



Making a difference...together

MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, held Friday, November 25, 2022 at 9:30 a.m., Saanich Peninsula Wastewater Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC

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

Staff: Stephen Henderson, Senior Manager, Real Estate & SGI Administration; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Jared Kelly (EP), Manager, Capital Projects, IWS CRD; Lia Xu, Manager, Finance Services, Planning and Local Services; Aggie Chan, Senior Administrative Secretary (Recorder)

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

REGRETS: J. Hall, Piers Island/Swartz Bay, P. Brent, Saturna Island and Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:28 am.

1. APPROVAL OF AGENDA

MOVED by Commissioner Maberley, **SECONDED** by Commissioner Fenton, That the agenda be approved as circulated.

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Maberley, **SECONDED** by Commissioner Fenton, That the minutes of the October 7, 2022 meeting be adopted.

CARRIED

3. CHAIR'S REMARKS

The Chair made the following remarks:

- Anson Road remediation of deficiencies has not been addressed. Management is evolving and will sort itself out. It was good timing that the dockage was ready during the slow season. Anson Road will bring significant revenues.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMISSION BUSINESS

5.1. Southern Gulf Islands Harbour Service 2023 Operating and Capital Budget

Staff provided an overview of the Operating and Capital Budget.

Staff responded to questions from the Commission regarding:

- Options of having the operating surplus transferred to the Capital Reserve Funds or utilizing funds towards additional Repairs and Maintenance items. Budgeted funds are available for additional repairs and maintenance items before the end of the year.
- Anson Road Dock revenue opened later than expected and is expected to hit pro-rated target by the end of the year and for the subsequent year.
- Discrepancy between deficiencies identified in inspection reports and actual conditions observed by wharfingers and contractors skew budgeting. Discussion on including level of urgency in Quarterly wharfinger inspection reports, an in-between step of peer/contractor analysis of inspection report and/or design review meeting for more accurate budgeting.

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Maberley,

1. Approve the 2023 Operating and Capital Budget as presented and that the 2022 actual operating surplus be balanced on the 2022 Capital Reserve Fund transfer, and

CARRIED

MOVED by Commissioner Maberley, **SECONDED** by Commissioner Fenton,

2. Recommends that the Electoral Areas Committee recommends that the CRD Board approve the 2023 Operating and Capital Budget and five- year Financial Plan for the Southern Gulf Islands Harbours Service

CARRIED

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Maberley.

The Southern Gulf Islands Harbours Commission directs staff to amend the 5-Year Capital Plan for Project 23.01 Miners Bay Wharfhead Deck Resurfacing funding source to be through Reserve Funds if grant applications are not successful.

CARRIED

5.2. Southern Gulf Islands Harbours Projects and Operations Update – November 2022

The Commission received the report for information. There is no recommendation.

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

- **19-01 | Anson Road:** Materials delivered to site. Pacific Industrial & Marine Ltd. (PIM) has work schedule in place to complete the remaining scope of the project including, final panel work, navigation lights, additional floatation and transition plates.
- **19-02 | Retreat Cove:** Works is Deferred until 2024, after the 2023 inspection

results to enable proper prioritization of works.

- **22-02 | Spanish Hills:** Estimated completion of all works within the next two weeks.
- **22-04 | Miners Bay:** On-site observation made by staff in October. Rotten decking has been covered by plywood to ensure safety. Project to be rescoped by focusing on only replacing the deteriorated boards. Procurement to be in two steps, CRD to purchase and store the materials required and look for local labour. Strong community will to contribute financially and make the facility a destination.
- **21-01 | Port Washington:** Dock improvement works on track to start during the winter fishery window.
- **21-05 | Piers Island:** Revision of plan for additional float from three piles to single pile. Discussion with First Nations continue.
- **22-01 | Hope Bay:** Anticipated construction in January/February of 2023 after completion of works at Swartz Bay.

Actions:

- Staff to change language of Port Washington project from “replacing piling” to “adding piling to the structure”.
- Staff to obtain quote on adding aluminum gangway as a tag-on to the Hope Bay project and compare with the cost of refurbishment.
- Staff to remove ultra high molecular weight polyethylene (UHMW) sheets in the pile wells from Hope Bay project scope.

6. NEW BUSINESS

- Discussion of Miners Bay approach to improve traction as per feedback from the local paramedics

7. 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.

8. RISE AND REPORT

The Commission rose from its closed session at 11:30 am. without report.

9. ADJOURNMENT

MOVED by Commissioner Fenton, **SECONDED** by Commissioner Maberley,
That the November 25, 2022 meeting be adjourned at 11:33 am.

CARRIED

CHAIR

SECRETARY

DRAFT