

**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Tuesday, July 19, 2011 at the
Saanich Peninsula Health Unit, Mt. Newton X Rd., Saanichton, BC**

PRESENT: Stephen Cropper - Chair, Mayne Island
Mike Callendar, S. Pender Island
Ken Hancock, CRD Director
John Heaney, N. Pender Island
Sheila Midgley, Galiano Island
Allen Olsen, Saturna Island
Bryce Young, Piers Island (late)
Natasia Ilkiw, Acting Recording Secretary

ABSENT: Pete Williams, Ports Manager

GUESTS: None

The meeting was called to order at 1:05 pm.

1. Welcome and Introductions

Commission members and acting recording secretary introduced themselves

2. Approval of Agenda

Moved by Ken Hancock, **seconded** by Allen Olsen that the agenda be approved as circulated. **CARRIED**

3. Approval of Minutes – May 17, 2011

Moved by Ken Hancock, **Seconded** by Sheila Midgley that the minutes of the meeting held May 17, 2011 be adopted, with the following amendments:

Page 1, Present, correction to name Jon Heaney

Page 1, Guests, correction to name Chris Grelson

Page 1, item 4, Galiano Island, second bullet, remove words 'Whaler Bay and'

Page 1, item 4, Galiano Island, second bullet, replace 'do' with 'does'

Page 3, item 4, Montague Harbour, remove complete sentence (water lot)

Page 3, item 7, a) Lyall Harbour and Horton Bay, remove word 'proposed'

Page 4 item 8 correction to name Jon

CARRIED

4. Dock Profiles

Pete Williams was not present so not all discussion regarding dock profiles could take place. There was much discussion regarding the uniqueness of each island and the need for flexibility when managing the docks. It was agreed that a 'one size fits all' approach cannot be used in these circumstances. The needs of each port and dock are varied, ie dedicated usage, recreational, long term moorage, winter storm retreat, community use etc.

Much discussion took place regarding addressing safety issues and the challenges of policies and rules to be enforced by the authority, Wharfinger, Ports Manager and/or the Commission. Because the needs and communities are different, general rules for dock usage based on basic dock profiles should be posted.

Moved by Ken Hancock, **Seconded** by Bryce Young that a request be made to have a dock profile summary be completed by Pete Williams and to be presented to the Commission

CARRIED

The next step needed is to improve communication to the users and communities.

5. Chair's Report – Nothing to report

6. Note – no item 6 on agenda

7. CRD Director Report – Nothing to report

8. Ports Manager's Report

Copies of Port Manager's Interim Report to Commission July 2011 were dispersed. Report was read thru by Stephen Cropper as Pete Williams was not present.

Questions were raised regarding who hires wharfingers and how are these jobs posted – this discussion was deferred to item 10 (new business and governance and management) DFO had an existing contract with 'Gloria' at Lyall Harbour, the SGI harbour Commission 'inherited' this contract'.

9. Treasurer's Report – Jon Heaney presented a CRD revenue and expenditures report. There were no significant changes to the capital budget. Revenues were lower than last year as moorage fees never increased even though the budgeted amount predicted from last year was based on an increase in moorage fees.

Moved by Ken Hancock, **Seconded** by Jon Heaney to adopt the Five Year capital budget as presented.

CARRIED

Although there was a \$ 10 increase last year from \$ 37.95 to \$ 47.95, in actuality the final parcel tax was \$ 42.30.

Moved by Jon Heaney, **Seconded** by Mike Callendar to have the preliminary operating budget to be amended to reflect an increase in revenue as a result of applying to the maximum for the parcel tax.

CARRIED

There could possibly be a surplus of just over \$ 80,000 in funds if these are not already accounted for within the CRD.

Commission members took a break at 2:25 and reconvened at 2:34.

10. New Business

a) Governance and Management

Definitions were read out by Stephen Cropper for the roles of commissioners, port managers and wharfingers. Members discussed their interpretation of the authority, delegation and management of these roles to clarify their understanding. Ken Hancock stated that the handbook was being legally reviewed so the copy on hand was not current.

b) Handling Dock Issues

Any issues arising from dock usage are to be dealt with by the Wharfinger and /or Ports Manager. Duties of the Commissioners are not to be forwarding docking issues on behalf of the public. All issues should be addressed to the Commission directly (and received via mail/Canada post) and not via a specific Commissioner.

c) Who Hires Wharfingers/ Job Posting

There is a procurement policy regarding contracts. Posting of these positions is varied based on dock location, Ports Manager and contract.

d) Open Meeting

The public is welcome to attend any meeting as specified under the community charter. Additionally if the public has items to discuss, new agenda items will be created. If any agenda items are deemed 'in camera', guests will be asked to leave the room during discussion of those agenda items.

11. Correspondence

a) Letter from Parker Island (Galiano)

The Chair has requested that Pete Williams and Stephen Cropper will formulate a response to this letter before the next sitting of this commission.

12. Next Meeting Date – September 20, 2011 at 1 pm

13. Adjournment

On motion, the meeting adjourned at 3:15 pm.

Moved by Jon Heaney, **Seconded** by Allen Olsen

CARRIED