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**Minutes of a Meeting of the Southern Gulf Islands Harbour Commission
Held February 26, 2016 at the Saanich Peninsula Health Unit, Mt. Newton X Road, Victoria,
BC**

PRESENT: Commission: C Bunnin, Mayne Is; B. Young, Piers Is.; R. Fenton, S. Pender Island; L. Peck, Saturna Island; D. Hargreaves, N. Pender Island; D. Howe, Regional Director;
Staff: Ted Robbins, General Manager, Integrated Water Services; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Peggy Dayton, Sr. Financial Analyst; M. Brown (recorder)

ABSENT: B. Mabberley, Galiano Island

PUBLIC: 4

The meeting was called to order at 9:03 am. Carl Bunnin, acting Chair.

1. Approval of Agenda

MOVED by Dave Hargreaves, **SECONDED** by Robert Fenton, that the agenda be approved with the following change: Item 12, move the four bulleted items from Mayne Island to 4(b). CARRIED

2. Adoption of Minutes

MOVED by Bryce Young **SECONDED** by Larry Peck that the minutes of the January 29, 2016 meeting be adopted as amended. Amendment of the motion on Page 5, under Evaluation of Drive-on Dock Capability, insert after the word "Engineering" the words "an estimate of the cost to conduct a study of the cost to maintain"

3. Chair's Remarks

Some members stated they would need to leave the meeting by 11:30 am.

4. Presentations/Delegations

Ian Dow, Mayne Island Resident – Miners Bay
Ian spoke of his proposal which included:

- that the commission borrow 2.5 million dollars for repairs to docks on Mayne Island
- no need to delay starting the work
- review of financial considerations and benefits of the docks to Mayne Island

Commission members expressed their desire to begin work on already authorized items which have allocated funding and suggested that residents work with the commission.

MOVED by Robert Fenton, **SECONDED** by Larry Peck, that the report be received.

CARRIED

A Pearson, Mayne Island Resident – Miners Bay

Mr. Pearson spoke to the operation of the docks at both Miners and Horton Bay.

- Recommend that there be two appointed wharfingers
- Policing of docks has been less than optimum
- Installation of five mooring buoys in Miners Bay and a dedicated dinghy dock

- Annual maintenance re appearance and safety related items which includes pigeon deterrents and installation of safety ladders on the docks

Discussion ensued on the process for appointing wharfingers, wharfinger coverage, pay, duties and compensation. Also noted was the problem of access to the loading dock at Horton Bay and boats tied 3 and 4 deep at the dock. Dan & Al Cannon to discuss use of chicken wire to control pigeons at Miners Bay.

It was noted that installation of buoys would not be within the water lease or within the SGIHC's jurisdiction. Carl volunteered to investigate costs re installation of dinghy docks.

MOVED by Rob Fenton, **SECONDED** by Carl Bunnin that the SGIHC examine the costs of installation of dinghy docks in the gulf islands.

CARRIED

MOVED by Rob Fenton, **SECONDED** by Larry Peck that Mr. Pearson's report be received.

CARRIED

Bryce Young left the meeting, 9:43 am.

5. Correspondence

A letter from Lindsay Allan to Director David Howe on behalf of the Mayne Island Health Centre Association was included in the agenda package. A copy of Carl's response letter was provided at the meeting. It was recommended that Carl stay in touch with Dan to provide material and installation of repairs.

MOVED by Carl Bunnin, **SECONDED** by Robert Fenton that the correspondence be received.

CARRIED

6. Floating Kayak Storage and Launching Facility Proposal – Lyall Harbour Dock, Saturna Island

Ted Robbins reviewed the staff report. Members discussed the issues noted in the report and asked for removal of the reference to seasonal use. It was recommended that the proponent confirm the proposed use with Islands Trust re zoning.

MOVED by David Howe, **SECONDED** by Larry Peck that the Southern Gulf Islands Harbours Commission approved the proposal in principle and, upon receiving confirmation from the applicant that all CRD building requirements can be met for the proposed facility and structures on the facility, and that the facility, when moored, will lie within the water lease area, and the CRD confirming with Islands Trust that the proposed use is permitted under the Water Public Utility water lease zoning, the Commission agrees to enter into a Business Moorage Licence Agreement and directs staff to negotiate the initial term of the agreement with the applicants.

