CALL TO ORDER 1:30 pm

AGENDA

1. Adoption of the Agenda

PETITIONS AND DELEGATIONS

REPORTS

2. CAO and General Manager of Community Services - Adoption of Parks and Recreation Master Plan Annex A pp 1-18

3. General Manager Community Services – Parks Monthly Verbal Report VERBAL


5. Recreation Services Manager – Recreation Monthly Verbal Report VERBAL

6. Recreation Staff - Gibsons and District Aquatic Facility Options Annex C pp 53-165


10. General Manager of Community Services - Capital Reserve Turnout Gear Halfmoon Bay Volunteer Fire Department Annex G pp 180

11. Sunshine Coast Policing Committee minutes of January 6, 2014 - receipt and adoption of recommendations Annex H pp 181-183
COMMUNICATIONS

12. Island Coastal Economic Trust - Regarding International Marketing for Vancouver Island Trails
   Annex I
   pp 184-186

13. D.A. Devlin - Regarding Mt. Elphinstone Cemetery Acquisition
   Annex J
   pp 187-188

14. Town of Gibsons - Regarding Proceeds on Surplus Fire Truck Gibsons and District Volunteer Fire Department
   Annex K
   pp 189

15. Town of Gibsons - Regarding Telecommunications Tower 790 North Road, Gibsons, BC
   Annex L
   pp 190

16. Ministry of Natural Gas Development and Minister Responsible for Housing and Deputy Minister - Regarding emergency weather shelters on the Sunshine Coast
   Annex M
   pp 191-192

NEW BUSINESS

IN CAMERA

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

ADJOURNMENT
PRESENTATION OUTLINE:

HISTORY OF THE FACILITY

DESIGN TEAM SCOPE OF WORK

CURRENT BUILDING CONDITION + STATUS

PRECEDENTS FOR THIS KIND OF UPGRADE

FACILITY USER WORKSHOP

RECOMMENDED UPGRADES + PROJECT VISION

PRELIMINARY COSTS
Gibsons Pool

*Project History*

**Planned + Actual Construction:**
Original Gibsons Pool Built: 1978


Planned Addition + Renovation (Mobius) 2005

**Reports**
Energy Improvement Options Report (Coral Eng.) 2006

District Geo-exchange Energy System T of G 2008

Energy Options Update (Coral Eng.) 2010

Facility Audit Report (Fame) 2010
Project Scope
What has the Design Team been Asked to Do?

**SCOPE OF WORK:**

Review of Work done to Date

Assess the Condition of the Existing Facility

Host a Facility User Workshop + Needs Assessment

Provide some Commentary on Potential Upgrades

Provide a Preliminary Concept Sketch

Provide an Order of Magnitude Cost Estimate of Potential Upgrades

Summarize Work in a Brief Report

Report to Community Services Committee

Host a Public Open House to get Feedback from the Community at Large
Project Scope
What has the Design Team been Asked to Do?

THIS SCOPE OF WORK NOT INCLUDED:

A Detailed Building Code or Health Act Review
Discussion with Health and Code Authorities
A Seismic Assessment of the Facility
Detailed Feasibility + Schematic Design Work
Detailed Electrical Systems Assessment
Facility Assessment
What is the Condition of the Existing Pool?

**BUILDING EXTERIOR:**
Lobby + Entry is Small + Congested

Facility is Mostly Closed to Adjacent Exterior Spaces (CPTED)

Exterior Deck is at the End of its Usable Life span + Receives Limited Use
Facility Assessment

**What is the Condition of the Existing Pool?**

**ENTRY LOBBY + VIEWING AREA:**

Entry Lobby is Very Small with Limited Crush Space

Viewing Area has Restricted Line of Sight
Facility Assessment

*What is the Condition of the Existing Pool?*

**MALE FEMALE + FAMILY CHANGE ROOMS:**

Both Male + Female Change Rooms do not have Accessible Toilet Stalls

Circulation at Entry and Exit points do not meet Accessibility Standards

Toilets in Female Change Room are on the Dry side of the Change Area - Health Act Noncompliance

Limited Change Stalls in Women's Change Area

Change Areas Require Increased Lighting + Updates
Facility Assessment

*What is the Condition of the Existing Pool?*

**POOLS + NATATORIUM:**

- Hot Tub Leaks + is not Accessible: Requires Replacement

- Existing Pool Deck width on East Side of 20m Pool - Health Act Noncompliance (1.2m Clear)

- Pool Decks Require Updating - Pooling Water + Finish - Health Act noncompliance

- Limited Views to the Outside

- Some Pool Lights Cannot be Changed

- Sub slab plumbing Appears to be Leaking Up Through Decks
Facility Assessment

What is the Condition of the Existing Pool?

**RECEPTION + ADMINISTRATION SPACES:**

Administration Spaces are in Multiple Locations

Admin Space are Small + Congested
Facility Assessment
What is the Condition of the Existing Pool?

**MECHANICAL + PLUMBING SYSTEMS:**
**HVAC:**
Cold Exterior Air Used for Dehumidification in Natatorium
Facility Assessment

What is the Condition of the Existing Pool?

**MECHANICAL + PLUMBING SYSTEMS:**

**Pool Mechanical + Fire Protection Systems:**
Existing Liquid Chlorine Primary Treatment System is Manually Operated

No Secondary Water Treatment System (ie. UV)

Recent Water Leakage through Pool Deck - Potential Sub-slab Pipe Fracture

No Sprinkler System or Fire Alarm System including Water Main + Fire Department Connection - Building Code Noncompliance

**OTHER:**
Electrical Service Building Code Noncompliance
PRECEDENT FOR REFURBISHMENT:
pender harbour **aquatic + fitness centre**
POOL BEFORE
FITNESS ROOM AFTER
Recommeneded Upgrades
Facility User Workshop

HELD NOVEMBER 23th, 2012 AT THE GIBSONS + AREA COMMUNITY CENTRE:

What role does the pool play in the community?
- Promote fitness, social interaction
- Rehab
- Lessons

What sustainable strategies could be utilized?
- Heat pump
- Water exchanges
- Attract more teens with special programs

What aspects of the existing pool do not work well?
- Unautomatic front door
- Small, mainly a hallway
- Not welcoming
- Front counter too high
- Small hot tub

- Access
- Boring
- Too little deck space
- No leisure pool
- Seats for small kids dangerous
- Pool is too small

- Too small (esp men’s)
- Upper level
- Failing
- Family friendly
- Accessible

- Paint bad
- Flooring
- Need more stalls
- Bad
- Can locks as an option
- Pool locks (options)
- Low flush
- Don’t have time

Air quality

Lobby
- Welcoming
- Spacious
- Informative
- Inviting
- Space for parties
- Bright
- Multi-purpose room

Natatorium
- Deck space
- Inclusive
- 85m pool
- Continuous gutter
- Fun
- Options
- Multi-use at same time

Changerooms
- Larger
- Private
- Clean
- Shower

Service Spaces
- Operational
- Safe
- Economical
- Efficient

Admin Spaces
- User friendly
- Friendly staff
- Handicap friendly

Admin Spaces
- Universal
- Public
Recommended Upgrades

Facility User Workshop

HELD NOVEMBER 23th, 2012 AT THE GIBSONS + AREA COMMUNITY CENTRE:

<table>
<thead>
<tr>
<th>Lobby</th>
<th>Required</th>
<th>Nice to Have</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline lobby</td>
<td>Wireless access</td>
<td>View</td>
</tr>
<tr>
<td>Access to LC facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natatorium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool levels</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natatorium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool size</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kids pool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Spaces</td>
<td>Technical upgrades</td>
<td></td>
</tr>
<tr>
<td>Admin Spaces</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What aspects of the existing pool **work well?**

Lobby:
- Glass doors allow light in
- See into pool
- Viewing area is convenient

Natatorium:
- Lighting
- Pool size not appropriate

Service Spaces:
- Staff room
  - Opportunity: Christenson Village

Admin Spaces:
- Therapy Pool
  - Indoor/Outdoor
  - More days for staff
  - Kids love it and children
Recommended Upgrades
Facility User Workshop

HELD NOVEMBER 23th, 2012 AT THE GIBSONS + AREA COMMUNITY CENTRE:

What additional **features or amenities** are required?
- Multi Purpose Rims
- Teaching ring
- Friday evening
- Heat & a new combine
- Rental room
- More toys
- Set Kiddies!!

