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**Minutes of a Meeting of the Southern Gulf Islands Harbour Commission  
Held October 28, 2016 at the Saanich Peninsula Health Unit, Mt. Newton X Road,  
Victoria, BC**

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**PRESENT:** Commission: B. Maberley, Galiano Island; Carl Bunnin, Mayne Island B. Young, Piers Is.; D. Howe, Regional Director; Paul LeBlond, Alternate Director  
Staff: Ted Robbins, General Manager, Integrated Water Services; Peggy Dayton, Sr. Financial Analyst; Ian Sander, Capital Projects Manager; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; M. Brown (recorder); Al Cannon

**ABSENT:** Robert Fenton, D. Hargreaves, L. Peck

**PUBLIC:** 4

The meeting was called to order at 9:00 am. B. Maberley, Chair.

**1. Approval of Agenda**

**MOVED** by Director Howe, **SECONDED** by Bryce Young, that the agenda be approved with the following additions: add Small Craft Harbours court case; chain at Miners Bay float; and Miners Bay wharfing agreement.

CARRIED

**2. Adoption of Minutes**

**MOVED** by Dave Hargreaves **SECONDED** by Bryce Young, that the minutes of the August 26, 2016 meeting be adopted.

CARRIED

**3. Chair's Remarks - None.**

**4. Presentations/Delegations - None**

**5. Correspondence – Re Miners Bay (dealt with in item 8)**

**6. Piers Island Dock Facility Float Geometry Review**

Ian Sander reviewed the staff report for the Piers Island Dock Facility Float Geometry Review Project. It was noted that the Moffatt & Nichol fee budget for this project is \$800 above the \$5,000 approved for this project. The work is to be completed by the end of the year.

**MOVED** by David Howe, **SECONDED** by Bryce Young, That the Southern Gulf Islands Harbours Commission approve an increased budget of \$5,800 from the Capital Reserve Fund for the CRD Piers Island Dock Facility Float Geometry Review Project.

CARRIED

**7. Southern Gulf Islands Harbours Commission – Float Ladder Installation Project Update**

Ian Sander reviewed the staff report re the awarding of the Float Ladder Installation Project addition to the Dock Infrastructure 2016 Improvements Contracts. Commission members discussed the budget and bids for the 30 float ladders.

**MOVED** by Carl Bunnin, **SECONDED** by Bryce Young,  
That the Southern Gulf Islands Harbours Commission:

1. Direct staff to award the fabrication and delivery of the float ladders to JR Manufacturing Ltd.; and
2. Direct staff to competitively tender the Float Ladder Project and manage as a separate project to the 2016 Improvements Project.

**CARRIED**

**8. Dock Infrastructure 2016 Improvements Project (Verbal Update & Attachment)**

Ian Sander reported that work is proposed for Piers Island and Swartz Bay next week but is weather dependant. Work is to be completed by mid December.

Correspondence re Miners Bay

Ian noted that on the website there are drawings for each facility. The approaches to Miners Bay were not painted but will be included in the future; lights are all working; rotten planks will be replaced; repairs to the decking will be replaced; float #2 will be pressure washed and will be replacing boards; floats B and C transition plate was replaced this summer but is showing wear.

Carl reported on his experience with a severe ferry wash from two combined ferry wakes. When the tide is low the chains securing the floats are slack and he recommends the use of kelleys on the chains. Carl agreed to send information to Ian in this regard. Commission members expressed concern that any dangerous situation should be a priority and further noted unease regarding the use of Miners Bay as the gateway to the Experience the Gulf Islands project.

It was agreed to move agenda Item #15 to be included here. Director Howe agreed to arrange a meeting with BC Ferries wherein Ben, Director Howe and Ted will attend.

Ian questioned if the cleats on the west and south faces of the Miners Bay wharfhead should be kept. The boards they are mounted on are rotten. Commission members agreed that any larger vessels could fasten to the tie-rails instead and that the cleats be removed.

