

**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Tuesday, May 20, 2014 at the
Saanich Peninsula Health Unit, Mt. Newton X Rd., Saanichton, BC**

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

ABSENT: Bryce Young, Piers Island; Sylvia Olsen, Alternate Regional Director

ALSO PRESENT: Ian Dow, Chair, Mayne Is. Transportation Committee;
Brian Crumblehulme, Chair, Mayne Island ETGI Advisory Committee

The meeting was called to order at 1:17 pm and the Chair welcomed those present.

1. Approval of Agenda

Moved by Sheila Midgley, **seconded** by Jon Heaney, that the agenda be approved. **Carried**

2. Approval of Minutes – March 11, 2014

Moved by Jon Heaney, **seconded** by Mike Callendar that the minutes of the SGIHC meeting held March 11, 2014 be adopted as amended. **Carried**

3. Report of the Chair

The Chair reported on the public CRD information meeting held on Mayne Island wherein topics for discussion included financial matters as well as docks and their management.

Mike Callendar stated that, through the assistance of Elizabeth May, MP, there is a new contact person for discussions with Canada Border Services regarding repair and winter use of the dock at Bedwell Harbour.

4. Presentations/Delegations – Ian Dow (copies provided of “Miners Bay Dock & Transit: Strategic Plan Proposal”)

Ian Dow, Chair, Mayne Island Transportation Committee, presented his proposal which addresses the long term community needs for water and land based transportation on Mayne Island and may also serve as a model for similar projects on other gulf islands as part of an integrated transportation network. The proposal included a review of the current revenue, cash flow, plans for the longer term, proposals, and additional community projects as well as a proposed budget. It was noted that this proposal does not include a breakwater. Any surplus revenue from the dock would be used to help fund the Mayne Is. bus system in conjunction with BC Transit.

Ian Dow also spoke to the issue of agenda item 5, re use of the Miners Bay Dock for a pilot herring spawn reintroduction project. (copies provided in agenda package)

Brian Crumblehulme noted their desire for greater financial autonomy. This modified proposal deals primarily with operation and maintenance, development of short and long term business plans to improve cash flow. Co-operation with community groups, CRD and SGIHC is needed. Private funding is available but no commitments have been made.

Ian Dow noted the possibility of three financial scenarios: public/private partnership, mortgage, and private investors with no increase in tax revenues.

Discussion ensued on the desire for more efficient use of tax dollars.

Ted Robbins, IWS, stated that consideration would need to be given to the current establishing bylaw and any change to the service would require public approval.

Ian Dow and Brian Crumblehulme left the meeting, 2:03 pm.

5. Correspondence

Mayne Island Conservancy Society, regarding the use of Miners Bay Dock, Mayne Island for a pilot herring spawn reintroduction project. (copy provided)

Discussion regarding the request ensued and concern was noted with regard to use of hardware for attaching the geotextile cloth to the pilings as it may interfere with the structural integrity of the pilings. SGIHC members agreed that this is a positive proposal to re-establish herring stocks in the area. The Ports Manager agreed to speak with Michael Dunn regarding alternative attachment possibilities. A staff report is to be provided for the July SGIHC meeting. *Agenda item*

6. Report of the CRD Director

Director Howe expressed his interest in the possibility of structural changes for voting in the southern gulf islands. He further reported his attendance at the Mayne Island CRD meeting and the residents' concerns re taxation. The need to balance the interrelatedness of ferries, transportation and docks with the desires of those who want to preserve and protect was noted. Commission members expressed the need for an integrated transportation system which will work for both tourists and residents.

7. Report of the Ports Manager

The Ports Manager noted his new format linking his work with the goals (2, 3 and 4) of the strategic plan for his report presentation. (copy provided)

The Ports Manager noted that his request for quotes for normal work to be done is in progress with a status update to be provided for the July meeting.

Miners Bay

Expecting repairs to be made to wharf and wharfhead. Preliminary report expected for July meeting.

Hope Bay Crane

The Ports Manager stated that he is working on development of a Standard Operating Procedure (SOP) for operation of the Hope Bay crane by Peter Binner to ensure its safe operation and load rating. Ted Robbins noted that cranes are regulated and require a designated operator when they are of a certain size. This crane will be downgraded to less than five ton capacity.

Swartz Bay

The Ports Manager stated that, to date, one tender had been received for the required work to the concrete pilings. Discussion ensued on the merits of concrete, creosote or steel pilings.