What aspects of the existing pool **do not work well**?

- Lobby: accessibility!! Set all areas!!
- Brayden do service provides a break waiting for classes
- Automated doors!!!
- Needs new automatic lifts, including those who can't have a trunk stability
- Natatorium: not big enough for lengths
- Needs to take splash away-over-flow wave system
- Chlorine too much! UV system
- Too cold
- Water too dirty
- Change rooms: need cleaner
- Tile needs fixing

What aspects of the existing pool **work well**?

- Sight lines
- Lobby: spot to eat + still see pool
- Natatorium: great staff
- Entry stairs right size
- Change rooms: there are private stalls (women's)
- Hair dryers
- Service Spaces
- Admin Spaces: Great Staff
Recommended Upgrades
Principles for the Refurbishment

DISTILLED FROM FACILITY USER WORKSHOP NOV. 23, 2012 + ASSESSMENT OF EXISTING BUILDING:

1. Project scope to be modest enough in terms of cost such that refurbishing the existing building makes sense (as opposed to rebuilding).

2. Determination of project scope to take into account capital + assessment work to date on the Gibsons Pool.

3. The refurbishment should be seen in light of the key role the facility plays in the community by promoting fitness and social interaction.

4. The refurbishment should renew the existing facility and make the building more welcoming to patrons.

5. If possible the refurbishment should consolidate administration spaces.

6. The refurbishment should be efficient and limit additional circulation space.

7. The refurbishment should increase accessibility.

8. The refurbishment should increase site security utilizing CPTED principles.
Recommended Upgrades
Existing Building

- Change Rooms
- Entrance
- Admin Space
- Natatorium
- Pool Viewing
- Mechanical + Electrical Rooms
- Pool Chemical Room
- Admin Space
- Storage
Recommended Upgrades

Existing Building: Administration Spaces

ADMINISTRATION SPACES:
Separated in Two Locations
Recommended Upgrades
Consolidated Administration Spaces

ADMINISTRATION SPACES:
Relocated to Area of Existing Pool Viewing

Control Room Sight lines for Guarding
Recommended Upgrades

Existing Building: Entrance Lobby

ENTRANCE LOBBY:
Small + Congested
Recommended Upgrades

**Expanded Lobby + Relocated Pool Viewing**

**ENTRANCE LOBBY:**
Expanded to the South and West

**POOL VIEWING:**
Relocated Adjacent to Tot Pool + Shallow End of Lane Pool
Recommended Upgrades
Refurbished Change Rooms

CHANGE ROOMS:
Renovated + Expanded to the South
Additional Private Change Stalls added to Womens
Increased Accessibility + Functionality
Upgraded HVAC Systems
Recommended Upgrades

Natatorium

**NATATORIUM:**
Deck Expanded to the East with Increased Glazing + Views
More Windows to South + New Courtyard
New Hot Pool
New Deck Finish
Recommended Upgrades
Natatorium Systems

NATATORIUM SYSTEMS:
New Heat Recovery HVAC
New Automated Primary Water Treatment
New UV Secondary Water Treatment
New Skylight + Acoustic Ceiling
New Lighting
Sprinkler + Fire Alarm System Added
Recommended Upgrades

Natatorium Features

NATATORIUM FEATURES:
Sauna Added
Steam Room Added
Recommended Upgrades
New Community Room

NEW COMMUNITY ROOM:
Visible from Control Desk
Accessible from Lobby
Territorializes Outdoor Space
Acts to Revitalize Entrance
Recommended Upgrades

Refurbishment Concept

REFURBISHMENT CONCEPT:
Efficient Circulation
Limit Work on Existing Structure
Increased Visibility
Increased Accessibility
Increased Functionality
Lighter / Brighter Spaces
Upgraded Building Systems
**Recommended Upgrades**

**Plan Concept Sketch + Project Data**

---

**Preliminary Program Areas Summary**

**Renovated Spaces:**
1. Natatorium 378m² (4069ft²)
2. Male / Female / Family Change Rooms 136m² (1463ft²)
3. Control Room + Staff Areas 27m² (290ft²)
4. Renovated Lobby 44m² (473ft²)
5. On Deck Viewing Area 15m² (161ft²)

**TOTAL** 600m² (6458ft²)

**New Build Spaces:**
6. Community Room 114m² (1227ft²)
7. Sauna and Steam Room 32m² (344ft²)
   Natatorium Addition 26m² (279ft²)
   Lobby Addition 14m² (150ft²)
   Changeroom Addition 31m² (334ft²)

**TOTAL** 217m² (2335ft²)
Recommended Upgrades
Order of Magnitude Preliminary Cost Summary

BASED ON PRELIMINARY CONCEPT SKETCHES + RECOMMENDED UPGRADES

| Renovation + Addition Costs              | $1,884,550 |
| Mechanical Electrical + Plumbing Systems | $ 989,200  |
| Total Construction Cost                 | $2,873,750 |
| Soft Costs + Taxes (20%)                | $  574,750 |
| **TOTAL PROJECT COST**                  | **$3,448,500** |

Additional Fitness Room Option
2500 ft²                                        $605,200
(Excluding Taxes, Equipment + Soft Costs)
Recommended Upgrades
Order of Magnitude Preliminary Cost Summary

<table>
<thead>
<tr>
<th>RENOVATION+ADDITION</th>
<th>BASED ON PRELIMINARY CONCEPT SKETCHES + RECOMMENDED UPGRADES</th>
</tr>
</thead>
<tbody>
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<td>Renovation + Addition Costs</td>
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<tr>
<td>Mechanical Electrical + Plumbing Systems</td>
<td>$ 989,200</td>
</tr>
<tr>
<td>Total Construction Cost</td>
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</tr>
<tr>
<td>Soft Costs + Taxes (20%)</td>
<td>$ 574,750</td>
</tr>
<tr>
<td><strong>Sub-Total Project Cost</strong></td>
<td><strong>$3,448,500</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Fitness Room Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>2500 ft²</td>
</tr>
<tr>
<td>Soft Costs + Taxes (20%)</td>
</tr>
<tr>
<td>( Excluding Equipment + FFE)</td>
</tr>
<tr>
<td><strong>TOTAL PROJECT RENOVATIONCOST</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>NEW BUILD</th>
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</thead>
<tbody>
<tr>
<td>Estimated New Build Facility Cost:</td>
</tr>
<tr>
<td>Approximately 9,000 ft² @ $600/ft²</td>
</tr>
<tr>
<td>Demolition</td>
</tr>
<tr>
<td>Soft Costs + Taxes (20%)</td>
</tr>
<tr>
<td>( Excluding Equipment + FFE)</td>
</tr>
<tr>
<td><strong>TOTAL PROJECT COST</strong></td>
</tr>
</tbody>
</table>

\[ \triangle = $2,805,260 \]
Recommended Upgrades

Sketch View of Upgraded Entrance

![View of the Entrance of the Proposed Refurbishment of the Gibsons Pool](image-url)

*Figure 3 - Entrance Sketch*

View of the Entrance of the Proposed Refurbishment of the Gibsons Pool
RECOMMENDATION(S)

THAT the Community Services Committee receives the report on Letter of Intent SD 46 Pender Harbour Pool Energy Project;

AND THAT the SCRD writes a letter of intent to agree to coordinate its energy review of Pender Harbour Pool with the SD 46 and to potentially negotiate a joint project for energy conservation;

AND THAT the SCRD requests to be included in a technical steering committee for the Rocky Point Project and/or be provided a draft copy of the Rocky Point Engineering report that the SD 46 has commissioned;

AND FURTHER THAT the Rocky Point report segregates anticipated costs and benefits for the Pender Harbour Aquatic Facility.

