

**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Tuesday, February 18, 2014 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
Sheila Midgley, Galiano Island
Larry Peck, Saturna Island
Pete Williams, Ports Manager
Sylvia Olsen, Alternate Regional Director
Ted Robbins, General Manager CRD Integrated Water Services
Marian Brown, Recording Secretary
ABSENT: David Howe, Regional Director
ALSO IN ATTENDANCE: Darryl Harker, StrategyOne Consulting

The meeting was called to order at 1:15 pm and the Chair welcomed those present.

1. Approval of Agenda

Ted Robbins informed the committee that his staff will prepare the agenda packages and staff reports and further noted that any agenda requests should be forwarded through staff or the Chair.

Moved by Jon Heaney, **seconded** by Bryce Young, that the agenda be approved. **Carried**

2. Approval of Minutes – January 21, 2014

Moved by Sheila Midgley, **seconded** by Jon Heaney that the minutes of the SGIHC meeting held January 21, 2014 be adopted as amended.

Carried

3. Report of the Chair

The Chair noted that this additional meeting was called for the purpose of developing the SGIHC Strategic Plan with the assistance of Darryl Harker, StrategyOne Consulting.

4. Presentations/Delegations – None

5. Correspondence

Ted Robbins stated that a letter dated January 23, 2014 had been sent to Ms Andrea Pickard of Islands Trust to inform them of the recent and proposed changes to the SGIHC which is now under the jurisdiction of CRD Integrated Water Services.

Moved by Bryce Young, **seconded** by Jon Heaney, that the January 23, 2014 letter to Ms Andrea Pickard of Islands Trust be received for information. **Carried**

6. Report of the CRD Director – No report

7. Report of the Ports Manager

Horton Bay

The Ports Manager reported on the reoccurring damage to the Horton Bay float where repairs had been made. He is awaiting the outcome of the case with Department of Fisheries.

Port Washington

The Ports Manager stated that repairs had been made at Port Washington

Sturdies Bay

The Ports Manager stated that funds are budgeted for repairs to this facility and he, along with the engineer, will be looking at the scope of repairs to be done.

Sheila Midgely reported that the float plane dock at Montague needed to be checked. The Ports Manager stated that there may be a flotation issue.

The Ports Manager stated that the Operational Budget for 2014 is 90% complete.

In response to a query from Mike Callendar, the Ports Manager stated that there had not been any change in the dock issue at Bedwell Harbour.

8. Report of the Treasurer

Jon Heaney provided a copy of the monthly report to SGIHC members.

9. 2014 Ports Management Services Contract – Contract No. 2013-845

Ted Robbins reviewed the staff report and its attachment, the contract between the CRD and Pete Williams, for day-to-day management of the docks under SGIHC service authority. It was noted that if there were any changes to the list of docks being serviced, an amendment could be made to the contract. Lyall Harbour operates under a separate agreement.

Moved by Sheila Midgely, **seconded** by Mike Callendar, that the 2014 Ports Management Services Contract report be received for information. **Carried**

10. Wharfinger Contractor's Agreement for Services – Southern Gulf Islands Harbours Service Dock Facilities (Staff Report #SGIHC 2014-02).

Ted Robbins reviewed the staff report noting some public interest in wharfinger services and the requirement for issuing Request for Proposals for dock facilities under the authority of the SGIHC. He is anticipating that the agreements will be in place by April.

Moved by Jon Heaney, **seconded** by Bryce Young, that the report on Wharfinger Contractor's Agreement for Services be received for information. **Carried**

Bryce Young requested that any additional information meetings stay within our boundaries.

11. Southern Gulf Islands Harbours Commission Strategic Planning Session – Darryl Harker, StrategyOne Consulting

A draft copy of the SGIHC Strategic Plan Framework 2014/15 – 2018/19 was provided in the agenda package.

Darryl Harker facilitated the discussion and review of the draft by commission members. Topics included the following: Mission, Vision, Values, Goals, Strategies – An Effective and Efficient Dock System for Southern Gulf Islands; Accessible, Affordable Moorage; Safe and Sustainable Dock Infrastructure; and Community-led Governance and Constructive Public Engagement. Also included in the information package were a Dock Profiles Compilation and User Profile. Proposed changes were noted by Darryl who agreed to revise the draft plan and have a copy e-mailed to commission members for their review.

The Ports Manager stated that the completed Strategic Plan will be incorporated into the Operating Plan.

Discussion ensued on wharfing meetings and if commission members want to attend. It was questioned if the wharfingers' jobs should be the same at all docks. There is a need for clarity re protocol and for wharfingers to not be in conflict with the CRD. *Agenda Item*

3:20 pm, Sheila Midgely and Bryce Young left the meeting.

12. New Business – None

13. Next Meeting Date – March 11, 2014 – 1:15 pm

14. Adjournment

Moved by Jon Heaney, **seconded** by Larry Peck that the meeting adjourn, 3:25 pm.

Carried