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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
Held Friday, July 26, 2019 at the Saanich Peninsula Wastewater Treatment Plant, 9055  
Mainwaring Road, North Saanich, BC**

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**PRESENT:** B. Maberley, Galiano Island (C); I. Dow, Mayne Island; P. Brent, Saturna Island; J. Deschenes, North Pender Island; Robert Fenton, South Pender Island; D. Howe, Regional Director (via-tele conference); J. Hall, Piers Island

**Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations, P. Binner, Dock Operations Coordinator; T. Duthie (Recorder)

**PUBLIC:** 2

The meeting was called to order at 9:10 a.m.

**1. APPROVAL OF AGENDA**

The following addition was made:

- 6.5 Discussion on Lyall Harbour Proposal
- 6.6 Preventative Maintenance Program

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That the Southern Gulf Islands Harbours Commission approve the agenda as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Hall,

That the Southern Gulf Islands Harbours Commission adopt the minutes of the meeting held May 24, 2019.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair welcomed everyone in attendance. He welcomed Commissioner Deschenes and thanked outgoing Commissioner Hargreaves for his service who was in attendance as a guest.

**4. PRESENTATIONS/DELEGATIONS**

**4.1. Presentations**

**4.1.1. Dan Claxton and Fiona MacRaid, First Seas Seafood Ltd.**

F. MacRaid provided a PowerPoint presentation proposing a co-management governance model for Lyall Harbour between the CRD and First Seas Seafood Ltd. She provided a detailed handout and summarized three stages to their proposal which includes enhancement of wharf infrastructure, attracting increased marine traffic, border patrol and marine fuel services. She stated that she is looking for support from the Commission for the proposal.

T. Robbins thanked Fiona and Dan for the presentation and stated staff would need to identify implications to the service and that CRD Board approval may be required prior to finalizing any decisions.

A discussion took place about the process for management of facilities.

The Chair thanked Fiona and Dan for their presentation.

***Commissioner Fenton joined the meeting at 9:26 a.m.***

**4.2. Delegations**

There were no delegations.

**5. CORRESPONDENCE**

**5.1. Letter from Saturna Point Holdings, re: Saturna Island Recreational Public Dock**

A letter received by the CRD Docks Coordinator, dated June 12, 2019, from Saturna Point Holdings regarding the recreational public dock.

A discussion took place about use of dock space, transient and live-a-boards and upcoming bylaw revision.

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

That the Southern Gulf Islands Harbours Commission receive the correspondence for information.

**CARRIED**

**6. COMMISSION BUSINESS**

**6.1. Project Update, Report #SGIHC19-02**

D. Puskas introduced the report as presented and provided an overview of the current capital projects.

Staff responded to questions from the Commission.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Fenton,

That the Southern Gulf Islands Harbours Commission receive the staff report for information and direct staff to utilize up to \$40,000 of the Sturdies Bay dock capital project surplus to fund the Hope Bay dock emergency repairs.

**CARRIED**

**6.2. Dock Inspection Reports**

D. Robson introduced the report as presented and provided details pertaining to the maintenance and repairs required at each dock. He noted that operationally a few repairs have been completed installation of tires at Lyall Harbour, Port Washington and Studies Bay.

***Director Howe joined the meeting at 10:28 a.m.***

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That the Southern Gulf Islands Harbours Commission receive the Dock Inspection Reports for information.

**CARRIED**

**6.3. Request for Qualifications – Pre-Qualified Dock Repair and Maintenance Contractor List**

T. Robbins stated that staff is working on a Request for Qualifications process to retain general contractors for maintenance and emergency response at dock facilities and summarized the procurement process.

Commissioner Brent thanked staff for their work.

**6.4. Seaspan Terminal Upgrade (verbal)**

Commissioner Hall provided a verbal update on Seaspan's proposed development next to Swartz Bay dock and stated that the development may cause a pinch point at the end of the dock and other issues affecting the dock.

A discussion took place about the project, referral process and how the development might affect CRD docks.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dow,  
That the Southern Gulf Islands Harbours Commission direct CRD staff prepare a letter requesting from Seaspan enhanced documentation regarding the changes at Swartz Bay in relation to other facilities in the area.

**CARRIED**

**6.5. Lyall Harbour Proposal**

The Chair stated the presentation from First Seas Seafood was informative and the commission should decide what the next step will be in regards to the proposal.

A discussion took place about the information presented. Commissioner Brent recommended that staff prepare a report that addresses the potential issues and implications.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,

That the Southern Gulf Islands Harbours Commission direct staff to prepare a report on the Lyall Harbour concept papers provided to the commission for further review.

A discussion took place about addressing the lease and First Nation reconciliation.

**CARRIED**

***Commissioner Brent left the meeting at 11 a.m.***

A discussion took place about how to educate the public on the proposal.

T. Robbins stated that the existing facility is owned by the Capital Regional District and that staff should take initiative in facilitating public communication regarding the proposal.

Director Howe thanked outgoing Commissioner Hargreaves for his service.

*Director Howe left the meeting at 11:10 a.m.*

**6.6. Preventative Maintenance Program**

The Chair stated that staff are working on the Request for Qualifications and urged Commissioners to contact local contractors to be aware of the opportunity.

D. Robson stated that he is working with the Docks Coordinator and developing a scope of work in terms of identifying the types of work and a regular schedule.

A discussion took place about the program and staff answered questions from the Commission.

**7. NEW BUSINESS**

There was no new business.

**8. ADJOURNMENT**

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

That the regular meeting of the Southern Gulf Islands Harbours Commission be adjourned at 11:44 a.m.

**CARRIED**

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Chair

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Secretary