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**Minutes of a Meeting of the Southern Gulf Islands Harbour Commission
Held November 25, 2015 at the Saanich Peninsula Health Unit, Mt. Newton X Road,
Victoria, BC**

- PRESENT:** Commission: C Bunnin, Mayne Is; B. Young, Piers Is.; B. Maberley, Galiano Island; R. Fenton, S. Pender Island; P. LeBlond, Alternate Director, Southern Gulf Islands Electoral Area
Staff: Ted Robbins, General Manager, Integrated Water Services; Ian Sander, Capital Projects Manager; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Sr. Financial Analyst; M. Brown (recorder)
Also present: Al Cannon, Peter Binner, Wharfinger Hope Bay; Gary Richardson, Island Planner
- ABSENT:** Commission: L. Peck, Saturna Island; D. Hargreaves, N. Pender Island; D. Howe, Director, Southern Gulf Islands Electoral Area

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

1. Commission and Staff Introductions

Members and staff introduced themselves. Ted advised that Bryce Young had been reappointed for a one-year term.

2. Approval of Agenda

MOVED by Ben Maberley, **SECONDED** by Carl Bunnin, that the agenda be approved with the addition in Item 7 of time for discussion of Al's dock reports and the required authorization process in order to expedite action.

CARRIED

The order of the agenda was changed to accommodate Ted Robbins having to leave the meeting early.

3. Adoption of Minutes

MOVED by Carl Bunnin, **SECONDED** by Bryce Young, that the minutes of the September 23, 2015 meeting be adopted as previously circulated.

CARRIED

4. Business Arising

Kiosk Information Signage – Verbal Update

Carl provided a background review and noted that kiosk signage is to be developed.

MOVED by Ben Maberley, **SECONDED** by Bryce Young, that the Southern Gulf Islands Harbour Commission budget \$300 for the preliminary design of kiosk signage.

CARRIED

Horton Bay – Dealt with in Monthly Dock Inspection Reports and Item 7

- 5. Chair's Remarks** – The Chair thanked staff and Commission members for their assistance during his first year.

6. Presentations/Delegations

None

7. New Business

Commission and Wharfinger Contact Lists

Ted advised that the Commission and Wharfinger lists were attached to the agenda package. Katy Dentry is now the Wharfinger at Lyall Harbour.

Harbours Commission Information and Guidelines

Ted reviewed the staff report entitled Southern Gulf Island Harbours Commission Information and Guidelines. Amendments to Bylaws 2614, 2972 and 2844 will be required.

MOVED by Bryce Young, **SECONDED** by Paul LeBlond that the staff report be received for information. CARRIED

2016 Capital and Operating Budgets – Staff Report

Ted Robbins reviewed the staff report. Considerable discussion ensued.

The Commission recommended that the 2016 Core Budget, Dock Expenditures, re Wharfinger Compensation and Travel, be increased to \$40,240 from the current \$20,240 to more accurately reflect actual costs, and amending the Transfer to the Capital Reserve Fund to compensate for the increase.

MOVED by Paul LeBlond, **SECONDED** by Ben Maberley, that the Southern Gulf Islands Harbours Commission recommend to the CRD Board, that the 2016 Southern Gulf Islands Harbours Service operating budget be approved.

CARRIED

Southern Gulf Islands Harbours Service Dock Infrastructure Engineering Review and Condition Assessment Project – Draft Report Review

Ian Sander reviewed the staff report which summarized the engineering report and the draft 5 Year Capital Plan for the 11 dock facilities. Commission members commented on the following:

- Is there any provision for improving the service?
- Comparison of the 3 funding service scenarios included in the staff report
- Concern re engineering costs and allowance for contingency funding
- Need for commission to review annual expenses and re-evaluate the capital plan; schedule G will be reviewed annually
- Goal is to reduce costs
- Horton Bay facility is overcrowded and the challenge is to meet the requirement for dock facilities on Mayne Is.

MOVED by Ben Mabberley, **SECONDED** by Robert Fenton that the Southern Gulf Islands Harbours Commission:

- a. Approve the Southern Gulf Islands Harbours Service 2015 dock engineering review and condition assessment reports as prepared by Moffatt and Nichol; and
- b. Approve the 2016-2020 five year capital plan as presented in Schedule G (Attachment 4 of this report).

CARRIED

Anson Road Update – Islands Trust (documents included in agenda package)

Ted Robbins reported on the Maye Island Trust Committee meeting and noted that this property has road right-of-way to the water and parking facilities. They will be working with CRD real estate and federal parks.

A copy of the Mayne Island Local Trust Committee Special Meeting Agenda for November 15, 2015 along with the staff report were included for the commissioners' information.

MOVED by Bryce Young, **SECONDED** by Paul LeBlond that the report be received

CARRIED

Ted Robbins left the meeting, 10:46 am.

Monthly Dock Inspection Reports – October 2015 (Staff Report)

MOVED by Ben Mabberley, **SECONDED** by Bryce Young that the reports be received.

CARRIED

Commission members discussed the dock inspection reports and noted the following:

- Like to have a deficiency report included
- Not to delay repairs with regard to safety issues
- Concern re cost of delaying repairs
- Consideration be given to co-ordination of the Moffitt Nichol report and AI's reports
- Ian agreed to talk to Margaret re distribution of the Moffitt Nichol report to the wharfingers
- Development of a "stable" of approved contractors on each island who meet the requirements of CRD policies and procedures for safety, etc. Dan agreed to provide commissioners with a list of the requirements for vetted contractors
- Both wharfingers and contractors can do work on docks
- Ben agreed to obtain a copy of a report which was published as a result of an accident in Comox and resulted in development of a safety ladder to meet federal and DOT requirements
- Discussion of fire extinguishers on the docks; wharfingers to check for servicing and replacement. It was noted that local fire departments may be able to assist with servicing.
- Dan agreed to report back to AI within one week regarding any work to be done
- Bryce stated that the main issue for Piers Is. is safety; a co-op ferry uses the dock as well as pleasure boaters

- Piers Island dock reconfiguration has been discussed in the past and the current engineering report recommends replacement of most of the pilings; need to ensure that the dock is located on the water lease
- Ian agreed to obtain a copy of the Piers Is. water lease
- Inquiry regarding whether all docks are located on their water leases
- Robert stated he was willing to make further inquiries regarding the CBSA dock at Pender Island
- Discussion ensued on concrete versus wooden floats; repairs to concrete floats is expensive

8. Dock Reports

Dan reported:

- Sturdies Bay - repairs were made by a contractor from Mayne Is.
- Swartz Bay – BC Ambulance contacted him regarding unimpeded access to the dock as well as patient comfort re the planks. Al Cannon agreed to check and report back on the dock at Thieves Bay to see what material was used to cover the planks. Bryce noted that there is no commissioner appointed for the Swartz Bay dock and that there are further issues regarding parking and jurisdiction.

9. New Business – Vice-Chair

Ben Maberly agreed to sit as Vice-Chair.

Robert Fenton expressed interest in being Treasurer.

MOVED by Carl Bunnin, **SECONDED** by Bryce Young that Ben Maberly be appointed as Vice-Chair of the Southern Gulf Islands Harbours Commission.

CARRIED

10. Adjournment

MOVED by Carl Bunnin , **SECONDED** by Bryce Young, that the meeting be adjourned at 12:04 pm.

CARRIED