BACKGROUND

The SCRD previously received a report initiated by the SD 46 looking at geothermal options for the PH High School. The SCRD determined to selectively use this report as it felt more evaluation was required. In addition, the Board agreed that a Budget Report would be considered in Round 1 (2014) to examine energy options for PH Pool.

The Round 1 Report has been prepared as follows:

<table>
<thead>
<tr>
<th></th>
<th>Proposed Enhancement / Project / Reduction</th>
<th>1 Energy Study. To further research and discuss the possibilities of a Geo Thermal project in partnership with SD #46 as well as research other energy saving technologies.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rating:</td>
<td>+2 Enhancement to Existing Service</td>
<td>Area A</td>
</tr>
<tr>
<td>Geographical / Electoral Area affected (specify if &quot;Islands&quot;)</td>
<td>Area A</td>
<td></td>
</tr>
<tr>
<td>2014 Funding Implications:</td>
<td>$6,000 est.(potential grant $3000)</td>
<td></td>
</tr>
<tr>
<td>Funding Source(s):</td>
<td>Taxation</td>
<td></td>
</tr>
<tr>
<td>Future Financial Implications:</td>
<td>Reduction in future energy costs.</td>
<td></td>
</tr>
<tr>
<td>Is project identified in the Strategic Plan (explain consistency with Financial Sustainability Policy and relation to Core Values in We Envision)?</td>
<td>Financial sustainability is achieved with expenditures such as this in Recreation Services. Energy is a large expense and with energy reductions and the right technology paybacks this expense could be reduced over time.</td>
<td></td>
</tr>
</tbody>
</table>
Staff Capacity: Existing staff to determine feasibility

Last Fee Schedule Review (provide details): Previous Review April 2013, will occur in first quarter 2014.

Rational / Service Impacts: At the CAS Meeting November 14, 2013 the following was adopted:

Recommendation No. 7 Pender Harbour Aquatic Work Plan and Carnotech Report

The Community Services Committee recommended that the report from the Pender Harbour and Aquatic Fitness Centre Manager regarding the Pender Harbour Aquatic Work Plan and Carnotech Report be received;

AND THAT staff be requested to include in the 2014 work plan for Pender Harbour Aquatic Centre looking at energy saving projects for the facility, including potential geothermal in a discussion with the School District, and including other technologies as would be appropriate;

AND FURTHER THAT the Carnotech Report be selectively referenced as part of the work program.

**REPORT**

Attachment 1 is a request by the SD 46 for the SCRD to either agree to share costs or to enter into a letter of intent regarding a geothermal upgrade grant application by the SD for PH High School. Costs could be shared by capital cost funding or through an “ongoing utility arrangement.” It feels that the Ministry may give the project a higher priority if the SCRD is involved.

The SD notes it has hired another firm to complete a revised geothermal project summary with more accurate costing.

The SCRD may wish to eventually share costs or have an ongoing utility arrangement with the SD. Given that the SCRD wishes to do its own evaluation (Round 1 Budget Proposal) it is premature to agree to cost funding or a utility arrangement at this time. The SCRD review will consider geothermal as well as other options like ambient solar and will assess how the pool upgrade mechanical equipment already installed will interface with any energy saving equipment.

Thus it is appropriate at this time to write a letter of intent to coordinate our energy reviews and to potentially negotiate a joint project. The recommendation above also requests that the SCRD be involved in the new study and that it segregates data for the PH Pool.

The proposed SCRD work noted in the Round 1 Budget package would involve SCRD recreation staff and the Corporate Energy Manager and we would coordinate with the SD. We have some experience from the Sechelt Aquatic Towns for Tomorrow project and the proposals for Gibsons Pool that will inform the PH project.
Subject: Pender HVAC upgrade

Hello Paul,

We're going to be submitting a grant application for the provincial Carbon Neutral Capital Program and one of the projects we'll be submitting is the Pender Geothermal upgrade. We're having Rocky Point Engineering complete a revised project summary with more accurate costing and have spoken with the Ministry of Ed capital people to determine how to give this project the best chance of funding approval.

One of their suggestions was to mention the prospect of sharing the costs with the SCRD, either in the form of capital contribution, or as part of some ongoing utility arrangement. The Ministry folks indicated that, in lieu of a commitment from the SCRD, a letter of intent to pursue a partnership for the project would improve its chances.

The submission cut-off date for this round of projects is January 16th, which may be a challenging turn-around time. Do you think you could request a letter of intent, based on the available information, and the understanding that additional costing information is coming?

Thanks,

Nicholas Weswick, BBA, CPA, CGA
Secretary-Treasurer
SCHOOL DISTRICT 46 (SUNSHINE COAST)
LIFELONG LEARNING | EDUCATIONAL EXCELLENCE
p: 604.886.4484  m: 604.989.5485
nweswick@sd46.bc.ca | www.sd46.bc.ca
Connect with us on [https://www.facebook.com/pages/School-District-No-46-Sunshine-Coast/116283995054194 ]Facebook and [ https://twitter.com/SSCschools ]Twitter

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SCRD Recreation Programming for Pender Harbour/Area A

QUARTERLY REPORT | OCTOBER to DECEMBER 2013
including financials for 2013

Regular Programs & Courses

Canning with Terri – a one night workshop where people canned tomatoes and other foods, and learned tips on how to store and use the canned foods at a later date. Roosendale Farms donated boxes of tomatoes, community members donated equipment and 7 happy students went home with a big jar of canned tomatoes. This was very fun and popular, something we will offer again for sure!
Dates & cost: Tue, Oct 15 from 6-9pm (3 hours); $25
Participants: 7 adults
Location: PHSS Food Room

Introduction to iPad/iPhone Course – a 4 session program geared to help people find their way around the iPad and iPhone/SmartPhone. The iPad was covered during the first 3 sessions and the last session was offered as an open class focusing solely on the iPhone/SmartPhone. We will offer this course again but, in response to feedback, we will offer it earlier in the evening or during the day.
Dates & costs: Mon, Oct 21, 28, Nov 4, Nov 18 – 4 sessions 7:30-9pm (1.5 hrs/wk, total 6 hrs); $65 (or $20 drop-in Nov 18 only)
Participants: 4 adult for all 4 sessions, plus 1 for Nov 18 only
Location: Pender Harbour Community School

Intro to Excel – this workshop was met with great reviews of the course and the instructor Billy Long. Some comments were that it was a lot of info to cover in 2 sessions – so we will extend it to 3 and offer it again in the new year.
Dates & costs: Thu, Nov 14 & 21, 6:30-8:30pm (2 hrs/wk, total 4 hrs); $45
Participants: 4 adults
Location: Pender Harbour Community School

New this fall – we started a Kids Christmas Stamping Club in early November. This class offered kids the chance to try various stamping and scrapbooking techniques and to produce some Christmas items. The instructor, Jessica Davey, runs the Craft Closet in Sechelt was great with the kids, is highly organized and a great addition to our roster of instructors.
Dates: Fri, Nov 15, 29, Dec 6 and 20 – 4 sessions, 3:00-4:30pm (1.5 hrs/wk, total 6 hrs); $70
Participants: 8 girls, ages 7-10  
Location: Pender Harbour Community School

Our **Kindersoc Program** ran through the fall and finished in early December. Our two young instructors, Brianna Milligan and Breanne Campbell, are both competent and great with the kids.  
**Dates & cost:** Mon, Sep 26 to Dec 9; 3-4pm (1 hr/wk, total 8 hrs) (+ one week due to power outage); $60  
**Participants:** 6 children, ages 5-7  
**Location:** MPES

