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SOUTHERN GULF ISLANDS HARBOURS COMMISSION

Notice of a meeting on **Friday, June 9, 2017** at 9 am

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

D. Hargreaves, N. Pender Island
D. Maude, 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. Approval of the Agenda
2. Adoption of the Minutes of the Meeting held April 28, 2017
3. Chair's Remarks
4. Presentations/Delegations
 - No one has registered to speak.
5. Lyall Harbour Wharf, Saturna Island – Federal Transfer Agreement
(Report #SGIHC 2017-05)
6. Miners Bay Dock – CRD/BC Ferries Update
 - Letter Correspondence to Follow
7. Dock Operations Reports (Verbal)
 - Note: June dock inspection reports will be distributed by month end
8. Notice of No Meeting on June 23, 2017
9. New Business
10. Motion to Close the Meeting
That the Southern Gulf Islands Commission close the meeting in accordance with the Community Charter, 90 2(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
11. Adjournment



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**Minutes of a Meeting of the Southern Gulf Islands Harbour Commission
Held April 28, 2017 at the Saanich Peninsula Health Unit, Mt. Newton X Road,
Victoria, BC**

PRESENT: Commission: B. Maberley, Galiano Island; David Maude, Mayne Island;
B. Young, Piers Island; Dave Hargreaves, N Pender Island; D. Howe, Regional
Director
Staff: Ted Robbins, General Manager, Integrated Water Services; Peggy Dayton,
Senior Financial Analyst; Dan Robson, Manager, Saanich Peninsula and Gulf
Islands Operations; M. Brown (recorder); Peter Binner, Dock Operations
Coordinator

ABSENT: R. Fenton, L. Peck

PUBLIC: 3

The meeting was called to order at 9:04 am.

1. Approval of Agenda

MOVED by David Maude, **SECONDED** by Director Howe,
that the agenda be approved.

CARRIED

2. Adoption of Minutes

MOVED by David Maude, **SECONDED** by Bryce Young,
that the minutes of the February 10, 2017 meeting be adopted.

CARRIED

3. Chair's Remarks – The Chair welcomed Peter Binner and also report on a Small Craft Harbours meeting on Horton Bay. A recommendation prior to June 9 will be required for the transfer agreement to proceed with the divestiture at the CRD Board level. Small Craft Harbours will enter into an engineering assessment of the facility.

The Chair also reported on a federal government initiative entitled *Canada's Oceans Protection Plan* which he attended. Ted agreed that he would have Margaret Montague forward a copy to commission members.

4. Presentations/Delegations - None

5. Miners Bay Dock – CRD/BC Ferries Meeting (verbal report)

Ted Robbins reported that a verbal commitment was made by BC Ferries to look at the report prepared by Moffatt and Nichol. Committee members discussed the issue.

6. 2016 and 2017 Dock Capital Project Status Update (Verbal)

Ted Robbins noted that Dale Puskas will be replacing Ian Sander as Capital Projects Manager and further stated that a Change Order, based on budget approval, had been provided for Moffatt and Nichol to proceed with 2017 work. Consideration is being given to switching planned 2017 work for Montague Harbour to the Anson Road project and delaying Montague work until 2018.

Bryce questioned when the Moffatt and Nichol revised design for Piers Island would be available for a future meeting. Dan replied that Moffatt and Nichol are looking at May 8 before finalizing any design.

David Maude reported that the hinges are gone from the airplane float at Miners Bay and that some things were missed in the Moffatt and Nichol report for Miners Bay. Ted agreed to talk to Dan and Dale re the immediacy of the float plane dock if it is a safety issue.

Peter Binner stated that there is a communications issue with the engineers and guys working on the dock and who they should talk to.

Director Howe left the meeting, 10:02 am.

Ted Robbins left the meeting, 10:03 am.

7. Wharfinger Orientation Meeting Summary

Dan Robson provided a summary of the wharfinger meeting held March 24 with CRD staff. The purpose of the meeting was to introduce Peter Binner and new wharfingers, to discuss dock operational issues and to invite feedback from the wharfingers. Issues discussed included communications, emergency protocol, development of an operating procedure for the wharfingers, roles and responsibilities, added responsibilities, financial procedures, what to do about non-paying vessels at the docks, and development of an action plan.

Further discussion ensued on the availability of local contractors who meet the CRD's requirements for safety and insurance coverage and possible ways for contractors to meet these additional cost requirements. Commissioners should consider initiating the introduction of local contractors to June Klassen, Manager, Service Delivery, Southern Gulf Islands Electoral Area, for pre-approval of tradespeople's requirements for Southern Gulf Islands dock work projects. The intent is to have a list of approved service providers.

Director Howe returned to the meeting, 10:11 am.

David Maude questioned the posting of No Smoking signs on the docks. Dan agreed to investigate the issue by reviewing the commission's bylaws to see if changes would need to be made.

Ted Robbins returned to the meeting, 10:32 am.

8. Operating Budget Update (attachment)

Peggy Dayton answered commissioner's questions and noted that the information provided was up to the end of March. Some discussion ensued on monies received from Montague and Sturdies Bay. Peggy reported that she had recently sent out the invoices to government agencies.

MOVED by Bryce Young, **SECONDED** by Director Howe,
that dock inspection reports include the names of problem vessels.

CARRIED

9. Dock Inspection Reports (attachment)

Dan commented on the new reporting scheme and to work with the dock coordinator to get work done in order that any emergency items are considered immediately.

Peter Binner reported on his discussion with Mike Smart, wharfinger for Swartz Bay and Piers Island. There is a problem with the existing 15 minute loading zone at Swartz Bay with people tying up their boat and leaving. Commissioners and staff discussed the problem and recommended the creation of an “ambulance only” portion in the loading zone area.

MOVED by Dave Hargreaves, **SECONDED** by Bryce Young, that the Southern Gulf Islands Harbours Commission authorizes Peter to work with the wharfinger, at any facility where deemed necessary, for the necessary painting and signage and that work be funded from the operating budget.

CARRIED

Dave Hargreaves, commissioner for S. Pender Is, volunteered to act as the Southern Gulf Islands Harbours Commission representative for Swartz Bay and to liaise with the wharfinger as reasonably required.

The problem of the location of the two ladders at Piers Island dock was discussed. Dan stated that this may be explored and reviewed.

Peter further noted that pressure washing and the approaches to the docks are the two major items. Metal parts of gangway ramps in most locations are in bad condition. Fire extinguishers needing to be inspected can be brought up to date by the fire department and the CRD pays them or swapped out by the CRD. Peter reported that the Lyall Harbour dock is sinking.

10. Dock Utility Cart Request

Dan stated that David Maude had requested a utility cart for the Miners Bay dock. An information sheet was provided. After discussion, it was agreed that Dan would obtain a cart for the Miners Bay dock.

Dave Hargreaves reported on the status of using the CBSA dock for winter moorage as well as his discussions with Poets Cove for winter moorage on S Pender Island. CBSA is not interested. An arrangement with Poets Cove would not create additional spaces. Dave Hargreaves agreed to email commissioners his thoughts. It was also noted that the Port Browning SARS may be moving, which could allow for the creation of some designated South Pender Island moorage space.

11. New Business – None

12. Adjournment - The meeting adjourned at 11:37 am.