

**Minutes of a Meeting of the  
SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
held on Thursday, January 15, 2015 at the  
Saanich Peninsula Health Unit, Mt. Newton X Rd., Saanichton, BC**

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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  
Ted Robbins, General Manager CRD Integrated Water Services  
Marian Brown, Recording Secretary

ALSO PRESENT: Paul LeBlond (Alternate Director), Peter Binner, Michael Sketch,  
Ian Dow, Peggy Dayton - CRD Finance

The meeting was called to order at 9:00 am.

**1. Approval of Agenda**

**Moved** by Bryce Young, **seconded** by Mike Callendar, that the agenda be approved with item 9 changed to 5(a).

**Carried**

**2. Approval of Minutes – November 4, 2014**

**Moved** by Paul LeBlond, **seconded** by Sheila Midgley, that the minutes of the SGIHC meeting held November 4, 2014 be adopted

**Carried**

**3. Presentations/Delegations**

Ian Dow, re Heritage Fund

Mr. Dow reviewed his presentation which was attached to the agenda regarding the need for repairs to the Miners Bay Dock. Major items of concern were the need for implementation of the recommendations in the engineering report; safety issues and old fuel lines still attached to the dock.

**Moved** by Carl Bunnin, **seconded** by Sheila Midgley that the presentation from Ian Dow be received.

**Carried**

*Ian Dow left the meeting, 9:07 am.*

**4. Chair's Report**

The Chair reported conversations re:

- Mike Callendar and the Canada Border Services Agency dock in Bedwell Harbour
- wharfingers and the protocols with the SGIHC and their compensation
- initiatives taken via conference call for improvements to access the Port Browning dock along with the proposal to control vehicle access

**Moved** by Sheila Midgley, **seconded** by Mike Callendar the report from the Chair be received.

**Carried**

**5. Correspondence**

- Letter from Michael Sketch, re Regional District Funds

**Moved** by Mike Callendar, **seconded** by Bryce Young, that the letter be received.

**Carried**

Mike Callendar stated that he had drafted a generic thank you letter to be used when dealing with past SGIHC issues.

- Letter from Ian Dow, on behalf of the Mayne Island Residents and Ratepayers  
**Moved** by Sheila Midgley, **seconded** by Dave Hargreaves that the letter be received and acknowledged with the thank you letter. **Carried**

- Letter from Islands Trust re Pleasure Craft Sewage Dumping  
Committee members discussed the letter and possible existing DOT policies, use of relevant signage on the docks and using standard CRD logo, relationship to OCPs and development of an action plan or policy to meet compliance with DOT requirements.

*Peter Binner arrived, 9:20 am.*

*Michael Sketch arrived, 9:24 am*

**Moved** by Sheila Midgley, **seconded** by Mike Callendar, that we acknowledge receipt of the letter from Islands Trust and further that this item be included on the agenda for the next meeting of the SGIHC.

**Carried**  
**Agenda item**

## **6. Southern Gulf Islands Harbours Operations**

Structure of Working Model with Wharfingers

Committee members noted that with the recent loss of the Ports Manager position, there is an opportunity to develop a new process of liaison and dialogue with wharfingers, SGIHC and CRD IWS to address dock issues. There is a need to ensure all docks are safe and compliant with regulations

**Moved** by Sheila Midgley, **seconded** by Bryce Young, that the SGIHC explore the relationship between the Commission and wharfingers and how they will proceed within the form and function. **Carried**

### **6a Review of Southern Gulf Islands Harbours Bylaws**

Sheila Midgley expressed her concerns re the bylaws and chain of command.

Commission members expressed their concerns regarding the bylaws and noted:

- Need to define our role as commissioners
- Need to be more engaged in the process
- Clearly define wharfingers role
- Review and rewrite bylaws; re how they serve the chain of command and their function
- Review role commission plays in the greater community and work within the OCPs
- Increase communication within the community to keep public informed
- Need feedback from wharfingers
- Repeal function of Ports Manager
- IWS should make a proposal
- Currently there is no mission statement
- Staff offered to bring back to the commission a red-lined copy of Bylaw 2844 for review by commission members

**Moved** by Sheila Midgley, **seconded** by Bryce Young, that the commission study the relevant bylaws, with input from the CRD, at a future meeting for the purpose of reviewing and restructuring the bylaws. **Carried**

**Moved** by Sheila Midgley, **seconded** by Carl Bunnin, that the SGIHC directs CRD staff to propose amendments to Bylaw No. 2844, including references to the Ports Manager. **Carried**

CRD Operations Update

Port Browning Lighting and Access

Dave Hargreaves advised that with regard to the conference call, work on the Port Browning dock access is underway and is expected to be finished by Friday. Lighting on the dock is in the hands of the volunteers.

The Chair noted that work is progressing to obtain the necessary documentation from the land owner to register the access easement at Land Titles.

Port Washington Lighting and Flotation

Dave Hargreaves offered to look at the floatation issue at Port Washington and report to CRD staff.