Crafting for Kidz – Patti Soos is the creative energy behind this project and for the second year, these children not only had fun learning a variety of crafts, they also created items that they brought to the Serendipity Christmas Craft Fair. They learned about setting up the tables, talking with people and generally helping out at this annual fundraiser.  
**Dates & cost:** Mon, Sep 26 to Dec 9; 8 sessions. 3:00-4:30pm (1.5 hrs/wk, total 12 hrs); $75  
**Participants:** 7 girls, ages 8-11  
**Location:** MPES

The **Conservation and Outdoor Recreation Program** ran over the weekend of November 29. This perennial course was attended by 5 registrants all of whom said the course was well run and had no complaints! Instructor Andy Ross brings incredible in-the-field experience to this course.  
**Dates & cost:** Fri-Sun, Nov 29, 30, Dec 1 (17 hrs); $160  
**Participants:** 4 adults, 1 youth (age 12)  
**Location:** Pender Harbour Community School

**Ongoing Drop In Sports Programs**

**Drop In Hockey on Monday** – through the fall, an overall average of 11 players have attended regularly and it’s been great to see some dads showing up to play regularly too (thanks to our volunteer instructor Nigel Cook).  
**Dates & cost:** Mondays, ongoing to Dec 16; 7-9pm (2 hrs/wk); $3  
**Participants:** 11 overall average per night; 9 youth and 2 adult  
**Location:** PHSS Gym

**Drop In Soccer on Tuesday** – thanks to ongoing support from our great soccer coach (aka Mr. Mo), Pender continues to keep its reputation as a great soccer community!  
**Dates & cost:** Tuesdays, ongoing to Dec 17; 7:30-9:30pm (2 hrs/wk); $3  
**Participants:** 15 overall average per night; 14 youth and 1 adult  
**Location:** PHSS Gym

**New this fall – Drop In Pickleball on Wednesday** – thanks to the efforts of a handful of keen community members, this new addition to our drop in sports programs has seen a great turnout. Attendance has been steady with 12 regular players attending (the most one night was 20, the least was 10). Twelve is the perfect number since the high school gym can accommodate three nets with 4 players per court. 33 people have signed up as the inaugural members of the unofficial “Pender Pickles.” Feedback has been extremely positive: “It’s a great way to get out, get exercise and have a bit of fun.” or “I’ve lived here for over 30 years and have never met half the people in the room!” and “...I’ll be back!!!” It has been exciting to see how quickly this sport has taken off and we are planning to bring in professional trainers in the new year.
Dates & cost: Wednesdays, ongoing to Dec 11; 6:30-8:30pm (2 hrs/wk); $3
Participants: 12 adults, regular
Location: PHSS Gym

Cancelled courses

We offered a number of additional courses and while all were met with some interest, they were cancelled due to lack of registrations. A select number of these will likely be offered again in the new year.

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Quickbooks</td>
<td>Nov 12 and 26</td>
</tr>
<tr>
<td>Intro to Microsoft Word</td>
<td>Nov 13 and 20</td>
</tr>
<tr>
<td>Intro to Internet and Email</td>
<td>Nov 27 and Dec 4</td>
</tr>
<tr>
<td>Red Cross Babysitters</td>
<td>Oct 19</td>
</tr>
<tr>
<td>Emergency First Aid</td>
<td>Nov 16</td>
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<tr>
<td>CPR Level A</td>
<td>Nov 23</td>
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<tr>
<td>Canadian Firearms Safety</td>
<td>Nov 22-24</td>
</tr>
<tr>
<td>Create your own Website</td>
<td>Nov 12 - Dec 3</td>
</tr>
<tr>
<td>Creativity and Achievement</td>
<td>Oct 26</td>
</tr>
</tbody>
</table>

Other events / partnerships

The Community School assisted the Pender Harbour Music Society in presenting two performances by the internationally acclaimed family entertainer, Fred Penner. Two shows were held at the School of Music on Saturday, November 23 – both were standing room only! The kids and parents all had a wonderful time – it was really a special event. We assisted with promotion and with the discrete distribution of 30 tickets donated by The Rotary Club of Pender Harbour, making it possible for all families to attend regardless of financial situation.

On Sunday, November 24 the Community School supported Madeira Park Elementary School in a Fundraiser for Typhoon Relief in the Philippines. The afternoon consisted of music and entertainment, a silent auction, craft tables run by MPES students, a bake sale and donation table. It was an amazing and special day – so heartwarming to see neighbours coming together and being so generous with their time, talents and donations. At the end of the day the community raised over $4,000 (which was donated through the Red Cross).

Students created crafts to sell at the Serendipity Christmas Craft Fair, held on Saturday, December 7th. It’s a great way for these young children to experience the full range of the work involved in organizing community events and in participating in this annual fundraiser for the Serendipity Pre-School.

Trends, barriers or factors that assist our programs

Throughout the fall, our staff have been taking advantage of a number of community training courses including High Five Training (Leader & Supervisor), Cultural Awareness, and Crisis Response training. We
will continue to encourage staff in attending these affordable professional development opportunities as they become available.

We continue to use Facebook and we see that we are reaching a particular group in the community that we may not have been in the past. Many of these people are parents of school kids and by posting updates consistently each Friday, they have commented that they are better able to schedule recreation for their children, and courses for themselves. It’s also a place where we post photos of these events so the social connection is also drawing this group together.

This fall we have replaced the “Pender Community Guide” (that was published 3x/year and distributed by mail) with a monthly advertisement in the Harbour Spiel – this way information on our program offerings is more current. We conducted an informal community survey that indicated this magazine was the most likely source for information that people would access consistently. We continue to promote alongside the PH Aquatic & Fitness Centre by designing a two-page spread each with an ad on either page. In the centre of the spread, we are sharing the writing of articles on complimentary topics such as nutrition stats, fitness tips; mindfulness, goal setting, etc.

We continue to benefit tremendously from the many community volunteers who champion our new drop in sports programs, promote and teach our courses, and assist in organizing community fundraising activities. Donations and in-kind contributions from businesses and individuals continue to support all our efforts.
# Regular programs

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Location</th>
<th>Dates</th>
<th>Total class hours</th>
<th># / session</th>
<th># / participants</th>
<th>Total participant hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindersoc</td>
<td>MPES</td>
<td>Sep 26 to Dec 9; 3-4pm</td>
<td>7 hrs</td>
<td>7</td>
<td>6 children, ages 5-7</td>
<td>42</td>
</tr>
<tr>
<td>Crafting Kidz</td>
<td>MPES</td>
<td>Sep 26 to Dec 9; 3-4:30pm</td>
<td>9 hrs</td>
<td>10</td>
<td>7 girls, ages 8-11</td>
<td>63</td>
</tr>
<tr>
<td>Stamping Club</td>
<td>PHCS/HLC</td>
<td>Nov 15, 29, Dec 6 &amp; 20; 3-4:30pm</td>
<td>6</td>
<td>4</td>
<td>8 girls, ages 7-10</td>
<td>48</td>
</tr>
<tr>
<td>Canning with Terri</td>
<td>PHSS / food rm</td>
<td>Oct 15; 6-9pm</td>
<td>3</td>
<td>1</td>
<td>7 adults</td>
<td>21</td>
</tr>
<tr>
<td>iPad/iPhone</td>
<td>PHCS/HLC</td>
<td>Oct 21, 28, Nov 4 &amp; 18; 7:30-9pm</td>
<td>6</td>
<td>4</td>
<td>5 total (4 adult for all 4, plus 1 for 1 session)</td>
<td>30</td>
</tr>
<tr>
<td>Intro to Excel</td>
<td>PHCS/HLC</td>
<td>Nov 14 &amp; 21; 6:30-8:30pm</td>
<td>4</td>
<td>2</td>
<td>4 adults</td>
<td>16</td>
</tr>
<tr>
<td>CORE Program</td>
<td>PHCS/HLC</td>
<td>Fri-Sun, Nov 29, 30, Dec 1</td>
<td>17</td>
<td>3</td>
<td>5 (1 youth + 4 adults)</td>
<td>85</td>
</tr>
<tr>
<td><strong>Total: regular programs</strong></td>
<td></td>
<td></td>
<td><strong>52</strong></td>
<td><strong>42</strong></td>
<td></td>
<td><strong>2,184</strong></td>
</tr>
</tbody>
</table>

