

**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Tuesday, September 24, 2013 at the
Saanich Peninsula Health Unit, Mt. Newton X Rd., Saanichton, BC**

PRESENT: Stephen Cropper - Chair, Mayne Island
Jon Heaney, N. Pender Island
Bryce Young, Piers Island
Mike Callendar, S. Pender Island
Larry Peck, Saturna Island
David Howe, Regional Director
Derek Masselink, Alternate Director
Ted Robbins, General Manager CRD Integrated Water Services
Pete Williams, Ports Manager
Marian Brown, Recording Secretary

ABSENT: Sheila Midgley, Galiano Island

Also in Attendance:

Ed Andrusiak, Mike Hoebel (SGI EDC Chair), Brian Crumblehulme (EDC Advisory Committee Chair, Mayne Is.), Ian Dow, Carl Bunnin, Sylvia Olsen (new Alternate Director), John Cochlam

The meeting was called to order at 1:00 pm.

1. Welcome and Introductions – Chair welcomed those present.

2. Approval of Agenda

Director Howe requested that the Director's Report be inserted before item 10.

Moved by Bryce Young, **seconded** by Director Howe, that the agenda be approved as amended. **Carried**

Ted Robbins, General Manager from CRD Integrated Water Services spoke to the commission on his role to oversee the SGIHC and noted forthcoming changes, including the contract with the Ports Manager. CRD Integrated Water Services has staff and is responsible for 18 small local services on the Gulf Islands and propose application of the utilities' administrative model to the harbour services with the SGIHC playing an advisory role with less delegated CRD authority; will be reviewing the bylaw and how services are defined; looking at how the docks support other aspects of the Gulf Islands; will meet with the commission to establish the budget.

3. Approval of Minutes – August 13, 2013

Moved by Jon Heaney, **seconded** by Bryce Young that the minutes of the SGIHC meeting held August 13, 2013 be adopted as amended. **Carried**

4. In Camera Items

Moved by Larry Peck, **seconded** by Mike Callendar that the SGIHC close the meeting in accordance with CRD Procedures Bylaw No. 4980 and the Community Charter, Part 4, Division 3.90(1), *(c) labour relations or other employee relations; if the Regional District considers that disclosure could reasonably be expected to harm the interests of the Regional District.* **Carried**

The Committee closed the meeting at 1:14 pm.

The regular meeting of the SGIHC reconvened at 1:50 pm.

5. Rise and Report

The Commission rose and reported on the extension of the contract for the Ports Manager by stating that the commission wishes to retain the services of Pete Williams subject to terms mutually agreed upon for a period of one year.

6. Chair Report

The Chair noted the guests in attendance and their interest in the docks. Stephen met with Elizabeth May, MP, re the issue of Bedwell Harbour and have requested the Ports Manager to keep her up to date.

The Chair stated that three commission members' appointments are coming due. Sheila, Mike and Bryce agreed to stand for reappointment.

Discussion ensued on the public's access to the agenda page. Concern was expressed re last minute items and the shortness of the availability of the agenda if the public is trying to attend. The Director expressed his preference for Stephen to handle requests for agenda information. It was agreed that the agenda would be sent out five business days in advance of the meeting.

7. Ports Manager's Report

Piers Island

The Chair suggested that basic works on the Piers Island dock be done and then hold a meeting with the community, Bryce and the Ports Manager to discern what is wanted and what will work. The Ports Manager showed slides of the current configuration and railings. A quote of \$11,290 was received for replacement of the railings and decking and can extend this to improve safety on the corners of the approach.

Ted Robbins and Larry Peck left the meeting at 2:16 pm.

Swartz Bay Pile Repairs

The Ports Manager stated that in response to Bryce's concerns, fenders can be attached to the Swartz Bay dock loading zone by using safety and emergency funds. With regard to the issue of the deteriorating concrete pilings, the Ports Manager referred to a drawing included in the agenda package and stated that the pilings can be enclosed with a full length collar and then filled with grout. Anodes would deter electrolysis problems. He will start with a request for quotes for the work to be done.

Bedwell Harbour

The Ports Manager reviewed his discussions with Canada Border Services Agency (CBSA) and the start of discussion between CRD Real Estate Services and CBSA.

Port Washington Float

The Ports Manager stated the repairs are scheduled to be finished this week; structural part is complete and are working on the decking.

Hope Bay Crane

The Ports Manager reviewed the background of this issue and noted that the public expressed a desire that the crane be restored. Some cable has been supplied but other parts are missing. As this is volunteer work, it is not clear when the restoration will be complete.

Retreat Cove Repairs

The Ports Manager stated that the tender process is on hold due to the transition of the SGIHC to CRD Integrated Water Services.

Summer Works

The Ports Manager reported that life rings and ladders at all docks have been installed, pressure washing and minor repairs with regard to safety and appearance as well as roller repair at Horton Bay.

Other Activities

The Ports Manager advised that he met with Malcolm McPhail of CRD Regional Planning and gave him information; new contact for contracts is Kevin Evans and, also, that he spoke with Jake Skinner re his research into “green” transportation in the Gulf Islands.

8. Treasurer’s Report

Jon Heaney reviewed the latest R&E statistics for August, 2013. Jon further noted that the Capital Budget contains \$1.7 million but \$971,000 is already committed. Considerable discussion ensued on how the monies are spent on the docks and the Chair and Ports Manager explained the process of meeting the current and future needs of all the docks through management of operating budgets and capital expenses. Any monies left over from operating budgets are transferred to the capital reserve.

Sylvia Olsen left the meeting, 2:47 pm.

9. Correspondence

An email was received from Brian Crumblehulme regarding divested funds received for the dock at Miners Bay. The Treasurer and Ports Manager explained the process and conditions for the divested funds received by the CRD.

John Cochlam left the meeting, 3:10 pm.

10. Facility Planning

The Ports Manager displayed his PowerPoint presentation and discussion ensued with regard to “What Happened Before”; “Where Are We Now” and “Where to Go”. It was noted that further discussion with Ted Robbins was necessary as the commission will function differently in the future but still needs to maintain a dialogue with the people. Once more information is available, a facility planning retreat should be considered for October.

Ian Dow thanked the commission for the financial information gained. Jon agreed to liaise with Ian in this regard. Further discussion ensued on the start of a liaison between the ETGI and the SGIHC and who these people should be. The Chair suggested that the two Chairs liaise to discuss meeting dates and putting together of a committee.

Bryce Young left the meeting, 3:26 pm.

11. Director’s Report

Director Howe stated he had a meeting with ferry and transportation people and discussion on the creation of a new vision re only passenger ferries and broad band services; need to convince them to spend their funds here. The Director further noted the possible availability of a dock at the foot of Beacon Ave in Sidney and having CRD Regional Transportation consider using the ocean as a transportation link to this facility.

The Ports Manager noted that the SGIHC is in a good position if partnership funding becomes available.

A letter from Brian Dearden, Mayne Island, was received wherein he noted his concerns re the Horton Bay dock. The Ports Manager stated that this is not our dock but the railings are in a reasonable state of repair and that the issue of the roller is being dealt with. It was agreed that a response should be written.

12. Wifi

It was noted that an information report for the SGIHC is to be received for the next agenda package.

13. Next Meeting Date – November 19, 2013 at 1 pm.

14. Adjournment

Moved by Mike Callendar, **seconded** by Jon Heaney that the meeting adjourn at 4:14 pm.

Carried