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SOUTHERN GULF ISLANDS HARBOURS COMMISSION

Notice of a meeting on **Friday, January 29, 2016** at 9 am

Saanich Peninsula Health Unit, 2170 Mt. Newton X Road, Saanichton, BC

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

L. Peck, Saturna Island
R. Fenton, S. Pender Island
D. Howe, SGI EA Director

AGENDA

1. Election of Chair and Vice-Chair
2. Approval of Agenda
3. Adoption of Minutes of November 25, 2015
4. Chair's Remarks
5. Presentations/Delegations
 - Brian Henry, Ocean River Sports to discuss his proposal for Lyall Harbour
 - Andrew Pearson, Ian Dow, Neil Jensen, Toby Snelgrove
6. Correspondence
 - Mayne Island Letter (January 12, 2016)
 - Miners Bay Dock (January 21, 2016)
7. New Business:
 - 2016 Commission Meeting Schedule
 - Dock Operations Service Level and Operating Models
 - Regular Maintenance
 - Seasonal Maintenance
 - Wharfinger Coverage for Each Dock
 - O&M Resources
 - Southern Gulf Islands Harbours Commission Bylaw – Treasurer Position
 - Port Browning Harbour Traffic Speed Posting
 - Port Washington Dock Encroachment
 - Lyall Harbour Kayak Proposal
 - Dock Information Signage
 - 2016 Operating and Capital Budget and Five Year Capital Plan Confirmation
 - Further Evaluation of Drive-on Dock Capability and Required Improvements
 - Anson Road Water Lot Rezoning Process Update

8. Dock Reports:

- Galiano Island
- Saturna Island
- Mayne Island
- North Pender (Attached)
- South Pender
- Piers Island
- Swartz Bay

9. Adjournment

**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. Mabberley, 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 Mabberley, **SECONDED** by Carl Bunnin, that the agenda be approved with the addition in Item 7 of time for discussion of AI'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 Mabberley, **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 Mabberley, 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 Mayne 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 Mabberly agreed to sit as Vice-Chair.

Robert Fenton expressed interest in being Treasurer.

MOVED by Carl Bunnin, **SECONDED** by Bryce Young that Ben Mabberly 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

David Howe, CRD SGI Director

January 12, 2016,

Dear Director Howe,

A delegation of 4 persons will attend the January 29, 2016, SGI Harbours Commission meeting, and we request time to speak.

We also request that the following items be added to the agenda at the upcoming January 29, 2016 SGHIC meeting;

We request the SGIHC consider for approval, individually, each of the following items for Miners Bay and Horton Bay docks, Mayne Island;

1) Operational issues- Please initiate immediate maintenance work for the Miners Bay and Horton Bay docks which includes, but is not limited to, the following: the docks be washed and painted, railings be repaired, applicable replacement new signage be installed welcoming boaters to Miners Bay and Horton Bay docks, signs be installed at Miners Bay in prominent locations cautioning users to be aware of ferry wake action, on all docks, old outdated signs be removed, proper non-slip surfaces are installed where needed, a good supply of salt and or sand is available and in marked containers, power washing of the docks is contracted for 3 times per year, aggressively apply seabird mess mitigation techniques (spike boards, anti nesting chicken wire etc.), on Horton Bay dock, restore the pick up and drop off zone to the full end dock so that no boats moor on the outer dock. Commercial boats pay for this service and sufficient room needs to be provided for them to properly and safely deal with passengers. This is not intended to be an exhaustive list, but is indicative of the severe lack of regular and cost effective maintenance and upkeep programs on both docks.

2) Appoint a second Mayne Island wharfinger, providing one wharfinger for each of the CRD managed docks on Mayne Island, as is done on other Islands. Provide and post, a job description, list of duties and responsibilities of the wharfingers.

3) Moorage improvements- Please approve and fund a budget for say \$50,000 for moorage improvements at Miners Bay and Horton Bay docks. When a budget is approved, community input will be sought on the best expenditures of this funding.

For example, at Miners Bay, install seven mooring buoys for visitor boats and a dinghy dock on the Miners Bay dock, for guest moorage, or alternately, purchase and install 2x110 foot long concrete floats for \$10,000 plus installation. (floats currently available).

Install a dinghy dock on the Horton Bay dock, a safety issue.

This is attainable with this modest budget.

Thank you,

Dear Mr. Howe,

Please ensure that the following discussion of the repairs to the Miners Bay Dock is added to the Agenda for the upcoming SGHIC meeting on January 29, 2016.