# Drop-in programs

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Location</th>
<th>Dates</th>
<th>Total class hours</th>
<th># / session</th>
<th># / participants</th>
<th>Total participant hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop-In Hockey</td>
<td>PHSS Gym</td>
<td>Mondays – ongoing</td>
<td>2 hrs x 12 sessions = 48hrs (Oct to Dec)</td>
<td>Total avrg = 11 (9 youth + 2 adults)</td>
<td>528</td>
<td></td>
</tr>
<tr>
<td>Drop-In Soccer</td>
<td>PHSS Gym</td>
<td>Tuesdays – ongoing</td>
<td>2 hrs x 12 sessions = 48hrs (Oct to Dec)</td>
<td>Total avrg = 15 (14 youth + 1 adult)</td>
<td>720</td>
<td></td>
</tr>
<tr>
<td>Drop-In Pickleball</td>
<td>PHSS Gym</td>
<td>Wednesday s – ongoing</td>
<td>2 hrs x 12 sessions = 48hrs (Oct to Dec)</td>
<td>Total avrg = 12 (12 adults)</td>
<td>576</td>
<td></td>
</tr>
<tr>
<td><strong>Total: drop-in programs</strong></td>
<td></td>
<td></td>
<td><strong>144</strong></td>
<td><strong>38</strong></td>
<td></td>
<td><strong>5,472</strong></td>
</tr>
</tbody>
</table>

Total direct program hrs: 196  
Total # of participants: 80  
Total participant hours: Regular 2,184 + Drop-in 5,472
# Income & Expenses | Jan to Dec 2013 (with 2012 comparative)

## INCOME

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contributed Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCRD Recreation Grant</td>
<td>40,000.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td><strong>Total Contributed Support</strong></td>
<td>40,000.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td><strong>Earned Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Revenues</td>
<td>13,964.50</td>
<td>12,184.21</td>
</tr>
<tr>
<td>Other Revenues</td>
<td>1,002.75</td>
<td>913.80</td>
</tr>
<tr>
<td><strong>Total Earned Revenue</strong></td>
<td>14,967.25</td>
<td>13,098.01</td>
</tr>
<tr>
<td><strong>Gross Income</strong></td>
<td>54,967.25</td>
<td>53,098.01</td>
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</tbody>
</table>

## Cost of Goods Sold

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Instructor Fees</td>
<td>5,637.00</td>
<td>8,614.02</td>
</tr>
<tr>
<td>Program Materials</td>
<td>675.47</td>
<td>327.99</td>
</tr>
<tr>
<td>Program Coordination</td>
<td>12,649.43</td>
<td>13,000.37</td>
</tr>
<tr>
<td>Program Development</td>
<td>11,953.00</td>
<td>10,275.00</td>
</tr>
<tr>
<td>Program Venue Fees</td>
<td>205.00</td>
<td>848.75</td>
</tr>
<tr>
<td><strong>Total COGS</strong></td>
<td>31,119.90</td>
<td>33,066.13</td>
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</tbody>
</table>

## Net income

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net income</strong></td>
<td>23,847.35</td>
<td>20,031.88</td>
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</tbody>
</table>

## EXPENSE

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting / financial</td>
<td>1,070.00</td>
<td>925.00</td>
</tr>
<tr>
<td>Administration &amp; reporting</td>
<td>5,816.50</td>
<td>6,350.00</td>
</tr>
<tr>
<td>Advertising expenses</td>
<td>2,667.49</td>
<td>1,642.41</td>
</tr>
<tr>
<td>Insurance</td>
<td>1,939.18</td>
<td>2,000.00</td>
</tr>
<tr>
<td>Membership &amp; proD</td>
<td>115.00</td>
<td>290.00</td>
</tr>
<tr>
<td>Office supplies</td>
<td>156.88</td>
<td>224.70</td>
</tr>
<tr>
<td>Postage</td>
<td>240.87</td>
<td>225.27</td>
</tr>
<tr>
<td>Technical &amp; maintenance</td>
<td>330.00</td>
<td>190.00</td>
</tr>
<tr>
<td>Telephone &amp; internet</td>
<td>885.50</td>
<td>982.66</td>
</tr>
<tr>
<td>Travel / mileage</td>
<td>676.00</td>
<td>592.58</td>
</tr>
<tr>
<td>WCB Expense</td>
<td>325.50</td>
<td>325.50</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>14,222.92</td>
<td>13,748.12</td>
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## Income/Expense

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income/Expense</strong></td>
<td>9,624.43</td>
<td>6,283.76</td>
</tr>
</tbody>
</table>
## Pender Harbour Community School Society

### Income & Expenses | Jan to Dec 2013 (with 2012 comparative)

#### INCOME

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contributed Support</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CommunityLink Grant</td>
<td>43,914.40</td>
<td>39,166.00</td>
</tr>
<tr>
<td>Direct Access Gaming Grant</td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Literacy Council Grant</td>
<td>7,400.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Success By Six</td>
<td>0.00</td>
<td>2,250.00</td>
</tr>
<tr>
<td>SCRD Grant in Aid</td>
<td>2,600.00</td>
<td>0.00</td>
</tr>
<tr>
<td>SCRD JU - Youth DropIn &amp; Restitution</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>SCRD Recreation Grant</td>
<td>40,000.00</td>
<td>40,000.00</td>
</tr>
<tr>
<td><strong>Total Contributed Support</strong></td>
<td>123,914.40</td>
<td>111,416.00</td>
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<tr>
<td><strong>Earned Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Revenues</td>
<td>18,494.88</td>
<td>14,525.53</td>
</tr>
<tr>
<td>Other Revenues &amp; Donations</td>
<td>4,539.91</td>
<td>3,770.71</td>
</tr>
<tr>
<td><strong>Total Earned Revenue</strong></td>
<td>23,034.79</td>
<td>18,296.24</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td>146,949.19</td>
<td>129,712.24</td>
</tr>
</tbody>
</table>

#### EXPENSES

**Program & Administrative costs**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting / financial</td>
<td>3,005.69</td>
<td>1,850.00</td>
</tr>
<tr>
<td>Advertising expenses</td>
<td>2,847.60</td>
<td>1,642.41</td>
</tr>
<tr>
<td>Coordinator Contracts</td>
<td>55,795.30</td>
<td>40,581.02</td>
</tr>
<tr>
<td>Insurance</td>
<td>3,102.68</td>
<td>2,478.00</td>
</tr>
<tr>
<td>Membership / proD</td>
<td>1,540.00</td>
<td>500.00</td>
</tr>
<tr>
<td>Office supplies</td>
<td>906.30</td>
<td>714.85</td>
</tr>
<tr>
<td>Payroll expenses</td>
<td>37,785.09</td>
<td>42,638.24</td>
</tr>
<tr>
<td>Postage</td>
<td>220.37</td>
<td>240.01</td>
</tr>
<tr>
<td>Program Administration</td>
<td>2,393.00</td>
<td>6,350.00</td>
</tr>
<tr>
<td>Program Instructor Fees</td>
<td>15,197.20</td>
<td>14,830.00</td>
</tr>
<tr>
<td>Program Materials &amp; Supplies</td>
<td>4,820.46</td>
<td>6,351.07</td>
</tr>
<tr>
<td>Program Venue Rental fee</td>
<td>205.00</td>
<td>864.50</td>
</tr>
<tr>
<td>Repairs &amp; Maintenance</td>
<td>869.72</td>
<td>1,116.16</td>
</tr>
<tr>
<td>Technical Support</td>
<td>380.00</td>
<td>1,112.42</td>
</tr>
<tr>
<td>Telephone &amp; Internet</td>
<td>2,147.81</td>
<td>1,608.71</td>
</tr>
<tr>
<td>Travel / mileage</td>
<td>415.00</td>
<td>445.41</td>
</tr>
<tr>
<td>WCB Expense</td>
<td>651.00</td>
<td>651.00</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td>132,282.22</td>
<td>123,973.80</td>
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</tbody>
</table>

