

**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Tuesday, November 4, 2014 at the
Saanich Peninsula Health Unit, Mt. Newton X Rd., Saanichton, BC**

PRESENT: Carl Bunnin - Chair, Mayne Island
Dave Hargreaves, N. Pender Island
Bryce Young, Piers 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
Peggy Dayton, CRD Finance
Marian Brown, Recording Secretary

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

1. Election of Chair and Vice-Chair

Ted Robbins called for nominations of the position of Chair. Dave Hargreaves, Carl Bunnin, Larry Peck, Sheila Midgley and Bryce Young were nominated but each declined the position. Carl Bunnin reconsidered and allowed his name to stand and was elected Chair by acclamation.

The Chair, Carl Bunnin, called for nominations for the position of Vice-Chair. Sheila Midgley and Bryce Young were nominated. Bryce withdrew his name and Sheila Midgley was elected as Vice-Chair by acclamation.

2. Approval of Agenda

Moved by Bryce Young, **seconded** by David Howe, that the agenda be approved with the addition of "meeting time" under New Business and Bedwell Harbour dock update as 8(b).
Carried

3. Approval of Minutes – September 16, 2014

Moved by Sheila Midgley, **seconded** by Larry Peck that the minutes of the SGIHC meeting held September 16, 2014 be adopted with one change, item 8, change "Sea" to read "Cetus".
Carried

4. Presentations/Delegations

Andrew Lane, Pender Island BC re Browning Harbour Wharf

Andrew Lane spoke to the issue as outlined in his letter which was included in the agenda package. He noted that the Royal Canadian Marine Search and Rescue (RCM-SAR) provides service 24/7 and requested assistance in obtaining repairs to the access road and lighting on the dock. Photos of the access road, which is an easement through private property, were distributed.

Committee members and Andrew discussed the issues and it was noted:

- MOT will not work on private land, so who is responsible
- Lighting on the dock is essential

- Port Browning was a Transport Canada facility
- The dock abuts MOT right-of-way
- There is no hydro service available on the dock
- Consider having a backhoe run down the road and whether or not cars should be allowed
- Consider a motion activated solar lighting system
- Concern expressed re possible liability problems
- IWS responded to the initial letter with the understanding that MOT is responsible for the road and have written to Main Road Contracting
- A possible grant-in-aid for a load of gravel and signage stating “use at your own risk” along with the landowner’s permission
- Landowner has raised the issue of parking and liability

Moved by David Howe, **seconded** by Bryce Young that staff provide a report on the status of the land ownership, of the dock facility, and further, that it include a cost estimate for lighting including solar power.

Further discussion ensued on the two issues – lighting and road access as well as safety. The Ports Manager noted that the current budget has money for an emergency repair fund and suggested that solar lighting at foot level could fit in.

It was agreed that the motion be divided into two parts.

Moved by Carl Bunnin, **seconded** by Larry Peck, that staff provide a report on the status of the land ownership. **Carried**

Moved by Carl Bunnin, **seconded** by Larry Peck, that priority be given to the provision of lighting at the dock; that the General Manager, IWS, provide information on lighting options and safety in order to provide a permanent solution. To expedite the process, this information is to be discussed via a conference call. **Carried**

The Chair suggested that Andrew present the SGIHC with a proposal package. Andrew agreed and cited as an example the lighting installation at Thieves Bay.

5. Correspondence – Letter from Andrew Lane re Browning Harbour Wharf

The contents of the letter were discussed in item #4.

6. Southern Gulf Islands Harbours Commission Information and Guidelines

Ted Robbins reviewed the report and noted the commission’s role.

(Pete Williams left the meeting, 2:04 to 2:06)

Commission members discussed SGIHC feedback to the community and possible ways of transmitting this information as well as how this had been done in the past.

Moved by Sheila Midgley, **seconded** by Larry Peck, that the staff report be received. **Carried**

7. Southern Gulf Islands Harbours Service – 2015 Operating and Capital Budget

Ted Robbins reviewed the staff report and also provided a work sheet depicting financial matters from 2009 – 2014 Budgets.

Commissioners noted the following:

- projects approved but not yet done
- budget surpluses have been transferred to the capital reserve fund for major repairs
- Wharfingers should be relaying maintenance issues
- can the surplus be used for federal grants where cost sharing is an issue

(Mike Callendar left the meeting, 3:18 – 3:20 pm)

Moved by Larry Peck, **seconded** by Bryce Young that the Southern Gulf Islands Harbour Commission direct staff to revise the 2015 draft operating and capital budget and the 2016-2019 budget plan based on the recast budget figures and, prior to the end of February 2015, bring back a revised budget document for the Commission's review and recommendation to the CRD Board.. **Carried**

8. Report of the CRD Director

- a) Director Howe reported on his talk with the CAO on the five-year transportation plan and the need for Islands Trust and BC Ferries to be involved. He noted that BC Ferries is willing to hold discussions to solve transportation issues. CRD docks are a critical part of the Experience the Gulf Islands plan. There is some interest in creating an association of water taxis.
- b) Bedwell Harbour Update – Mike Callendar
Mike reviewed the background of the only public dock on South Pender Island which is under the jurisdiction of Canada Border Services Agency (CBSA). Mike reported that, in his recent discussion with CBSA, it was stated that there would not be any public access this winter.

(Dave Hargreaves left the meeting, 3:37-3:46 pm)

9. Report of the Ports Manager

The highlights of the Ports Manager report noted the following:

- Signage re “Spills Are Not Slick” has not yet been posted
- Updates on long-term planning should be at IWS soon in order to get work done
- Two new wharfingers – have been meeting with them on a weekly basis
- Lighting issue at Montague Harbour – Ted to send one of his electricians
- Sturdies Bay – rungs on gangway and bolts are starting to break
- Lyall Harbour – meeting with new wharfinger every 10 days
- Flotation issues at Montague Harbour and Port Washington

10. New Business

Meeting Schedule for SGIHC

Commission members expressed their desire for a morning meeting in order that they might return home earlier.

Moved by Sheila Midgley, **seconded** by Larry Peck, that the SGIHC meetings commence at 9:00 am on Tuesdays or, if not possible, on Wednesdays starting January, 2015. **Carried**

Commission members recessed from 4:00 – 4:18 pm.
Pete Williams left the meeting, 4:00 pm.

11. Motion to Close the Meeting

Moved by Sheila Midgley, **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. **Carried**

The Committee closed the meeting at 4:19 pm and reconvened in open session at 4:23 pm.

12. Rise and Report

That the Southern Gulf Islands Harbours Commission direct that:

- staff allow the Ports Management contract with Mr. Pete Williams to expire on December 31, 2014;
- a three month transitional contract be prepared, effective January 1, 2015, the scope terms of which will be finalized and provided to the Commission subject to Mr. Williams' agreement to undertake this work;
- IWS staff assume full responsibility for the engineering and operation services effective April 1, 2015; and
- the 2015 operating budget be revised accordingly to reflect these changes.

13. Next Meeting Date – January 2015 – date to be announced

14. Adjournment

Moved by Sheila Midgley, **seconded** by Larry Peck that the meeting be adjourned at 5:25 pm. **Carried**