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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Held Friday, February 1, 2019 at the Panorama Recreation Centre Boardroom, 1885 Forest
Park Drive, North Saanich, BC**

PRESENT: Ben Maberly, Galiano Island (C); D. Howe, Regional Director; J. Hall, Piers Island;
D. Hargreaves, Pender Island (via tele-conference); I. Dow, Mayne Island;
P. Brent, Saturna Island

Staff: T. Robbins, General Manager, Integrated Water Services; D. Robson,
Manager, Saanich Peninsula and Gulf Islands Operations; D. Puskas, Manager,
Capital Works; P. Dayton, Senior Financial Advisor; P. Binner, Dock Operations
Coordinator; S. Orr (Recorder)

PUBLIC: 4

The meeting was called to order at 9 a.m.

1. ELECTION OF CHAIR AND VICE CHAIR

T. Robbins called for nominations for the Chair of the Southern Gulf Islands Harbours Commission for 2019.

Commissioner Brent nominated Commissioner Maberly.

T. Robbins called a second and third time for further nominations and, as there were none, declared Commissioner Maberly elected as Chair of the Southern Gulf Islands Harbours Commission for 2019 by acclamation.

Commissioner Maberly assumed the Chair and called for nominations for the position of Vice-Chair of the Southern Gulf Islands Harbours Commission for 2019.

Commissioner Brent nominated Commissioner Dow

Commissioner Maberly called a second and third time for further nominations and, as there were none, declared Commissioner Dow was elected as Vice-Chair of the Southern Gulf Islands Harbours Commission for 2019 by acclamation.

2. APPROVAL OF AGENDA

The following additions were made:

- Item #5 – Presentation/Delegations
 - Neil Jensen, Wharfinger on Mayne Island
 - Allen Slade, Mayne Island resident
- Item #4 – Chairs Remarks
 - Update on projects
- Item #9 – New Business
 - Electronic meeting participation
 - Gas lines on Miners Bay dock

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,

That the Southern Gulf Islands Harbours Commission agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Howe, **SECONDED** by Commissioner Brent,
That the minutes of the December 14, 2018 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair thanked the Commission for his re-appointment as Chair for the term ending 2019. He stated the following:

- All divestures are completed at this point and funds for Lyall Harbour have been received.
- Two docks have been ordered from Department of Fisheries and Oceans and that staff will put them in storage until they are ready to be used.
- The projects for Anson Road, Horton Bay and Spanish Hills are complete.

5. PRESENTATIONS/DELEGATIONS

Neil Jensen, Wharfinger, Mayne Island

N. Jensen stated that he is pleased with the work at Anson Bay Road and Horton Bay and would like to see input from the community regarding design. He stated that a community minded design would increase revenue by accommodating the needs of the community to serve as many different types of users as possible, including an increase of moorage space.

Allan Slade, Resident, Mayne Island

A. Slade stated he endorses a design that increases revenue and there is a need for kayak storage, safe kayak launching and an unencumbered loading zone. He stated that retaining mooring buoys would be beneficial to users.

The Chair thanked each delegate and stated that he supports community input with regard to the design and that a lease is required for mooring buoys.

Director Howe thanked the Chair, Commission members, the Dock Operations Coordinator and staff for their support over the years.

6. 2019 OPERATING AND CAPITAL BUDGET

T. Robbins introduced the report and provided a brief summary of the 2018 budget and operating expenses and provided a summary and key factors influencing the 2019 budget. He proposed that Capital Project 21-03 Lyall Harbour Additional Floats in the amount of \$250,000 be moved from 2021 to 2019 to accommodate for flexibility with the procurement process. He stated that archeological and environmental reviews may be required for some of the capital projects to meet governmental requirements.

Staff answered questions from the commission about capital projects and the procurement procedure.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow

That the Southern Gulf Islands Harbours Commission,

Approve capital project 21-03 Lyall Harbour Additional Floats for the amount of \$250,000 be moved from 2021 to 2019.

CARRIED

The Chair noted that he would like to engage with BC Ferries regarding Sturdies Bay dock and that it should only be kept as a service dock.

A discussion took place about the flexibility of the scope for the grant application for Miners Bay dock.

A discussion took place about derelict boats and transient moorage.

Staff answered questions from the commission.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission:

1. Approve the 2019 operating and capital budget as presented and direct staff to balance the 2018 actual surplus or deficit on the 2018 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2019 Operating and Capital Budget and the five year Financial Plan for the Southern Gulf Islands Harbours Service as amended.

CARRIED

7. MINERS BAY GRANT APPLICATION – INVESTING IN CANADA INFRASTRUCTURE PROGRAM

D. Puskas stated that the Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure Grant was submitted on January 22, 2019.

The commission thanked staff for work on the application.

8. DOCK OPERATIONS REPORTS

D. Robson presented the Dock Operations Reports and stated that spill kits have been procured and distributed to the dock facilities and pressure washing has been completed on several of the docks and will continue on the remaining ones. He stated there was repair work done to Sturdies dock.

Commissioner Hall requested that anti-skid material be installed on the Swartz Bay dock.

D. Robson answered questions from the commission

P. Binner stated that notice boards at each facility need refurbishing, except for Sturdies, Swartz and Piers docks.

Commissioner Hall stated that it would be beneficial for Wharfinger's to be notified of the scope of services for upcoming projects.

9. NEW BUSINESS

9.1. Electronic Meeting Participation

T. Robbins stated the opportunity to conduct meetings electronically is permitted as per CRD Board Procedures Bylaw to allow meetings to be conducted electronically provided

that a physical meeting space is available for public to attend and that the Chair also be present at the same meeting location.

A discussion took place about options available for conducting electronic meetings.

T. Robbins stated that he will research the technology discussed and bring information back to the next regular meeting.

9.2. Gas Lines on Miners Bay Dock

Commissioner Dow stated that he has met with the new owner of the gas station and is a gas fitter and available to remove gas lines from Miners Bay dock.

A discussion took place about the removal of gas lines at Miners Bay dock.

Staff answered questions from the commission.

10. ADJOURNMENT

The Chair stated that a meeting may be held in the future on Mayne Island to discuss the design of the Anson Road project.

MOVED by Commissioner Brent, **SECONDED** Director Howe,
That the regular meeting of the Southern Gulf Islands Harbour Commission adjourn at 10:58 a.m.

CARRIED

Chair

Secretary