**Net Income/Expense**

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Net Income/Expense</strong></td>
<td>14,941.97</td>
<td>5,738.44</td>
</tr>
</tbody>
</table>
SUNSHINE COAST EMERGENCY PROGRAM
PLANNING COMMITTEE
December 4, 2013

MINUTES FROM THE SUNSHINE COAST EMERGENCY PROGRAM PLANNING COMMITTEE MEETING HELD IN THE BOARD ROOM AT THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC

PRESENT: Chair, SCEP Coordinator  Bill Elsner

Amateur Radio  Barry Yee
Amateur Radio  Don Prendergast
BCAS, Madeira Park  Michael Buikema
BC Parks  Rod Dalziel
BC Ferries  Maureen Darragh
Emergency Support Services Director  Marilyn Pederson
Fire Departments:  Rob Michael
RCVFD, Chief  Bruce Searle
RCVFD & Deputy SCEP Coordinator  Bill Higgs
SVFD, Fire Chief  Ihab Sadik
HSPP, Fire Chief
Ministry of Transportation and Highways  Brent Wildeman
Royal Canadian Marine Search and Rescue Stn 12  Jason Hall
RCMP  Sgt. Mike McCarthy
Sechelt Indian Government District  Peter Jmaeff
St. Mary’s Hospital, Emergency Planning Contractor  Denys Carrier
SCRD General Manager, Community Services Dept.  Paul Fenwick
Sunshine Coast Search & Rescue  Alec Tebbutt
Telus  Jim McLeod
Town of Gibsons, Public Works  Greg Foss
Vancouver Coastal Health, Medical Health Officer  Dr. Paul Martiquet
Vancouver Coastal Health, Director, Lower Sunshine Coast  Lauren Tindall
Administrative Assistant, Community Services Dept.  Lynda Edstrom

CALL TO ORDER  3:00 pm

AGENDA

The agenda for the meeting was accepted.
MINUTES

It was Moved and Seconded

THAT the minutes of the Sunshine Coast Emergency Program Planning Committee meeting held October 30, 2013 be adopted.

CARRIED

INTRODUCTIONS

Introductions were made.

Lauren Tindall, Director, Vancouver Coastal Health, Lower Sunshine Coast and Denys Carrier, Emergency Planning Contractor, St. Mary’s Hospital were also introduced.

REPORTS

- Lauren Tindall stated she is the Director for all healthcare services except mental health for the Lower Sunshine Coast. She has been in this position for 7 months and with VCH for 7 years.

- Denys Carrier, retired RN, provided an overview of emergency response plans for the health sector on the Sunshine Coast as follows:

  Health Emergency Management BC (HEMBC) has hired a consultant (Denys Carrier) in the field of health emergency management to facilitate the development of emergency response plans for the health sector on the Sunshine Coast.

  The consultant is working with Emergency Preparedness Advisory Committee (EPAC) for St. Mary’s Hospital, Totem Lodge, Shorncliffe Facility, Home Care Services, Public Health, Environment Health and Sumac Place. Mental Health located at StMH is part of StMH committee.

  The overall project is about 30% complete at this time. Once all agencies’ plans are produced, there will be integration with the community at large. Communication between agencies is critical in time of disasters or incidents; therefore we need this partnership between all of us.

  All Health agencies will be using the Health Incident Command System (HICS) so that we all understand each other during crisis, and since HICS is based on ICS, it will be straightforward communication with local organizations.

- Chief Bill Higgs offered Denys their fire safety plans for health facilities - he would like to keep an open relationship.

- Bill Elsner stated the SCRD has a 200 bed emergency hospital and can provide an inventory list.
• Dr. Martiquet asked Bill Elsner if he would make a presentation to the Medical Advisory Committee to bring doctors up to speed on what assets are available from SCEP.

• Evacuations - The hospital will use Shelter In Place until help arrives if there is a fire or flood. There are sprinklers in each room in the new tower so evacuation likelihood would be low. They would however need assistance if there was an emergency at Shorncliff. Bill Elsner noted he could arrange to assist with buses if needed. Denys said this process needs clarification.

• Bill Elsner noted that in an earthquake we may all be on our own for a time and we need to work together and talk about procedures and priorities.

• Denys needs to look at situations that would warrant the Emergency Hospital activation.

• Heli-pad status - The hospital is moving forward with Transport Canada to resolve. Traffic and pedestrian barriers are a problem.

Bill Elsner thanked Denys Carrier for his presentation and is pleased that emergency planning is in progress. Bill will assist if needed.

**Agency Reports**

Marilyn Pederson, ESS - She noted all was quiet. They are planning their Christmas party.

Brent Wildeman, MOTI - The snow plows are ready to go. He noted Kirsten Fagervik as left, leaving Don Legault and himself on the Coast.

Greg Foss, Town of Gibsons - He noted it is quiet is present. The snow equipment is ready to go.

Peter Jmaeff, SIGD - They have finished their 24 Hour Emergency Plan and will roll it out in January. He asked Bill Elsner to review.

Rod Dalziel, BC Parks - He is new to the Coast and the only personnel here.

Alec Tebbutt, SAR - It has been quiet for tasks. The new Utility Terrain Vehicle (UTV) will be arriving in two weeks and stored at the SAR building. They will start training soon and at present have one qualified person to drive it. He will provide a demo at the January SCEP meeting. The RCMP has approved a restricted licence to drive it as required allowing SAR to go straight from the SCRD office to Dakota with a stretcher and two teams.

They recently completed Hover Exit Training - loading stretchers etc, and flew to the Tetrahedron where they set up a repeater and demo’d communications with SCEP radios which worked well.

The BC SAR Association asked for volunteers to assist with a search in Australia where a person from Ontario is missing. The family is paying for the search and one SAR member has been sent for a two week deployment to the Snowy Mountains and rain forest areas. He will report further at next month’s SCEP meeting.
Jason Hall, RCMSAR - They were tasked recently during training in Victoria. They are currently focusing on boat training for new recruits. They are in the beginning stages of planning a plane crash exercise scenario with Harbour Air.

Jim McLeod, Telus - There any many Telus trucks on the coast at present installing fibre optics. He noted that if an emergency arising on the Coast they have many personnel here to assist.

Don Prendergast, Amateur Radio - He noted it was quiet at present. They have reprogrammed radios to use on different repeaters.

Chief Ihab Sudik, HSPP - All is quiet at the mill at present. He has been on the job 6 months. He is working on the emergency response plan for their organization.

Maureen Darragh, BC Ferries - Their equipment is ready for snow. The ferries are now on the winter schedule.

Chief Rob Michael, RCVFD - The new recruits finish their probation today.

Sgt. Mike McCarthy, RCMP - The new digital radio system is good except for the Halfmoon Bay area. They are back to using their old system temporarily.

Dr. Paul Martiquet, VCH - The flu season has been sporadic. 50% of staff have had flu shots and the rest must now wear masks. He sent a letter recently noting he sees no health effects to the installation of the Rogers cell tower at GDVFD.

Chief Bill Higgs, SVFD - It is quiet at present. Their call volume stats are down 50% and partly attributed to the new Fire Prevention Officer (FPO). There was one structure fire this year. Calls are down from 200 to 130 noting the Duty Officer calls play a large roll. The last practice of the year is next week and will have a live burn of a house. They will have a new training class with 4 new members in the new year.