CARRIED

7. Southern Gulf Islands Harbours Commission Financial Report for January 2016

Ted Robbins reviewed the staff report which provided revenue and expenditure information until January, 2016 as well as expenditures for each dock. The commission would like to receive this information prior to the SGIHC meetings.

MOVED by Rob Fenton, **SECONDED** by David Howe that the Southern Gulf Islands Harbours Commission receive the staff report for information. CARRIED

8. Update on Anson Road Rezoning Process

A copy of the Islands Trust Staff Report for their meeting in February was provided in the agenda package. Carl Bunnin noted the recommendation that bylaws be prepared to rezone the water lease. A development permit was included in that request to ensure the CRD honours its proposal for construction of a dock.

9. Dock Operations Service Level and Operating Models

Draft Request for Quotations and Pre-Qualification – Southern Gulf Islands Harbours Service Maintenance and Repair Trade Services

Ted Robbins reviewed the staff report to allow on-island resources to repair and maintain dock facilities by prequalifying of island contractors.

Commission members discussed various possibilities including use of sub-contractors working for larger firms who meet the CRD's requirements re liability coverage, etc. It was suggested that a public meeting be held.

MOVED by Robert Fenton, **SECONDED** by David Howe, that the Southern Gulf Islands Harbours Commission approve the draft Request for Quotation and Pre-Qualification document for maintenance and repair trade services and direct staff to advertise the opportunity across the service area. CARRIED

10. 2016 Capital Projects
Implementation Plan

Commission members expressed concern re any wait time to begin implementation of expenditures and requested that engineers start immediately. CRD Board approval of budget will be in March. Discussion on the bundling of work projects noted that it may be cost effective but may also slow down the work. Ian Sander will be working on a Request for Proposals. It was questioned if it would be possible to place advertisements in March.

Discussion re the 10-year plan noted that there will not be adequate funding and a decision will be required to either raise taxation or borrow funds. The question of the commission's eligibility for federal infrastructure grants was raised along with the hope that some of the work will be done under the budgeted cost.

MOVED by Rob Fenton, **SECONDED** by Larry Peck that the SGIHC requests that the Request for Proposals for consulting services for capital projects be submitted prior to budget approval in March. CARRIED

The topic of BC Ferries and compensation for damage done by their wash in Miners Bay was discussed. The issue was tabled for a legal opinion to another meeting.

MOVED by Dave Howe, **SECONDED** by David Hargreaves that the SGIHC requests that consideration be given to a loan authorization to complete the 2017-2025 capital budget as part of the budget discussion. CARRIED

Budget for Analysis of Vehicular Loading on Approach and Wharf Head for Southern Gulf Islands Harbours Docks.

MOVED by David Hargreaves, **SECONDED** by Robert Fenton that the Southern Gulf Islands Harbours Commission direct staff to instruct Moffatt & Nichol to undertake the engineering analysis of the improvements required to allow for vehicular loading on the approaches and wharf heads for Miners Bay, Hope Bay, Port Washington and Studies Bay docks, and fund the project from the capital reserve fund in an amount up to \$15,000. CARRIED

The need for the Piers Island dock reconfiguration was noted. Ian Sander should talk to Bryce re the options available as this should become a priority project for the SGIHC.

11. Dock Signage Update

Carl Bunnin advised that the required changes had been forwarded to the printers.

12. Dock Reports

Galiano Island – Pressure washing of docks by contractor will proceed

Saturna Island – Pressure washing, non-slip at seaplane float and repairs to dock have been completed.

Mayne Island – Miners Bay – Strut failed on gangway and trying to get it repaired; electrical issue fixed.

North Pender – Bollards are being replaced; Port Browning Marine Rescue may be moving to a private dock; Hope Bay has an issue re bottom of the ramp – to be discussed with Al Cannon.

Port Washington Request for Retaining Wall Design – Applicant is responsible for the work.

South Pender – CBSA dock- Hoping new government will be more approachable. Robert noted numerous dedicated road ends giving access to the water which he is investigating.

13. Adjournment

MOVED by David Howe, **SECONDED** by Robert Fenton, that the meeting be adjourned at 11:36 am.

CARRIED