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**MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, held Friday, October 7, 2022 at 9:30 a.m., Goldstream Meeting Room, 479 Island Highway, Victoria, BC**

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**PRESENT: Commissioners:** B. Dearden (Chair), Mayne Island; B. Maberley (Vice Chair), Galiano Island; J. Deschenes (EP), North Pender Island; P. Brent (EP), Saturna Island; R. Fenton, South Pender Island

**Staff:** Stephen Henderson, Senior Manager, Real Estate & SGI Administration; Jared Kelly (EP), Manager, Capital Projects, IWS CRD; Lani O'Dwyer, Technical Services Technician 2, Infrastructure Engineering; Mikayla Risvold, Committee and Administrative Clerk, IWS GM & Administration; Aggie Chan, Senior Administrative Secretary (Recorder)

**Also Present:** P. Binner, Wharfinger Coordinator (EP)

**REGRETS:** J. Hall, Piers Island/Swartz Bay

EP = Electronic Participation

The meeting was called to order at 9:32 am.

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Maberley, That the agenda be approved.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Fenton, That the minutes of the May 27, 2022 meeting be approved as amended:

Operational Updates - Retreat Cove should apply to Lyall harbor.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair made the following remarks:

- Gratitude to Capital Regional District (CRD) and everyone involved in bringing the Anson Road Dock project to completion. This project was an example of achievement, collaborating with CRD and an impressive piece of infrastructure to be proud of. There was a lot learned from the project. It will see lots of use and serious appreciation from the community.

**4. PRESENTATIONS/DELEGATIONS**

There were no presentations or delegations.

**5. COMMISSION BUSINESS**

### 5.1. Capital Project Status Reports and Operations Update – September 2022

Staff provided a summary of the project updates and noted the following additional information:

- **Anson Road:** Primarily completed. Deficiency walk scheduled for October 12. Public access is restricted until the deficiency walk is completed. Wharfinger to request boats to undock. One change within budget – aluminium transition plate for the dock approach to make it more accessible. Existing mini-mesh float by Department of Fisheries and Oceans (DFO) has to be kept as a dinghy dock.
- **Retreat Cove:** No major progress/decision until the completion of the formal 2023 underwater inspection.
- **Horton Bay:** Permit required from DFO for demolition. Staff to start conversation with DFO with an expectation of 6-month turn-around time. Closed sign to be installed at the dock. Plan to close access to the public by end of year. Requests from the community to keep it opened until June, but budget is not available to address failing components. Community willing to do necessary minor upgrades and repairs at no cost to CRD. On-going conversation with non-profit and community to find alternative arrangement to keep the dock opened.
- **Spanish Hills:** Pacific Industrial & Marine Ltd. (PIM) was awarded the contract and has started the work with installation expected to happen by October/November this year. Floats to be there in two weeks.
- **Miners Bay:** Operation crew flagged top decking as a concern. Quotes being obtained. Holes on the main wharfhead and the approach patched with plywood as a temporary fix, need permanent solution. Funding not there for the magnitude of the necessary works. Report determined that the gas line is not a hazard. PIM provide unofficial pricing to remove the gas line of approximately \$10,000. Jordison was on-site to check the interior bolts. Bolts were not accessible from the top. Rub boards had to be removed to tighten the bolts. Conclusion of BC Ferries and CRD engineers, shortening dock is not recommended as current length and design has a dampening effect.
- **Port Washington:** DFO reviewing submission and staff expecting to hear back within the next couple weeks regarding the litigation requirement for land dock. Rotten notice board in need of replacement or refurbishment.
- **Piers Island Float:** New approach of the extension of single pile instead of three piles. Approval declined by First Nations through the Province due to concern of interference with traditional fishing. Staff are initiating direct conversation with the Cowichan Tribe. Possible on-site meeting and discussion to mitigate concerns. Contract with PIM on-hold.
- **Hope Bay/Swartz Bay:** Anticipated completion December/January. New dock for Swartz Bay being built off-site and will be stalled early November. Refurbished old dock from Swartz Bay to be moved to Hope Bay. No firm timeline for refurbished

dock being installed at Hope until the scope of refurbishment is determined.

Staff provided a summary of operational updates:

- Montague Harbour, Galiano Island:
  - UHMW to be picked up today and estimated completion within a week
- Retreat Cove/Sturdies Bay, Galiano Island:
  - Gangways bearings greased 50%, rest are inaccessible
- Port Browning, Pender Island:
  - Flootation failing again
- Miners Bay, Mayne island:
  - Emergency ladders need replacement
- Hope Bay, Mayne Island:
  - Emergency ladders need replacement
- Powerwashing – list in order of priorities

**Actions:**

- Staff to distinguish level of safety hazard/urgency of the deficiency for Anson Road Dock walk-through
- Staff to add a blockade (bench) at Anson Road Dock to prevent vehicles driving down the approach
- Staff to continue looking for alternative transition plan for Horton Bay
- Staff to determine cost and scoop of bolts-tightening program for Miners Bay
- Staff to add replacement and refurbishment of notice boards to next year budget.

The Project and Operations update report was received for information.

**5.2. Anson Road Project Update [Verbal]**

Covered in Capital Project and Operational updates.

**6. COMMISSION MEMEBERSHIP**

**6.1. Expiring Terms – December 31, 2022**

Commission Members – 2-year appointments

- Brian Dearden, Mayne Island (ending first term)
- Paul Brent, Saturna Island (ending second term)
- Jean Deschenes, North Pender Island (ending second term)
- Rob Fenton, South Pender Island (ending first term)
- John Hall, Piers Island / Swartz Bay (ending third term)

All members have expressed intentions to extend membership for another term, except J. Hall who will remain as commissioner until replacement is found. Renewal of membership will be made official by the board after the election.

**7. NEW BUSINESS**

No new business.

**8. MOTION TO CLOSE THE MEETING**

**MOVED** by Commissioner Fenton, **SECONDED** by Commission Mabberley,  
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3,  
Prohibited from disclosure under FOIPPA under Section 90 (1)(j).

**CARRIED**

The Commission moved into closed session at 10:38 am.

**9. RISE AND REPORT**

The Commission rose from its closed session at 11:47 am. without report.

**10. ADJOURNMENT**

**MOVED** by Commissioner Mabberley, **SECONDED** by Commissioner Fenton,  
That the October 7, 2022 meeting be adjourned at 11:47 am.

**CARRIED**

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**CHAIR**

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**SECRETARY**