Paul Fenwick, GM Community Services, SCRD - The Rogers Tower is not proceeding. He is looking at options, of either building a new tower for 9-1-1 or asking the RCMP if their tower can be renovated to accommodate 9-1-1. The Fire Chiefs have been waiting patiently for an updated 9-1-1 backhaul channel. He is also working with E-Comm for a site in a high rise in downtown Vancouver to see if that works.

Bill Elsner, EPC - Currently there are “King” high tides (approx 16.7 feet). Davis Bay is vulnerable if the wind picks up as forecasted.

Bill was recently on holiday in California and obtained US Army Corps of Engineers Structural Collapse guide books which he will distribute to those who attended the recent training.

Bill wished everyone al safe and happy holiday season.

NEXT MEETING January 29, 2014 - SCRD Offices

ADJOURNMENT 4:15 p.m.
DATE: January 7, 2014

TO: Community Services Committee – (January 16, 2014)

FROM: Paul Fenwick – General Manager, Community Services

RE: HMBVFD 2013 CAPITAL BUDGET VARIANCES

RECOMMENDATION(S)

THAT the Report HMBVFD 2013 Capital Budget Variances be received;

AND THAT the 2013 Financial Plan be amended by $16,250 for new turn out gear (01-6-216-475, and $1,636 for additional vehicle safety equipment (01-6-216-478), to funded from capital reserves.

BACKGROUND:

The Capital Reserve has $151,808. The approved budget for clothing and laundry was $7,200. With the expenditure for unexpected new turnout gear, the operating budget is exceeded and will contribute to a deficit unless the capital reserve is used. The 2013 Budget included the purchase of an additional command vehicle which required some safety equipment (emergency lights, siren, and radio) that went slightly over budget.

REPORT:

Fire Chief’s Comments:

“We did a recruitment drive in 2013 because our membership was running drastically low. On average we would be lucky to get 2 or 3 interested candidates. This year we had 10 walk through the door, which is completely unheard of, but of course we were completely grateful to have. We instantly had a shortage of certified gear. We put an order in right away to avoid injury. This has filled up our membership and this will not repeat itself. It was a onetime unforeseeable expenditure. The gear replacement schedule and budget we currently have will continue to work moving forward.”

Financial Impact

The recommendation in this report will offset a deficit for 2013. For 2014 auto extraction equipment will be recommended in Round 1 and a new tanker ($300,000 in 2016). New radios will be needed within five years too. Turnout gear is expected going forward to be replaced in small numbers annually under the operating budget.
MINUTES OF THE SUNSHINE COAST POLICING COMMITTEE MEETING HELD IN THE CEDAR ROOM OF THE SUNSHINE COAST REGIONAL DISTRICT OFFICES, 1975 FIELD ROAD, SECHELT, BC.

PRESENT:
(Voting Members)
Director, Electoral Area E, Chair Lorne Lewis
Director, Electoral Area A Frank Mauro
Director, Electoral Area B Garry Nohr
Director, Electoral Area D Donna Shugar
Director Area E Lee Turnbull
Director, District of Sechelt Doug Hockley (Alt)
Director, Town of Gibsons Gerry Tretick
SD 46 Greg Russell

ALSO PRESENT:
(Non-Voting)
Alternate Director, Area F Joyce Clegg
BC Ferry Coalition Jef Keighley
Emergency Program Coordinator Bill Elsner
RCMP S/Sgt Herb Berdahl
Sunshine Coast Speed Watch Jon Hird
SCRD, GM Community Services Paul Fenwick
SCRD, Admin. Assist. Community Services Lynda Edstrom
CKAY Sean Eckford
Coast Reporter John Gleeson

CALL TO ORDER 9:00 am
AGENDA The Agenda was adopted as circulated.
INTRODUCTIONS Introductions were made.
MINUTES

Recommendation No. 1 Minutes

The Sunshine Coast Policing Committee recommended that the minutes of November 4, 2013 be adopted.
COMMUNICATIONS

**Recommendation No. 2  SCYAA Minutes**

The Sunshine Coast Policing Committee recommended that the Sunshine Coast Youth Action and Awareness Committee minutes of October 25, 2013 be received.

*Note: A new Youth Outreach Team Leader has been hired.*

REPORTS

**Recommendation No. 3  Monthly Crime Statistics**

The Sunshine Coast Policing Committee recommended that the Monthly Crime Statistics for October, November and December, 2013 be received.

*Note: S/Sgt Berdahl noted that St Mary’s Hospital is included in the SIB statistics but the hospital is actually in Area B SCRD.*

**Recommendation No. 4  RCMP Monthly Report**

The Sunshine Coast Policing Committee recommended that the RCMP Monthly Report for November-December 2013 be received.

*Note: There are demands on the detachment regarding mental health calls. RCMP continues to work closely with St. Mary’s and other community health providers to improve agency response to the mental health issues on the Sunshine Coast.*

*There was a suggestion that more funding for Arrowhead is needed. Perhaps a high level meeting to determine needs could be arranged and then approach the Province for additional funding.*

**Recommendation No. 5  Meeting on Mental Health Issues Sunshine Coast**

The Sunshine Coast Policing Committee recommended that Sunshine Coast mental health issues and demands on local police for calls be referred to the next Regional Hospital District meeting to manage/facilitate a meeting to discuss these issues.

*A copy of the report was distributed to the Committee.*

**Medicinal Marijuana Commercial Grow-ops**

S/Sgt Berdahl stated that the RCMP will have no responsibility for inspections of these facilities. Under the current legislation, this falls under Health Canada who have their own inspectors, noting there is a very limited number of inspectors in Canada.
**Recommendation No. 6  Medicinal Marijuana Commercial Grow-ops**

The Sunshine Coast Policing Committee recommended that the issue of Medicinal Marijuana Commercial Grow-ops be referred to the SCRD Planning Department for investigations and discussion of how first responder safety can be insured;

AND THAT the RCMP is not responsible for inspections but it is the responsibility of Health Canada, who have a very limited number of inspectors in Canada.

**NEW BUSINESS**

Director Turnbull stated that there are a number of unlicensed vehicles on Keats Island. She would like to arrange a meeting with residents and the RCMP on this issue. S/Sgt Berdahl will have Sgt. Mike McCarthy contact Director Turnbull to arrange a meeting with residents.

**BC Ferry Coalition Protest Events**

On Saturday, January 18, 2014 between 12:30 and 1:30 there will be seven protest locations along Hwy101 to protest BC Ferry service cutbacks and escalating fares. The locations are:

1. Langdale Ferry Terminal
2. Pratt Road and Hwy 101
3. Roberts Creek Road and Hwy 101
4. SIB Offices/Raven Cry Theatre
5. Redrooffs Road and Hwy 101
6. Madeira Park Road and Hwy 101
7. Earls Cove Ferry

**NEXT MEETINGS**  - March 3, April 28, June 23, September 8 and November 14.

**ADJOURNMENT**  9:45 a.m.
INTERNATIONAL MARKETING FOR VANCOUVER ISLAND TRAILS

December 9, 2013

COURTENAY - Vancouver Island’s beautiful trail systems are going to benefit from an integrated enhancement, signage and marketing strategy thanks to a $60,000 investment to complete stage one of a three-stage development and marketing plan initiated by Tourism Vancouver Island.

“Vancouver Island is known for its abundant natural beauty and ease of access to the outdoors. It just makes sense to support an initiative that will take our amazing trail systems to the next level and market them internationally,” said ICET Chair Phil Kent. “The related economic benefits from a project like this will undoubtedly have a positive impact on Vancouver Island communities.”

The Vancouver Island Trails Strategy Project is being supported by the Island Coastal Economic Trust (ICET) contribution of $30,000 through their Economic Development Readiness Program. A matching $30,000 investment is coming from community members, municipalities and stakeholders.

The project’s components - including the goal of creating a uniform trail difficulty rating system akin to that which is used by North American ski areas - could be exportable to other jurisdictions around B.C. and across Canada.