Wharfinger Communications and Financial Processes

Peggy Dayton, CRD Finance, noted two financial issues: (1) collection of revenue, and (2) remittances to the wharfingers. Peggy reviewed the materials required by both CRD Finance and wharfingers as well as the processes and procedures required.

**7. Addressing Access to CBSA Dock on South Pender Island**

Mike Callender stated that South Pender does not have a dock and he is attempting to get access to the CBSA dock by obtaining permission to pursue further discussions with CBSA.

**Moved** by Mike Callender, **seconded** by Sheila Midgley that the SGIHC have the freedom to explore, through discussion with CBSA, their interest in divestiture of the dock or sharing of the water lease. **Carried**

**8. Public Dock Facilities on Mayne Island**

Carl Bunnin reviewed his report to the commission regarding the shortage of marine facilities on Mayne Island and his proposal to alleviate this problem. Commission members discussed the issue and noted the following:

- Anson Road water lease is in a good location and has parking but would require rezoning through Islands Trust
- Horton Bay legal issues are costly, and ongoing
- Request that funds be allocated in budget plans to pursue rezoning

**Moved** by Mike Callendar, **seconded** by Bryce Young:

- a) That the Southern Gulf Islands Harbour Commission direct staff to include in its 2015 draft operating budget and capital budget and 2016-2019 budget plan a capital allowance for phase one of the proposed Anson Road SGIHC dock; and
- b) Action be taken towards rezoning (water lease), design and construction leading to the completion of the proposed Anson Road project. **Carried**

Commission members requested that Carl provide regular reports on the project to the commission members and also requested that the public be advised of what is in process.

*Director Howe left the meeting, 11:15 am.*

**9. Moved to 6a**

**10. RCM – SAR Services**

Dave Hargreaves reported on a proposal to use the SAR boat to visit the CRD docks and explain SAR's use of these docks.

As some committee members and staff are not familiar with all of the docks, it was suggested that a tour later in the spring be provided for their information.

### **11. Proposed Collaborative Economic Development Initiative for Lyall Harbour, Saturna Island**

Larry Peck reviewed the attached proposal on behalf of the Southern Gulf Islands Economic Development Commission to expand and improve dock amenities as well as development of shower and laundry facilities by the upland owner, Saturna Point Holdings Inc, if the dock expansion should proceed.

Commission members discussed the expansion of the dock and noted:

- Requesting 25% increase in dock length which would need to be anchored
- No issue of riparian rights
- Shore side is limited to small boats
- Water lease issue would need to be investigated by staff

**Moved** by Larry Peck, **seconded** by Bryce Young, that the SGIHC agrees to pursue the Lyall Harbour dock extension proposal if the proposal can be accommodated within the current water lease, or, confirmation of the possibility for an extension to the water lease if required, or, if required pursue the extension of the water lease to accommodate the dock extension. **Carried**

### **12. Wharfinger and Commissioner Contact Information**

The information sheets were attached to the agenda.

### **13. New Business** (Letter from Michael Sketch, Item 5 on agenda re Regional District Funds)

Michael Sketch reviewed his correspondence attached to the agenda and noted his requests:

- Ask Commission to ask CRD for staff report on subject of my letter to the Commission of 14Nov2014, with i) revenue sources, ii) disbursements and iii) monies allocated, iv) monies not allocated each identified and each accounted for from 2008 to 2014. Publish staff report on Commission website.
- Ask Commission to examine wording of SGI Harbours Commission bylaw with required degree of dock maintenance and compare with state of docks expected by the public when the federal government had oversight. Amend wording of bylaw as necessary.
- Ask Commission to add barge docking sites to the facilities they manage for provision of both inter-island freight and emergency services.
- Ask Commission to review cooperation/oversight mechanisms between Commission and regional district and improve by bylaw as necessary to ensure effective CRD oversight and evident public accountability for Commission actions.
- Ask Commission to undertake CRD administered community information meetings on each island for proposed Commission actions which affect the public interest.

Bryce Young brought forward from a previous meeting the issue of a possible reconfiguration of the Piers Island dock wherein the Ports Manager had agreed to report back to the commission with the engineer's report.

**Moved** by Bryce Young, **seconded** by Carl Bunnin that the status of the requested changes to the dock on Piers Island be addressed at the next SGIHC meeting. **Carried**  
**Agenda item**

**Moved** by Sheila Midgley, **seconded** by Carl Bunnin that the SGIHC have a review of safety procedures on all the docks. **Carried**

**14. Motion to Close the Meeting**

**Moved** by Dave Hargreaves, **seconded** by Mike Callendar, that the SGIHC close the meeting in accordance with the Community Charter, Part 4, s. 90 (1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose. **Carried**

*The Committee closed the meeting at 12:12 pm.*

*The regular meeting of the SGIHC reconvened at 12.30 pm.*

**15. Adjournment**

**Moved** by Sheila Midgley, **seconded** by Larry Peck that the meeting adjourn, 12:31 pm. **Carried**