Ticket to the Victory Party**
You can purchase tickets online at [www.eventbrite.ca](http://www.eventbrite.ca). If you need assistance or have any questions call Persephone Brewing Co. at 778-462-3007.

**Costs**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tough Kegger Race Entry Fees (team of four)</td>
<td>$235</td>
</tr>
<tr>
<td>Tough Kegger Victory Party Regular Admission (per person ages 13 and over)</td>
<td>$15</td>
</tr>
<tr>
<td>Tough Kegger Victory Party Kids Admission (per child ages 2-12)</td>
<td>$5</td>
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**Important Dates & Times**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Team Registration and Victory Party Ticket Sales Open</td>
<td>June 6</td>
</tr>
<tr>
<td>Team Registration Closes</td>
<td>July 31</td>
</tr>
<tr>
<td>Victory Party Ticket Sales Close</td>
<td>August 9</td>
</tr>
<tr>
<td>Team Sign-In Desk Opens at Persephone Brewing</td>
<td>August 16 (11:00 am)</td>
</tr>
<tr>
<td>Tough Kegger Race Starts at Persephone Brewing</td>
<td>August 16 (2:00 pm)</td>
</tr>
<tr>
<td>Tough Kegger Victory Party begins at Shirley Macey Park</td>
<td>August 16 (5:00 pm)</td>
</tr>
<tr>
<td>Tough Kegger Victory Party ends</td>
<td>August 16 (10:00 pm)</td>
</tr>
</tbody>
</table>
**Getting Here & Maps**

Persephone Brewing Co. is located near Gibsons on the Sunshine Coast of BC. The Sunshine Coast is accessed by ferry from the Horseshoe Bay Ferry Terminal in West Vancouver.

![Map of Persephone Brewing Co. and Shirley Macey Park](image_url)

Persephone Brewing Co. is located at 1053 Stewart Road, Gibsons BC. Shirley Macey Park is located just around the corner at 560 Goodwin Road, Gibsons BC (just off Chamberlain Road).
**Event Parking & Accommodations**

Parking is available at Persephone Brewing Co., at Shirley Macey Park, and along Chamberlain Road adjacent to Shirley Macey Park.

For information on accommodation options near Gibsons check out these websites:

- [http://www.sunshinecoastcanada.com](http://www.sunshinecoastcanada.com)
- [http://www.bigpacific.com](http://www.bigpacific.com)

Looking for a Tent or RV Site?

- [http://www.langdaleheights.com](http://www.langdaleheights.com)

**Contact Us:**

Still have questions? Please contact us:

- By phone: 778-462-3007
- By email: [Anthony@thebeerfarm.ca](mailto:Anthony@thebeerfarm.ca)
- In person: At the Brewery and Tasting Room (1053 Stewart Road, Gibsons BC)

Check out our website at [www.persephonebrewing.com](http://www.persephonebrewing.com)