“The Vancouver Island Trails Strategy Project is exactly the kind of integrated approach we need to properly showcase our beautiful trail systems,” said Minister of State for Tourism and Small Business Naomi Yamamoto. “Building a comprehensive inventory of our hiking trails and giving them standardized ratings enhances the tourist experience, and gives them more reasons to explore the Island.”

Phase one of the Vancouver Island Trails Strategy Project will include working collaboratively with communities to research trails and develop an inventory to determine the top 100 hiking trails with the highest potential for marketability, assess their stage of development, determine their best use and identify any improvements needed.

Phase two of the project would expand the trail inventory and develop strategies for consistent mapping, trail rating, signage and interpretation, best practices, consistent messaging and effective marketing.

Phase three puts the strategies into action by creating consistent signage and interpretive information, and easy-to-use maps available both on a dedicated
website and in print at tourism offices, visitor information centers and anywhere community and tourist information is provided.

“Vancouver Island is already rated the top Island destination in Canada and in the continental US, and providing an integrated trails resource will definitely add to our appeal as a destination,” said Tourism Vancouver Island President and CEO Dave Petryk. “Developing a comprehensive trails strategy will contribute to the economic and social potential of our communities and I am excited to see it get underway.”

About the Island Coastal Economic Trust

The Island Coastal Economic Trust is a $50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast.

ICET is guided by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials and MLAs and five appointees. This exceptional team of leaders collaborates to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved $47 million for over 100 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged over $260 million in incremental funding into the region.

A full overview of ICET can be found at www.islandcoastaltrust.ca

-end-

For further information:

Mayor Phil Kent, ICET Chair
City of Duncan
Tel. 250-709-0186
mayor@duncan.ca

Line Robert, CEO
Island Coastal Economic Trust
Tel. 250-871-7797 Extension 227
line.robert@islandcoastaltrust.ca

Dave Petryk, President and CEO
Tourism Vancouver Island
Tel. 250-740-1211
dave@tourismvi.ca
Visit us Online at www.IslandCoastalTrust.ca

Unsubscribe from broadcast news releases
Paul Fenwick, General Manager,  
Community Services Dept.,
Sunshine Coast Regional District,  
1975 Field Rd.,  
Sechelt, B.C. VON 3A0

Dear Mr. Fenwick:

Re: Mount Elphinstone Cemetery acquisition

Thank you for your letter of Nov. 29 advising of the S.C.R.D.'s offer to take over the Mount Elphinstone Cemetery.

The Trustees of the Cemetery are very pleased to accept the S.C.R.D. offer, and will co-operate in whatever steps may be necessary to transfer the Cemetery property and our (minimal) financial assets to the Regional District.

Yours truly,

D. A. Devlin, Chairman,
Board of Trustees,  
Mount Elphinstone Cemetery, Gibsons, B.C.

cc Business Practices & Consumer Protection Authority
cc Lois Potter Law Office
Place of Interment Licence

Licence Number 15270

Pursuant to the Cremation, Interment and Funeral Services Act, SBC (2004)
The following is licensed as the operator of a place of interment.

Mount Elphinstone Cemetery
Box 648
GIBSONS BC V0N 1V0

The original must be displayed in a conspicuous place at the above address and is not transferable.

This licence is subject to the conditions set out the reverse of this page and to all other conditions
imposed on this licence under the Cremation, Interment and Funeral Services Act.

Effective Date: September 15, 2009
Expiry Date: June 30, 2014

Issued under the authority of the Director,
Consumer Protection BC
December 19, 2013

Mr. Paul Fenwick  
General Manager Community Services  
Sunshine Coast Regional District  
1975 Field Road  
Sechelt, B.C. VON 3A1

Dear Sirs:

Re: Proceeds on Surplus Fire Truck – Gibsons and District Fire Department

I am pleased to report and provide you with the details of our Council resolution from their Regular Meeting of December 17, 2013 regarding the above captioned item:

R2013-439 Proceeds on Sale of Surplus Fire Truck

MOVED by Councillor Tretick  
SECONDED by Councillor Bouman

THAT the Director of Finance's report regarding the proceeds on sale of a surplus fire truck be received;

AND THAT Council agrees to forward the Town's share of sale proceeds ($7,500) from the sale of surplus fire equipment to the credit of the Gibsons and District Volunteer Fire Department;

AND FURTHER THAT the Gibsons and District Fire Commission be requested to direct the allocation of the surplus fire equipment funds within the Gibsons and District Fire Department budget.

Our cheque in the amount of $15,000 is attached to this letter.

If you have any questions on this issue I would be pleased to discuss them with you.

Yours truly,

Ian C. Poole, CA  
Director of Finance

Cc: Mr. Bob Stevens – Fire chief, Gibsons and District Fire Department
December 18, 2013

Sunshine Coast Regional District
Attention: Paul Fenwick
1975 Field Road
Sechelt, BC VON 3A1

Dear Paul;

Reference: telecommunications tower 790 North Road, Gibsons, BC

Following a proposal from Rogers the Town has considered the request to co-locate a telecommunications tower at 790 North Road. I would like to inform you about Council's decision from the December 3rd, 2013 meeting (excerpt from motion R2013-409):

THAT Council regretfully declines Rogers' offer for a joint telecommunications tower at 790 North Road;

AND THAT Council notify the federal office of Industry Canada that the consultation process followed by Rogers has provided sufficient opportunities for the public to comment; however, that the Town does not support locating Rogers' infrastructure for telecommunication at 790 North Road;

AND FURTHER THAT Council recommend that the Sunshine Coast Regional District consider enhancing the fire department budget to include an additional $12,000 educational budget on an annual basis to compensate for the loss of potential revenue from not moving forward with the Rogers telecommunication tower plan.

Please follow up with the SCRD Board regarding Council's suggestion for the fire department educational budget. Thanks again for your help in the consultation process for this project.

Yours truly,

Ancré Boel, RPP
Director of Planning
Dear Mr. France:

I am writing to thank you for the opportunity to meet with you and your colleagues at the Union of British Columbia Municipalities Convention in Vancouver on September 17, 2013. I appreciate the dedication you have shown and the steps you have taken to address homelessness in your community.

In our meeting, we discussed your request for funding a permanent emergency shelter, as well as a cold weather/emergency shelter, regardless of weather conditions on the Sunshine Coast. While I support the concept of a permanent emergency shelter, the Province is unable to provide financial support at this time. As for funding a cold weather/emergency shelter on the Sunshine Coast regardless of weather conditions, we also do not have a funding program to support the project beyond the scope of the Extreme Weather Response (EWR) program.

The EWR program provides individuals and families in need with access to a warm, dry place to sleep during extreme weather conditions between November 1 and March 31. Each community decides on a local basis when to issue an Extreme Weather Alert based on conditions and local forecasts, including determining when locations will be open and the number of spaces available. Since the EWR program began in 2006/07, BC Housing has provided funding every winter to operate a shelter in Sechelt.

In our meeting, we also discussed the funding gap that has arisen for the Arrowhead Centre. The Province does not have a funding program available at this time to support additional operational funding for the Arrowhead Centre. We have an obligation to work within budgetary constraints and for this reason, are unable to provide increased funding for the project at this time.
If you would like to discuss these matters further, please feel free to contact Mr. Darin Froese, Executive Director, Lower Mainland Non-Profit, at BC Housing. Mr. Froese can be reached at 604 519-2311 or dfroese@bchousing.org.

I would like to mention two housing programs that the provincial government uses to support housing affordability. The Province provides monthly cash payments to low-income working families and seniors renting in the private market through the Rental Assistance Program (RAP) and the Shelter Aid for Elderly Renters (SAFER) program. Information regarding these, and other programs, can be found at www.bchousing.org.

Thank you again for discussing your concerns regarding the need for a permanent shelter in your community. It was a pleasure meeting with you and your colleagues in Vancouver.

Sincerely yours,

[Signature]

Rich Coleman
Minister Responsible for Housing
and Deputy Premier

cc: Mr. Darin Froese
Executive Director
BC Housing