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**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Monday, April 20, 2015 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
David Howe, Regional Director
Larry Peck, Saturna Island
Sheila Midgley, Galiano Island
Ted Robbins, General Manager, CRD Integrated Water Services
Dan Robson, Integrated Water Services
Ian Sander, Integrated Water Services
Peggy Dayton, CRD Finance
Margaret Montague, Recording Secretary

ALSO PRESENT: Peter Binner, Wharfinger

The meeting was called to order at 9:00 am and introductions were made around the table.

1. Approval of Agenda

Moved by Sheila Midgley, **seconded** by Bryce Young, that the Southern Gulf Islands Harbours Commission approve the agenda.

Carried

2. Approval of Minutes of March 25, 2015

Mike Callendar noted that it should be noted in the minutes that the Chair will be interviewed for the article by Pacific Yachting. He also noted that there was no mention of the comments made by Ted Robbins in the last paragraph regarding the proposal on inter-island transportation.

Moved by Mike Callendar, **seconded** by Dave Howe, that the minutes of the SGIHC meeting held March 25, 2015 be revised and brought back to the next meeting for approval.

Carried

3. Chair's Remarks

The Chair remarked as follows:

- He was sailing over the past few months and stayed at Port Washington and Montague Harbour.
- There have been some issues with Port Washington, and quotes were received. Heavy Metal Marine was awarded the contract to complete the repairs.
- Anson Road – forms for Anson Road were submitted to Ted Robbins for completion which, if approved, would allow Islands Trust to waive the application fee for Anson Road.

4. Presentations/Delegations

None.

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

Ted Robbins spoke to the report.

Moved by Sheila Midgley, **seconded** by Mike Callendar that the Southern Gulf Islands Harbours Commission receive the final 2015 operating and capital budget and the 2016-2019 capital expenditure plan for information.

Carried

6. Terms of Reference – Southern Gulf Islands Harbours Service Dock Infrastructure Engineering Review and Condition Assessment Project

Ted Robbins spoke to the report. The priority for this year is to conduct the dock infrastructure engineering review and condition assessment project to inform the 2016 – 2020 capital project plan and capital and financial priorities for the existing dock infrastructure. The purpose of the engineering review is to establish the state of each dock and its components and determine if there are structural deficiencies that would impact the performance or safety of the dock given its original design and current intended use.

Ted Robbins noted that a staff report can be brought back to the Commission laying out the implications of the proposal and covering off all of the items, including constraints surrounding the fact that the CRD does not own the infrastructure in terms of spending capital money improving it.

He also noted that the consultant will interview the commissioners and wharfingers on a dock-by-dock basis to help supplement the information for the reviews. This will be included as part of the Terms of Reference.

During discussion, the following changes were proposed for the Terms of Reference:

- Project Scope
 - Remove 1.b.
 - Add Safety Ladders as 2.i.
 - Add Walkways and Handrails as 2.j.
 - Add existing lifting devices as 2.k.
 - Remove Item 5 in its entirety

Moved by Dave Howe, **seconded** by Bryce Young that the Southern Gulf Islands Harbours Commission approve the draft Terms of Reference for the dock infrastructure engineering review and condition assessment, as amended, and direct CRD staff to proceed with the project.

Carried

7. Port Browning, Pender Island – Water Lot DL373

Moved by Dave Hargreaves, **seconded** by Sheila Midgley that the Southern Gulf Islands Harbours Commission receive the staff report for information.

Carried

8. Operating Model Changes – Repair and Maintenance Work

Carl Bunnin spoke to this item. He noted that preliminary discussions have been held with Al Cannon regarding provision of services.

During discussion, a number of items were raised, including:

- Procurement
- Issues with sole sourcing
- Options for delivering operating services
- Options for improving communication
- Timeliness of repairs

Ted Robbins noted that a formal report can be prepared for the Commission's consideration on the operating model changes.

