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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Held Friday, May 24, 2019 at the Panorama Recreation Centre Boardroom, 1885 Forest Park
Drive, North Saanich, BC**

PRESENT: B. Maberly, Galiano Island (C); I. Dow, Mayne Island; P. Brent, Saturna Island; D. Hargreaves, Pender Island; D. Howe, Regional Director;

Staff: T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; J. Starke, Manager Service Delivery, SGI Planning; P. Binner, Dock Operations Coordinator; S. Orr (Recorder)

ABSENT: J. Hall, Piers Island

PUBLIC: 1

The meeting was called to order at 9:03 a.m.

1. APPROVAL OF AGENDA

The following addition was made:

- 6.3 Staff Introductions

MOVED by Commissioner Howe, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Howe, **SECONDED** by Commissioner Dow,
That the minutes of the April 26, 2019 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair welcomed everyone in attendance.

4. PRESENTATIONS/DELEGATIONS

4.1. PRESENTATIONS

4.1.1. Mike Lowry, Western Canada Marine Response Corporation (WCMRC)

M. Lowry gave a presentation regarding the Coastal Response Program with the purpose to increase emergency preparedness and response capacity in B.C. communities. He stated that Capital Regional District owned docks would be ideal locations to host rapid response containers and that WCMRC is seeking support from the Commission.

M. Lowry answered questions from the Commission and a discussion took place about moorage and use of dock space for rapid response containers.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission work with Western Canada Marine Response Corporation to accelerate planning and placement of rapid response containers.

CARRIED

4.1.2. Fionna MacRaidl and Dan Claxton, First Seas Seafood Ltd.

F. McRaidl and D. Claxton (via tele-conference) gave a presentation proposing co-management of Lyall Harbour dock including a 60 foot dock addition and also proposed working with federal, provincial and municipal stakeholders to build economic momentum on Saturna Island. She stated that they are seeking support from the Commission for their initiative.

F. MacRaidl answered questions from the Commission

MOVED by Commissioner Dow, **SECONDED** by Commissioner Howe,
That the Southern Gulf Islands Harbours Commission support First Seas Seafood Ltd. on their initiative

CARRIED

4.2. Staff Introduction

J. Starke, Manager, Service Delivery Southern Gulf Islands Planning, was introduced and provided a summary of her role and key responsibilities.

5. CORRESPONDENCE

5.1. Letter from Saturna Island Tourism Association (SITA)

A letter dated May 8, 2019 addressed to the CRD Docks Coordinator was received from SITA regarding the condition of Saturna Island dock.

MOVED by Commissioner Howe, **SECONDED** by Commissioner Brent,
That the Southern Gulf Islands Harbours Commission receive the correspondence for information.

CARRIED

6. COMMISSION BUSINESS

6.1. Additional Dock along Apron at Lyall Harbour Dock

Commissioner Brent inquired if there are any barriers to putting in a privately owned 60 foot dock at Lyall Harbour.

Staff responded that more information would be required and that timelines need to be considered.

A discussion took place about leasing the dock to First Seas Seafood Ltd.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission direct CRD staff to prepare a draft lease contract for a dock to be moored to the Lyall Harbour apron.

CARRIED

A discussion took place about the dock.

6.2. Bylaw 2844 Circulated for Feedback Regarding Updating/Amending

T. Robbins stated that staff would like the feedback by June and that amendments would be discussed at a future meeting.

6.3. Annual Budget for Emergency Repairs

Commissioner Hargreaves stated that there is a need for dock maintenance and ability to respond quickly and effectively.

A discussion took place about contractors and the procurement process.

MOVED by Commissioner Hargreaves, **SECONDED** by Commissioner Brent,

That the Southern Gulf Islands Harbours Commission direct staff to engage a qualified contractor, for “on call” emergency services and with significant “local knowledge” to understand the unique challenges the Southern Gulf Islands docks face (Miners Bay). The contractor must be equipped with Rapid Response and underwater operation capabilities as well as meet all the pre-qualification requirements of the CRD.

CARRIED

Commissioner Hargreaves noted that emergency call out services are in the budget.

Discussion took place about budgeting for emergency repairs, and challenges about securing contractors procurement process.

6.4. On Call Contractor for Rapid Emergency Response and Maintenance

A discussion took place about qualifications of contractors.

A discussion took place about dock maintenance.

T. Robbins advised that the procedure for reporting emergency repairs is through the Wharfinger, who is responsible for communicating issues to appropriate CRD staff. He stated that CRD staff are responsible for hiring contractors.

D. Puskas provided an update on current status of contracts.

Commissioner Brent stated that Miners Bay is in need of immediate repair.

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

That the Southern Gulf Islands Harbours Commission direct staff to engage Wahl Marine to address the dock issue at Miners Bay.

CARRIED

6.5. Travel Expense Claims

T. Robbins reminded commissioners that travel expenses are claimable and reimbursable.

7. DOCK INSPECTIONS REPORTS

MOVED by Commissioner Brent, **SECONDED** by Commissioner Howe,
That the reports be received for information.

CARRIED

8. NEW BUSINESS

8.1. Ferries Update

The Chair stated that a meeting with BC Ferries will be held in the last week of June.

9. ADJOURNMENT

MOVED by Commissioner Dow, **SECONDED** by Commissioner Brent,
That the regular meeting of the Southern Gulf Islands Harbour Commission be adjourned at
11:54 a.m.

CARRIED

Chair

Secretary