We, the undersigned, request SGIHC approve the implementation during 2016 of the following Repair and Upgrading items of the Miners Bay Dock.

The history of the Miners Bay Dock has been one of a multipurpose dock that has met, and continues to meet, the needs of many types of users both on Mayne Island and off. It has never been simply a facility for recreational boaters only. For over 100 years it has been a center for many marine activities, both commercial and private. It is the hub for commercial activities on Mayne Island and is used by contractors, utilities (BC Hydro, BCTel), commercial fish boats and mail service to bring services to Mayne Island. Many of these activities have a need to transfer heavy equipment to the wharf head using vehicles. The Miners Bay Dock is also a facility that provides safety and security to people on the Island as well as transient traffic passing through the main gateway to the Gulf Islands and Vancouver Island. It is the only point for surface medical evacuation when patients must be delivered by ambulance to the end of the dock and transferred by marine ambulance to Victoria. Miners Bay Dock is a strategic meeting point for rescue personal (police, coastguard, etc.) in the rescue and recovery from serious incidents that can occur in the heavily used corridor of Active Pass. The dock provides for evacuation of Mayne Island residents in case of earthquake, fire, etc. This dock is also the only dock on Mayne Island for the School boat to take children to and from school every day. The dock is the only loading and unloading port for Sea Air and other sea planes bringing people to and from the Island. The Miners Bay dock was built with the intention of being multipurpose and stakeholders include recreational boats (living on the Island and those visiting the island), commuters going back and forth to work (to the Gulf Island, Vancouver, and Victoria), commercial (contractors, services, commercial fishing boats, sea planes, and supplies), ambulance, police, fire, mail delivery, and tourism.

After the fire in 1990 we were told that the dock would be fixed. It never has been. Then in 2007 to 2009, Mayne Islanders were told that repairs would be made but that it would be as a walk on dock despite the fact that many Mayne Islanders came out to town hall meetings voicing loud and clear their objection to the SGHIC proposals. The minimal repairs that were made were spotty, poor quality at best and completely inadequate. It is time that the SGIHC recognises the importance of retaining this dock to its legacy standard for all the Gulf Islands.

The Tuttle engineering reports have stated that the legacy 10,000 lb vehicular load access can be maintained by scheduled, objective and reasonable cost repairs to the dock, especially now that heavy barges are forbidden to tie up at the wharf head. As such, and given the historical deficiencies in repairs and maintenance (as stated in the M and N report), the SGIHC needs to now accelerate repair expenditures to address the current poor state of the dock and retain its current legacy drive on status. The SGIHC has a recently completed M and N report which can be used as a basis for this work acceleration in 2016 and it is now known that there is sufficient monies available for repairs. Therefore, we recommend that the SGIHC consider implementing the following:

That the SGIHC compress the entire proposed 5 year repairs programme such that it is completed during 2016/ 2017. Together with additional repairs resulting from the integration of the Tuttle and M and N analyses during 2016, this will prevent further damage and retain the current drive on status. It will also reduce total costs by 10-15% (mob/ demob savings), reduce subsequent year repairs and push further into the future the otherwise expected 5-10 year demise of the structure.

It has been recommended elsewhere that the SGIHC purchase additional floats for Miners Bay to increase the overall moorage on Mayne. During the period of the above repairs, these new floats, together with the existing ones, should be installed and simultaneously re-orientated to more optimally address the ferry wake issue. Again, mob/demob will be reduced, the project will quickly and cost effectively add to the attractiveness of Mayne Island as a stop off for visitor and resident boaters and also significantly increase the inventory of dock mooring spots on Mayne.

We also ask that the SGIHC lobby Transport Canada to impose a 5 knots harbour speed limit from Georgina Point until past Miners Bay. Whilst it is recognised that vessels may require more speed over ground at times to compensate for currents, keeping the speed to a minimum to reduce vessel wake should always be the goal. Vessels that are equipped with thrusters will have no compliance issues. Alternately it should be requested that Transport Canada arrange for the construction of a protective breakwater.

Thank you

Neil Jensen, Toby Snelgrove, Andy Pearson, Ian Dow, Doug Dsuz

North Pender Island Commissioner report

December 2015

Amendments to Bylaw 2844. - this is being actioned by Ted Robbins and Peggy Dayton - FOR INFORMATION ONLY.

This Bylaw is the cornerstone of the Commision's mandate in managing Docks/Harbours within the Southern Gulf Islands.

