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MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, held Thursday, November 23, 2023 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, North Pender Island (EP); R. Fenton, South Pender Island; M. Davis, Saturna Island; P. Brent, Electoral Area Director; R. Schnurr, Piers Island/Swartz Bay

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

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

REGRETS: N/A

EP = Electronic Participation

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

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF AGENDA

MOVED by Commissioner Maberley, **SECONDED** by Commissioner Davis, That the agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Maberley, That the minutes of the July 25, 2023 meeting be adopted.

CARRIED

4. CHAIR'S REMARKS

The Chair made the following remarks:

- We have been on a winning streak. Improvements on Mayne Island have been appreciated by the community. According to the budget numbers, the commission is in really good shape.

5. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

6. COMMISSION BUSINESS

6.1. 2023 Dock Inspections [Verbal Update]

The inspection occurred during the spring and summer. The final report is not yet available due to family issues on the contract side. Some maintenance works were required at Lyall and Miners Bay and have been completed. No emergency work arises from the inspection.

Plan needed for the outstanding low tide inspections at the remaining facilities in 2024.

6.2. Southern Gulf Islands Harbours Projects and Operations Update Oct 2023

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 – The guarantee period will expire in February 2024. Any workmanship issue should be reported before the expiry.

19-02 | Retreat Cove – To be reassessed when the inspection report is received and reviewed.

19-03 | Horton Bay – A new portion of the floats for the WCMRC containers have been installed. The materials supply issue is delaying the quotation for the approach, Float A & Float B. Request-for-quote period was extended. More information on pricing to come. Discussion happened on the pros and cons of various materials (ACCA and ACQ) readily available on the market. Staff relies on engineers to make recommendations in their bids.

20-02 | Spanish Hills – Warranty guarantee period expiring end of February 2024. Staff to connect with PIM regarding rectifying problematic elements: the runner for the ramp should be 12 feet instead of 6 feet; screws on Teflon components have all been ripped off.

20-04 | Miners Bay Upgrades – Focus was put on mitigating liability issues by replacing most of the rotten plywood of the decking and installing the railing. A weather shelter for community users and two branches have been installed. The next Phase (III) will include reinforcement of the replaced plywood, replacing another additional 15 timbers, and installing angle brackets. All anticipated works have been completed under budget. With the remaining budget, there is potential to add a pavilion.

21-03 | Annual Provision – Horton Bay gangway servicing and painting completed in October. Approximately \$60,000 is remaining of the \$100,000 annual budget.

21-01 | Port Washington – Guarantee period until April 28th, 2024. The proposed relocation of Float C to Horton Bay would not provide much cost savings due to

differences in width/height and the challenge of extending the licence boundary. Wharfinger confirmed low usage of both Float B and Float C. Staff to continue to investigate alternative sites to relocate Float C. Staff to look into amending the licence boundary of Swartz Bay as an option to relocate Float C of Port Washington.

21-05 | Piers Island – Some progress on communicating with the Province. New photos are required of the actual location of where the pilings will go. 90 days for FN to review and consider. The Wharfinger position has been vacant for 8 months. Staff need to ensure an open and transparent process of recruitment.

22-01 | Hope Bay – Warranty will expire on June 8th, 2024. Recent weather events (post report) have caused the loss of some decking boards at the transition between Floats B and A. Staff to coordinate repairs with Wharfinger.

22-02 | Swartz Bay – Warranty until February 12th, 2024. The approach to Swartz Bay at Land End Road was reviewed by staff and with the applicable authority.

21-02 | SGIH Inspections – Waiting for the formalized report from the consultant.

OPERATIONAL UPDATES

- Significant efforts responding at Miners Bay to remove the “deadhead” that was out of alignment.
- Staff received a concerned call from the water taxi operator. Staff to direct the operator to connect with Wharfinger regarding maintenance and safety issues. Note to wharfingers to be proactive with salt/sand mixtures when needed.

6.3. Southern Gulf Islands Harbours Service 2024 Operating and Capital Budget

Peter leaves the meeting at 10:33 am.

Staff provided an overview of the Operating and Capital Budget.

- Approximately \$31,000 under budget due to lower maintenance costs and compensation to wharfingers
- Late seasonal revenue coming in; Updated revenue spreadsheet provided to the commission.
- Most of the wharfingers except Anson Road get the 50% of revenue to wharfingers. Revenue anticipated for Anson is \$40,000 with actual revenue at \$30,000. Anson Wharfinger received monthly fixed compensation.
- Discussion on moorage rate and potential adjustment in 2025.
- Wharfinger meeting to be rescheduled for Spring 2024, which will provide an opportunity to receive feedback on moorage rates.
- Discussion on the evolution of payment methods and consumers' expectations. Staff to investigate adapting more convenient payment methods, such as e-Transfer, for receiving moorage payments from users.
- Discussion on debts carried and options at maturity dates of the terms.
- Discussion on parcel tax rate and the CPI (Customer Price Index) as a reference,

which is not an accurate reflection of the continuously increasing costs of dock operations and maintenance.

- The last dock asset evaluation was done in 2020. A new evaluation is planned for Spring 2024 along with a 20-year plan.

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

To increase parcel tax by 5% from the 2023 budget per lot in 2024 and that the additional revenue to be added to the Capital Reserve Funds.

CARRIED

MOVED by Commissioner Mabberley, **SECONDED by** Commissioner Fenton,

1. Approve the 2024 Operating and Capital Budget as amended and that the 2023 actual operating surplus be balanced on the 2023 Capital Reserve Fund transfer, and
2. Recommends that the Electoral Areas Committee recommends that the CRD board approve the 2024 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf Islands Harbours Service as amended.

CARRIED

6.4. Horton Bay [Verbal Update]

Judge agreed on the existing SRW between the road and the dock, which is in favour of the Provincial Government, should include the CRD. The SRW area was re-surveyed by the Federal Government. The land title was updated.

7. NEW BUSINESS

No New business.

8. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Mabberley, **SECONDED by** Commissioner Fenton,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3, Intergovernmental Relations under Section 90 (2)(b).

CARRIED

The Commission moved into closed session at 11:09 am.

9. RISE AND REPORT

The Commission rose from its closed session at 11:29 a.m. without report.

10. ADJOURNMENT

MOVED by Commissioner Mabberley, **SECONDED by** Commissioner Davis,
That the November 23, 2023 meeting be adjourned at 11:31 a.m.

CARRIED

CHAIR

SECRETARY

DRAFT