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SOUTHERN GULF ISLANDS HARBOURS COMMISSION

Notice of a meeting on **Thursday, May 21, 2015** at 9 am

Mary Winspear Centre, 2243 Beacon Avenue, Sidney, BC

D. Hargreaves, N. Pender Island
C. Bunnin, Mayne Island
B. Young, Piers Island
S. Midgley, Galiano Island

L. Peck, Saturna Island
M. Callendar, S. Pender Island
D. Howe, SGI EA Director

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of March 25, 2015 and April 20, 2015
3. Chair's Remarks
4. Presentations/Delegations
 - No one has registered to speak
5. Discussion with Wharfingers
6. New Business
7. Motion to Close the Meeting
That the Southern Gulf Islands Harbours Commission close the meeting in accordance with the Community Charter, Part 4, s. 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 municipality or another position appointed by the municipality*
8. Adjournment

To ensure a quorum, please advise Margaret at 250.474.9606 if you or your alternate cannot attend.

**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**

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 and also stated that the Chair will be interviewed.

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. Ted Robbins advised that the current SGHC capital funds account is allocated to existing dock repair and expansion.

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



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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