

**Minutes of a Meeting of the  
SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
held on Wednesday, March 25, 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  
David Howe, Regional Director  
Ted Robbins, General Manager CRD Integrated Water Services  
Marian Brown, Recording Secretary  
ABSENT: Larry Peck, Saturna Island; Sheila Midgley, Galiano Island

ALSO PRESENT: Peggy Dayton - CRD Finance; Claude Kennedy, wharfinger

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

**1. Approval of Agenda – No agenda**

This was an open working session to discuss the SGIHC members' roles following the removal of the position of Ports Manager.

**2. Approval of Minutes – January 15, 2015**

**Moved** by Mike Callendar, **seconded** by Bryce Young, that the minutes of the SGIHC meeting held January 15, 2015 be adopted with the following amendment:

Item 11, add the following to the motion, "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**

**3. Chair's Report**

Miners Bay Fuel Dock Lines

The Chair reported that his investigation of the fuel lines at the Miners Bay dock revealed that the lines were decommissioned, drained and disconnected

Power Washing of Docks

The Chair informed the SGIHC that he had difficulty finding a power washer operator to clean the docks. Discussion ensued on the requirements. Claude Kennedy may have a contact with a power washer operator able to clean all the docks.

Port Washington Dock

The Chair stated that he was in contact with the contractor to deal with the issue of floatation.

Orca Traffic

There has been a request to monitor orca whale traffic through Active Pass. The Chair stated that he will do more research on this request.

Anson Road

The Chair reported on discussions with locals and Islands Trust and he has drafted a preliminary rezoning application. Ted provided historical files on Horton Bay and Anson Rd.

Pacific Yachting Article

Mike Callendar was approached by Pacific Yachting re the work of the SGIHC. Mike provided some historical background.

#### Swartz Bay Dock

Bryce Young questioned if he was the commissioner for the Swartz Bay dock as well as Piers Island which was confirmed by Ted. It was noted that the parking lot at Swartz Bay is owned by Piers Island.

### **4. Southern Gulf Islands Harbours Commission Operations - Discussion**

Commission members and CRD staff discussed the changes to the operation of the SGIHC with the recent removal of the position of Ports Manager and how this affects the role of the commissioners and wharfingers as well as the safe operation of the dock facilities in conjunction with the current operating bylaws. There is a need to establish guidelines, operating plan and communication flow.

It was noted that:

- CRD Administrative contact for SGIHC will likely be Dan Robson
- With no Ports Manager, does the commission take the role of managing the wharfinger? Previous discussion indicated that the commission wanted to participate in the operation of the docks.
- Does the role of the commissioner and communication with the wharfinger change?
- Commissioners have no right to ask wharfingers to do anything else and no individual is providing instruction
- CRD staff handle contracts, not the commissioners
- Consider looking at increasing the role of the wharfinger, i.e., dock maintenance
- Trying to clarify that the commissioner has to be the principle contact for the wharfinger and that the decision process is consistent across the docks
- Concern expressed about discretionary spending
- Intent was for monies to revert to the operating budget and be used to provide services
- Have to resolve what the service mode would look like
- What limit does one put on discretionary spending and what are the internal accounting procedures?
- CRD staff advised that with regard to emergency issues, do a quick repair to resolve the immediate issue. Concern noted that this may lead to procrastination.
- Need to know the capabilities of the wharfingers

Ted stated he would explore the issue of increasing wharfinger duties with the CRD Human Resources Department and, also, we cannot ignore the issue of insurance and liability. Ted agreed to provide a copy of the CRD's Procurement Policy.

Peggy Dayton reviewed the Finance Departments requirements for payment for work done. It was also noted that the SGIHC no longer has a Treasurer and that commissioners would receive a monthly Revenue and Expenditure report via e-mail.

- Discussion on how the commission is billed for services. Ted stated that they try to bundle jobs on the islands and that on-going commissioner contact would be Dan Robson or one of his supervisors although initially he wants to be available.
- Procedures for backup wharfingers was questioned

Bryce Young questioned the process for examining the reconfiguration of the Piers Island dock as well as the issue of the pilings at Swartz Bay.

Peggy Dayton advised that she was handing over the documentation material for the wharfingers to the commissioners today. She has sent instructions for remittance, collection and payment schedules to the wharfingers. The issue of NSF cheques was noted and questioned whether or not wharfingers or the CRD should deal with them. It was agreed that initially the wharfinger would deal with the problem. Claude requested that yellow customer cards be plasticized and be made for use as a punch card.

The Chair questioned what payment process was in place for water taxis and airplanes using the CRD docks. Reference was made to Schedules D and E. Discussion ensued and it was agreed that commissioners or wharfingers provide a list of those service providers already advertising on the docks and forward the information to the Chair.

Director Howe reviewed the Experience the Gulf Islands proposal and his thoughts on the issue of inter-island transportation and island economy. Concern was noted re the pulling back of BC Ferry services to the Gulf Islands and the need for a different transportation system.

**5. Next Meeting Date – April 20, 2015**

**6. Adjournment**

**Moved** by Bryce Young, **seconded** by Mike Callendar that the meeting adjourn, 11:35 am.

**Carried**