Named Ports Manager:

The first page of the bylaw directs the reader to a specific individual for enquiries and (presumably) clarification of the bylaw, as follows:

For technical enquiries regarding this bylaw, please contact:

Pete Williams, Ports Manager

Telephone 250.361.5518

This is not appropriate for government/enforcement documents and does not account for changes of personnel in positions of authority, insomuch as it suggests these persons would have license to adjust the bylaw subject to their personal interpretation. Moreover, it bring into question the validity of the bylaw sections should the names person and/or the position change or cease to exist.

Ports Manager:

Reference in the bylaw to a position that was abolished by the Commission in November of 2014.

However, throughout the bylaw 2844, reference is made to the "Ports Manager" to rule on, or make action to, activities taking place on docks.

Paragraph(s): 34 through 48 gives specific powers to the Ports Manager.

The question arises that if there is no Ports Manager position, do the Bylaw clauses cease to have power?? If this is the case, then there should be provisions made within the Bylaw to delegate the Ports Manager authority to another person/position to act in such a role.

Public Safety Service Vessels:

Under Schedule “A” of Bylaw 2844, various vessels are defined as having special, or particular consideration depending on the role they service. It is recommended that the Schedule be amended to include a provision for “Public Safety Vessels”. And that the CRD, through the Harbours Commission encourage and support these vital community roles.

A primary objective of any Bylaw is to avoid inhibiting any community level of service delivery. Bylaws must not make it difficult to carry out a particular service or program or place an obstacle in the way of a vital public service. One obvious obstacle is fees imposed that cut heavily into the operating budget of a public agency thus reducing their effectiveness and/or requiring them to impose user fees.

Rationale:

Public Safety Vessels are those Managed and operated by Government Certified crews often under the umbrella of a volunteer non-profit Society that engage volunteers to deliver their program. These persons react to direct emergency situations and, often, place themselves in danger to carry out their mandate. Moreover they operate within the waters of the CRD in somewhat of a “Preserve and Protect” role, serving the public, saving lives as well as monitoring the marine environment. It is appropriate and should be encouraged that the CRD, through the Harbours Commission support and encourage these agencies in their role provide facilities from which to operate.

Examples of Public Safety Vessels:

Fire Safety - operated by onshore Fire Fighters who are required to access areas of property on a coastline, and the coastline itself, to control a fire, respond to a natural disaster, evacuate personnel and secure a danger scene. There is presently some discussion around the purchase, operation and maintenance of the Fire Safety Vessel for the Southern Gulf Islands to respond to just such emergencies and also to be able to react to Environmental Emergencies such as Hazardous Material spills and the impact thereof.

Marine Safety Search and Rescue - operated by marine-based vessels, equipment and facilities whose role is to conduct Search and Recovery, and evacuation of persons from the shorelines and waters of the SGI through direct access to difficult shorelines. These vessels respond to persons in danger in the water, or onland and transport to land-based recovery facilities. These vessels operate in consort with the Canadian Coast Guard under one or more Marine Transportation Acts.

PUBLIC SERVICE VESSEL MOORAGE FEES

- (a) A Community Agency in control of a Public Service Vessel shall purchase a license as prescribed in “Schedule D” at a cost of \$62.50 per annum.**
- (b) A Community Agency in control of a Public Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in “Schedule A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d), section 6 will not apply to these vessels.**
- (c) A Community Agency in control of a Public Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in “Schedule A” sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).**

Harbour Traffic Speed posting.

Boater and shoreline residents of Browning Harbour have complained that boats are coming into and out of Browning Harbour at excessive speed. Thus creating a wash that is becoming dangerous and problematic for shorelines..

The Salish Sea Marine Rescue Society, which docks it's Public Safety Vessel at the Browning Dock, is offering to fund and install a speed limit posting buoy, at the entrance to the Harbour. To this end the Society is seeking Harbours Commission approval.

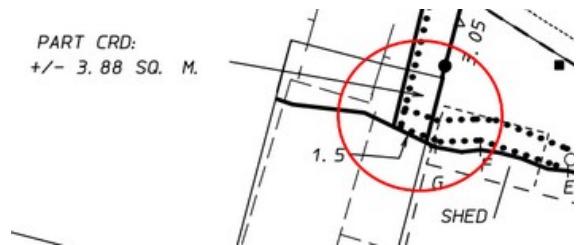
Motion: The Harbours Commission grant approval for the Salish Sea Marine Rescue Society to purchase and install a posted speed limit buoy at the entrance to Browning Harbour (location to be determined). The posted speed limit for boats is 5 knots.