**9. Lyall Harbour and Horton Bay Repair Work by Small Craft Harbours**

Dan reported that work will commence next week. It was suggested that while there is a contractor working there, perhaps they could install the ladder on the float. Dan agreed to talk to them in this regard.

**10. Lyall Harbour Dock Divesture Opportunity (Verbal Update)**

Ben and Ted attended the meeting the goal of which was to see if an agreement could be in place by this spring. It was noted:

- wharfhead is fee simple and some small buildings extend into it;
- may be necessary to apply for a new water lot lease;
- a contribution agreement gives more flexibility;
- First Nation consultation is required; and
- Interest was expressed by Salt Spring Island.

*Director Howe left the meeting, 10:15 am.*

**11. Horton Dock-Management Agreement Renewal**

Ted reviewed the staff report.

Moved by Carl Bunnin, seconded by Bryce Young, that the Southern Gulf Island Harbour Commission recommends to the CRD Board that the CAO be authorized to negotiate and execute the management agreement on the following terms.

- i For a term from July 1, 2016 – March 31, 2018.
- ii. The CRD shall pay \$10.00 + GST annually to the Receiver General for Canada.

**12. CBSA – Bedwell Harbour Redesign/Refit**

This item was deferred to the next SGIHC meeting agenda.

**13. Dock Operations Coordinator Services Agreement (Discussion)**

The Chair acknowledged Al Cannon's contribution and expressed appreciation for his work during the past year. Commission members discussed the desire to find a replacement for Al and continue with the current model. There is a need to define the scope of service and skill sets required.

**MOVED** by Paul LeBlond, **SECONDED** by Carl Bunnin, that the Southern Gulf Islands Harbour Commission directs staff to proceed with an RFEOI for the position of dock coordinator.

CARRIED

**14. Applications/Nominations – Southern Gulf Islands Harbours Commission**

Ted reported that four commissioners' terms are expiring. Advertisements are running in the local media with a deadline of November 2 in order that names may be forwarded to the Regional Board meeting in November. Bryce noted the Piers Island/Swartz Bay issue.

**15. Miners Bay Dock – Meeting with BC Ferries**

This item was dealt with under item #8.

**16. Operating Budget Update**

Peggy Dayton reviewed the October Revenue and Expenditure Budget Summary YTD and noted that any transfers to the Capital Reserve Fund would wait until year end.

Carl advised that expenses for the Horton Bay dinghy float will be under budget.

**17. Dock Reports**

Galiano Island – signs are up

Saturna Island – No report but Ted reported that Larry wants a “T” on the existing float for planes and emergency boats on the inside. Water lease could be an issue with this request.

Swartz Bay – Al passed on to Dan the issue of the platform for BC Ambulance.

Lyll Harbour – The oil spill kit was used for a private dock. Larry is looking into this. Dan reported that it was replaced.

Mayne Island – Carl spoke with regard to the Anson Road dock project and reported that the rezoning is completed and is now in the hands of the BC government; questioned if it would be reasonable to begin some engineering research. Ted noted that Stage 1 is included in the budget.

**MOVED** by Carl, **SECONDED** by Bryce that the Southern Gulf Islands Harbour Commission directs staff to proceed with a RFP for design services for the Anson Road project and to bring back the results of the RFP to the commission prior to awarding of a contract.

CARRIED

Commission members discussed the issue of having a separate wharfinger for the Miners Bay dock.

**MOVED** by Carl, **SECONDED** by Paul LeBlond that the Southern Gulf Islands Harbours Commission directs staff to undertake a recruitment for a wharfinger at Miners Bay dock, effective January 17, 2017.

CARRIED

Pender Island – Al noted some welding on the apron at Port Browning. A Change Order was required. Signs are up.

**18. Next Meeting – December 9, 2016**

**19. Adjournment -** The meeting adjourned, 11:48 am.