Moved by Sheila Midgley, seconded by Mike Callendar that the Southern Gulf Islands Harbours Commission:

1. direct Ted Robbins to make an attempt to have conversations with Al Cannon as to the feasibility of the proposal;
2. subject to the results of that conversation, at the next Harbours Commission meeting, set a time aside for meetings with the wharfingers, the respective parties, and commissioners to pursue this objective.

Carried
Dave Hargreaves Opposed

Dave Howe left the meeting.

Work and Funding Authorization

It was suggested that Ted Robbins be directed to draft guidelines to allow wharfingers and commissioners to proceed with miscellaneous repairs at their dock subject to an authorization process from Commissioners and/or Ted, for those repairs to be done by a local contractor within a given budget limit. Ted Robbins recommended that this process be kept informal in the interim and suggested that repair requests continue to be handled through email at this time.

Procuring Services and Hiring Contractors

Ted Robbins will provide the Commission members with a clear definition and instructions regarding insurance and WorkSafe BC requirements.

Current Outstanding Maintenance Tasks

Carl Bunnin suggested that this item be postponed until later in the meeting if time allows.

9. Use of Wharfingers Outside of Current Service Agreement

Ted Robbins reported that, following discussions with CRD Human Resources, and keeping in mind that we work in a Union environment with CUPE staff, which needs to be considered when hiring contractors to do work, it was felt that the best way to handle this item would be to draft an addendum to the existing wharfinger agreements to allow them, as required, to do work on an hourly basis as directed by the CRD.

Moved by Sheila Midgley, **seconded** by Bryce Young that this item be postponed to a future meeting following discussions with Al Cannon and the Wharfingers.

Carried

10. CRD Integrated Water Services Staff Roles

CRD Integrated Water Services staff roles will be as follows:

- Commission Liaison - Ted Robbins, General Manager, Integrated Water Services
- Operations - Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations
- Capital Projects - Ian Sander, Manager, Capital Projects

11. Water Taxi and Seaplane Billings

Carl Bunnin reported on the current process for water taxi and seaplane billings.

12. Anson Road, Mayne Island Dock Proposal

Ted Robbins reported that, as the CRD does own the water lot lease, the CRD will be making the application for the rezoning to Islands Trust. He noted that this has been a long standing issue with the CRD and the rezoning was put in place by the CRD around 2007. This first step is to rezone the water lot lease to allow public use. Carl Bunnin, as Chair of the Southern Gulf Islands Harbours Commission, will be included as the applicant or co-applicant on the application.

13. Safety and Signage

Sheila Midgley reported on this item. She noted that conversations should be held with the wharfingers to compile a list of signage required for all of the docks.

14. Motion to Close the Meeting

Moved by Bryce Young, **seconded** by Dave Hargreaves that the Southern Gulf Islands Harbours Commission 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 Southern Gulf Islands Harbours Commission reconvened in open meeting at 12:07 p.m.

15. CBSA Dock Report

Mike Callendar reported on the CBSA dock. He noted that he has not received a reply to his emails sent to CBSA regarding use of the CBSA dock in Bedwell Harbour. He suggested that CRD contact CBSA and Carl Bunnin stated that he is prepared to assist with contacting CBSA.

Ted Robbins, Dan Robson and Ian Sander left the meeting.

16. Port Washington Dock

Dave Hargreaves reported on the Port Washington Dock. He noted that work is progressing on the dock but he is having issues getting information from one of the contractors.

Mike Callendar left the meeting.

17. Lyall Harbour Dock

Larry Peck reported on the Lyall Harbour Dock. He noted that the dock has a number of deficiencies and provided a list of items needing attention.

Peggy Dayton and Bryce Young left the meeting.

Larry Peck noted that Red Cross signage should be on the docks and wharfingers should wear life jackets on the docks as well. He noted that he will investigate signage for the docks regarding life jackets.

18. New Business

There was no new business.

19. Next Meeting Date – May 21, 2015

20. Adjournment

Moved by Dave Hargreaves, **seconded** by Sheila Midgley that the meeting be adjourned at 12:27 pm.

Carried