Port Washington dock encroachment (see attachment from Port Washington Enterprises)

Port Washington Enterprises is proposing to develop the site of the existing Port Washington Store. The corner of the property borders onto the dock water lease area by approximately 6' by 4'. This small piece of land at the entrance to the dock, is overgrown with brambles and the wooden retaining wall is rotten. The company proposes to remove this and replace it with a stone and concrete retaining wall that would be partly built on the Dock property.

This portion of the development would not only cleanup the corner but recover the embankment and stop any further erosion.

The parcel of land is approximately 3.88 sq. Meters as indicated here.



It presently looks like this -- the rotting logs are below the brambles..

Motion: Subject to the approval of CRD Realestate, that the Harbours Commission approve the request by Port Washington Enterprises to include that portion of the dock at the south-east corner of the Port Washington dock where the bank is eroding, in its development initiative. The benefit to the dock structure would be to secure the bank and clean up the area of weeds and debris.

Submitted by: Dave Hargreaves.

Project Description – Port Washington Store/Shed Properties

Project: To convert the old Port Washington Store property and the adjacent Shed property to a site for a single family residence.

Background: The Port Washington Store has sat vacant for approximately 15 years as there were no commercially viable uses for the store in view of the emergence of the Driftwood Center, and to a lesser extent, the Hope Bay Store development, as the main centers of commercial activity and offices for North Pender Island. The old freight shed which is adjacent to the store and Port Washington dock, was owned by a Mr. Ron Hunt and latterly by his family. Following the purchase of the shed by Mr. Hunt, he converted it to an unauthorized residence, and either occupied or rented it out as residence, for many years. In 2014 the Islands Trust finally won a definitive court decision to stop the residential use of the shed by the Hunt family. Then in 2015 the shed property was purchased by Port Washington Enterprises Ltd., also the owner of the store since 2007. The store and the shed are both zoned for Commercial use at this time.

Actions: The owner of the two properties has been in discussion with the Island Trust to rezone and possibly combine the two properties such that a single family dwelling can be built on the store property (replacing the store structure) and the shed structure removed from the piling foundation of the shed and replaced with a deck for the new residence. The owner is also in discussion with Ministry of Transportation to reposition the lot boundaries in much more logical manner as per the site plan in Job No. P15093. The owner will also request permission from the Islands Trust to replace the existing (rotting) wooden retaining wall between the shed and the store with an engineered concrete retaining wall to provide stability to the deck and the location of the new residence. The CRD Building Inspector has been made aware of these intentions and has provided guidance and comments. Dave Hargreaves and Dave Howe of the CRD attended the site and reviewed this proposal with the owner on the November 7th 2015.

Following the above mentioned meeting with the CRD representatives, Justine Stark (Pender planner for Islands Trust) arranged a site meeting on the 26th of November 2015 between David Koch, the representative for the Ministry of Transport responsible for Pender Island, and Ralph Turner the surveyor working on behalf of Port Washington Enterprises Ltd. Justine was also in attendance. The purpose of the meeting was to explain the proposed consolidation of the two properties and the boundary adjustments proposed to facilitate the creation of a single lot for the new single family dwelling as per Job No. P1509-3. Mr. Koch sent an e-mail to Ralph turner copying Justine Stark, stating that he could see no reason that Ralph could not apply for the proposed subdivision with the boundary adjustments as discussed in their site meeting.

Request: The existing wooden log retaining wall extends from the shed property onto a small section of the CRD dock property (identified on P1509-3). The owner would like to replace the existing wood log retaining wall on the CRD property and the Shed property at the same time as the new wall should be one continuous structure. The intent would be to remove the rotting wood/logs and dig to bedrock, drill dowels into the bedrock and then form and pour the new concrete wall more or less as it exists now. It is important to realize that replacing the entire wall as it is today, especially where it runs parallel to the east

side of the dock will provide strength to the new wall. Hence rather than just being a straight wall along the southern face of boundary, the portion that runs north will hold the wall against the bank as is shown with the dotted lines in the highlighted area. A geotech and a civil engineer will be contracted to design the new retaining wall. The owner is willing to pay for all costs associated with the replacement and installation of the retaining wall and will seek approval of the design and engineering drawings by the CRD prior to proceeding with the work. The CRD would also be welcome to witness the work as it is being performed.

Attachments: Job No. P1509-3 Proposed Consolidation Plan (of the Store and the Shed Properties).

Picture looking south from the store property with person standing at the boundary between the shed property and the CRD property.



Picture taken looking north from the Port Washington Dock with person standing at the boundary between the CRD property to right left and the shed property to his left.



Picture looking from the southwest corner of the store looking southwest, the axe is positioned above the survey pin at the boundary of the shed property (foreground) and the CRD property (beyond the axe handle).

