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**Minutes of a Meeting of the Southern Gulf Islands Harbours Commission
Held Thursday, July 16, 2015 at the Saanich Peninsula Health Unit, 2170 Mt. Newton
Cross Road, Victoria, BC**

PRESENT: **Commission:** C. Bunnin (C), D. Hargreaves , B. Young, S. Midgley, L. Peck, M. Callendar, Director D. Howe
Staff: T. Robbins, General Manager, Integrated Water Services, P. Dayton, Senior Financial Analyst, D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, L. Siemens (recorder)
Also Present: Claude Kennedy, Wharfinger, Port Browning, Peter Binner, Wharfinger, Hope Bay

The meeting was called to order at 9 am.

1. Approval of Agenda

MOVED by L. Peck, **SECONDED** by M. Callendar,
That the agenda be approved as distributed.

CARRIED

2. Adoption of Minutes of May 21, 2015

The following changes were made to the minutes:

- Item 6 – Remove "Tabled Item"
- Item 10 – Change "SGUHC" to "SGIHC".
- Continuation of Item 8, Dock Reports – Change "will be reimbursed" to "is expected to be reimbursed".

MOVED by L. Peck, **SECONDED** by S. Midgley,
That the minutes of the meeting of May 21, 2015 be adopted as amended.

CARRIED

3. Chair' Remarks

The chair presented a written report that will be attached to the minutes. A lengthy discussion took place following the report.

4. Presentations/Delegations

There were no presentation/delegations.

5. Business Arising

- Photo ID cards are being produced for wharfingers and will be distributed when complete. An oversized business card is also being drafted.
- CRD website – difficult to navigate and need for more information.
- The water taxi and seaplane billings were sent out.
- Safety Equipment – Ladders are being procured. Safety equipment was distributed.
- CRD staff will provide a prototype for signage at the next meeting.

6. **New Business**

Staff Report #SGIHC 2015-01

Recommendation for Award of Consulting Services – Southern Gulf Islands Harbours Service Dock Infrastructure Engineering Review and Condition Assessment Project.

T. Robbins presented a written report.

MOVED by B. Young, **SECONDED** by S. Midgley,
That the Southern Gulf Islands Harbours Commission:

1. a) Direct staff to award the contract for consultant services for the Dock Infrastructure Engineering Review and Condition Assessment Project to Moffatt and Nichol for a fixed price of \$89,369 including taxes, and
- b) Approve a project budget increase of \$35,000 to fund CRD services and project contingency, bringing the total project budget to \$135,000. The budget increase will be funded from the Capital Reserve Fund.

CARRIED

Staff Report #SGIHC 2015-02

Canada 150 Community Infrastructure Grant Program – Miners Bay Dock Upgrade Application

T. Robbins presented a written report.

MOVED by D. Hargreaves, **SECONDED** by B. Young,
That the Southern Gulf Islands Harbours Commission endorse the Canada 150 Community Infrastructure Grant Program – Miners Bay Dock Upgrade Application and commit up to \$430,000 in matching funds from the Capital Reserve Fund, if the project receives grant funding.

CARRIED

Dock Signage

An example of an outdated information pamphlet was provided that had been useful to the public in the past. It was discussed that the public requires more information at the docks as well as new signage that would provide continuity.

Staff advised that a prototype for signage that containing information will be provided to the commission at the next meeting.

Staff were also requested to provide 12 signs stating "Dingys Only" to be made available at specified docks.

Dock Access Barriers

MOVED by D. Hargreaves, **SECONDED** by B. Young,
That staff be directed to replace the "block" barriers with a lockable single post bollard, painted bright yellow at Port Washington and Hope Bay docks. The same standard should apply to all docks that require vehicle access restriction. This is on the understanding that the Engineers report may recommend a new standard.

CARRIED

MOVED by C. Bunnin, **SECONDED** by L. Peck,
That a bollard be made available at Lyall Harbour to restrict vehicle access to the dock,
at the wharfinger's or the commission's discretion.

CARRIED

Toilet Facilities

Deferred

Posting of Commission Positions

Deferred

7. Dock Reports

Temporarily tabled to allow time for Item 8.

8. Motion to Close Meeting

MOVED by S. Midgley, **SECONDED** by Director Howe,
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.

CARRIED

The Southern Gulf Islands Harbours Commission closed the meeting at 11:50 am and
resumed in open session at 12:40 pm.

Continuation of Item 7 – Dock Reports

Galiano Island

Surveys are being conducted for pit toilets. Work has stopped due to weather and trash
is being found in the holes.

Piers Island

The letter regarding the Marine Service Float will be deferred to the next meeting.

Saturna Island

The oil spill bin is being used for garbage.

9. Adjournment

MOVED by L. Peck, **SECONDED** by B. Young,
That the meeting adjourn at 12:55 pm.