Montague Harbour

The Ports Manager noted the request for kayak floats in Montague Harbour. The issue of the water lot expansion was discussed by committee members and the Ports Manager noted the need for a public consultation meeting of Galiano Island residents.

Retreat Cove Tender

The Ports Manager stated that the first draft of the tender will be sent to Kevin Evans, Purchaser, CRD Integrated Water Services.

BC Ferries

The Ports Manager reported that he had met with the BC Ferries maintenance supervisor to discuss the upgrade to lighting at Sturdies Bay and the possibility of sharing costs with BC Ferries.

Staff Community Meetings

The Ports Manager reported that CRD public meetings had been held at Pender, Saturna and Mayne Islands.

Moved by Jon Heaney, **seconded** by Sheila Midgley, that the Ports Manager's Report be received. **Carried**

Action Items

Port Management System Update (handout provided)

The Ports Manager reviewed the items on his list. Input is required for core initiatives. Performance monitoring is under consideration and discussion. Standard operating procedures which are in the draft stage are for wharfinger, Ports Manager and engineering inspections.

Community Meeting on Piers Island

The Chair and Ports Manager agreed to arrange for a SGIHC community meeting in June, 2014, on Piers Island.

Website for SGIHC

Committee members discussed the issue of content for a SGIHC website which is to include the history of the docks since divestiture, links to staff reports, tax monies and the pooling concept of funds by the commission and long term plan.

Moved by Sheila Midgley, **seconded** by Director Howe, that the SGIHC construct a website as a source of information which summarizes the compilation of capital projects and expenditures to date.

Discussion on the motion raised the issue of transparency as well as the current absence of readily available information on the website which results in FOI requests.

Question on the motion was called.

Carried

Commission members took a break from 3:43 – 3:48 pm.

8. Report of the Treasurer

Jon Heaney reported that at the end of April, 2014, total revenue was \$10,943, expenses were \$18,028, and administration expenses \$12,200. Capital reserve is \$1,226,461.

Moved by Mike Callendar, **seconded** by Larry Peck that the treasurer's report be received.

Carried

9. Wharfinger Request for Proposals (RFP) (Staff report provided)

Ted Robbins reviewed the staff report for wharfinger services for the Southern Gulf Islands and Swartz Bay facilities. The closing date for RFPs is June 6, 2014.

Commission members discussed methods of advertising the RFP and how to evaluate responses received.

Moved by Sheila Midgley, **seconded** by Jon Heaney the Southern Gulf Islands Harbour Commission direct staff to proceed with issuing the Request for Proposals for the Supply of Wharfinger Services for southern Gulf Islands and Swartz Bay. The evaluation committee is to consist of Purchasing Manager, Integrated Water Services Manager, Ports Manager, and the respective Commission member from the island.

Carried

10. Discussion on Harbours Mandate

Ted Robbins stated this item is with regard to managing the expectations of the public with regard to the SGIHC.

Larry Peck asked if it would be acceptable to the SGIHC to allow the Saturna Island kayak people to provide a kayak float. Discussion ensued and comments included the following: management aspects, this is a capital project, we do not own the dock, not realistic for the summer of 2014.

11. New Business

Mike Callendar stated that a volunteer Coast Guard operation exists on Pender Island and that they are paying the commercial rate at Bedwell Harbour. Mike asked if the SGIHC should consider if it wants to charge the full rate. Committee members discussed the issue and it was noted that there is no provision in the bylaw for exceptions. Mike further requested that the SGIHC look into this appeal.

The Chair raised the issue of boats and holding tanks at CRD docks. Commission members noted that there is federally regulated legislation and it is not the job of the SGIHC to police the issue. It was requested that signage be posted. The Ports Manager agreed to follow up on this request.

The issue of commercial users at SGIHC docks was raised. The Ports Manager stated that the proper licensing documents need to be filled out. The wharfinger or Ports Manager will need to speak to them.

12. Closed Meeting

Moved by Mike Callendar, **seconded** by Larry Peck, that the SGIHC close the meeting in accordance with the Community Charter, Part 4, Division 3, 90 (1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the regional district of another position appointed by the regional district; and (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

The Committee closed the meeting at 4:20 pm.
The regular meeting of the SGIHC reconvened at 4:49 pm.

13. Next Meeting Date – July 15, 2014 – 1:00 pm

14. Adjournment

Moved by Sheila Midgley, **seconded** by Jon Heaney that the meeting adjourn, 4:50 pm.

Carried