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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Held Friday, January 24, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest
Park Drive, North Saanich, BC**

PRESENT: **Commissioners:** B. Mabberley, Galiano Island; P. Brent, Saturna Island; J. Deschenes, North Pender Island; I. Dow, Mayne Island; Robert Fenton (9:18), South Pender Island; D. Howe, Regional Director (by phone)
 Staff: T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; L. Xu; D. Dionne (Recorder)
 Public: 2

REGRETS: J. Hall, Piers Island

1. CALL TO ORDER

T. Robbins called the meeting to order at 9:03 a.m.

2. ELECTION OF CHAIR

T. Robbins called for nominations for the position of Chair of the Southern Gulf Islands Harbours Commission for 2020.

J. Deschenes nominated B. Mabberley, B. Mabberley accepted the nomination.

T. Robbins called for nominations a second time.

T. Robbins called for nominations a third and final time.

Hearing no further nominations, T. Robbins declared B. Mabberley Chair of the Southern Gulf Islands Harbours Commission for 2020 by acclamation.

3. ELECTION OF VICE CHAIR

Chair Mabberley called for nominations for the position of Vice Chair of the Southern Gulf Islands Harbours Commission for 2020.

Chair Mabberley nominated P. Brent, P. Brent accepted the nomination.

Chair Mabberley called for nominations a second time.

Chair Mabberley called for nominations a third and final time.

Hearing no further nominations, Chair Mabberley declared P. Brent Vice Chair of the Southern Gulf Islands Harbours Commission for 2020 by acclamation.

D. Howe left the meeting

4. APPROVAL OF AGENDA

“Derelict Vessels” was added under New Business.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the January 24, 2020 agenda be approved as amended.

CARRIED

5. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the minutes of the September 27, 2019 Southern Gulf Islands Harbours Commission meeting be adopted.

CARRIED

6. CHAIR'S REMARKS

Introductions of new staff members at the table were made.

7. DELEGATIONS / PRESENTATIONS

Presentations

- Western Canada Marine Response Corporation – Michael Lowry

Chair Maberley declared a conflict of interest with the subject matter being presented. The Commission agreed to allow Chair Maberley to remain in the room for the presentation and discussion.

M. Lowry gave a presentation on the Western Canada Marine Response Corp.'s (WCMRC) coastal spill response program.

R. Fenton Joined the meeting

M. Lowry responded to questions from the Commission regarding:

- Size (dock space usage), elevation and location
- dock expansion
- form of agreement (Custodian agreement), addressing moorage issues, they lease moorage for the float
- WCMRC directs access to the equipment
- WCMRC would identify trainable vessels in the area to contract with
- Proposed dock locations, Lyall Harbour, Port Washington, Montague Harbour, Horton Bay
- Docks will require current engineering assessments for wharfheads for a 20' x 8' container on 14' dock
- Permitting and approval

T. Robbins added that there is some technical work required through marine engineering consultants and inquired whether WCMRC would provide any funding to support that. M. Lowry advised that WCMRC would be open to discussing.

Commissioner Deschene advised that there is a customs dock at Poet's Cove that may be an opportunity and that WCMRC would need to contact Canada Border Services.

M. Lowry advised that there would be public engagement through the local islands to provide information to the community.

MOVED by Commissioner Dow, **SECONDED** by Commissioner Brent,
That the presentation be received for information.

CARRIED

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission directs staff to prepare the necessary
cost reports for all the docks being considered for the installation of the proposed spill
response units.

CARRIED

8. COMMISSION BUSINESS

9. SGIHC 20-01 2020 OPERATING AND CAPITAL BUDGET

Staff reviewed the proposed Operating and Capital Budget and a correction was noted on Page 22 of the Budget package, under the 2020 Budget “Expenditures” column, there was an empty cell for Port Washington. The missing number is \$11,210 making the total \$148,410.

The Commission discussed parcel tax fees and the estimated \$800,000 loan that will be required to support the cost of four projects beginning in 2021 to 2023. Commissioners raised concerns with ending up with little capital reserve and implementing the proposed 11.9% parcel tax increase in 2022 to offset the loan. The Commission proposed splitting the 11.9% increase by beginning to increase the parcel tax in 2020 and building the capital reserve.

The Commission discussed dock improvements and upgrades at Spanish Hills. The dock itself is not showing signs of breaking up; there is concern with the anchoring system. The Commission suggested conducting a thorough inspection of the anchoring systems in 2020 and doing the marine assessment in 2021, thereby splitting the \$75,000 expenditure by \$20,000 in 2020 and \$55,000 in 2021.

The recommendation was amended as follows:

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
That the Southern Gulf Islands Harbours Commission:

1. Approve the 2020 operating and capital budget as amended, which includes:
 - a. adjusting the planned transfer to the capital reserve fund from \$150,000 to \$170,000, by increasing the parcel tax by \$20,000;
 - b. adjusting the Spanish Hills capital project budget as follows: \$20,000 (2020) and \$55,000 (2021); and
 - c. direct staff to balance the 2020 actual surplus or deficit on the 2019 transfer to the Capital Reserve Fund; and
2. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2020 Operating and Capital Budget and five year Financial Plan as amended for the Southern Gulf Islands Harbours Service.

CARRIED

10. SGIHC 20-02 PROJECT UPDATE

MOVED by Commissioner Brent, **SECONDED** by Commissioner Fenton,
That the Southern Gulf Islands Harbours Commission receive this report for information.

CARRIED

11. DOCK INSPECTION REPORTS

D. Robson advised that Seair Seaplanes reported safety concerns regarding passengers slipping on docks. Seaair provided a recommendation for some non-slip rubber matting. D. Robson has purchased some of the matting, which is being installed at some of the dock airports on a trial basis.

The Commission expressed concern with the communication protocol between the wharfinger, the dock inspector and CRD staff. Staff were requested to provide explicit instructions regarding chain of command related to the dock inspector contacting the wharfinger for repair-related issues, including a written memo with clear emergency response protocol.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Fenton,
That the Dock Inspection Reports be received for information.

CARRIED

12. NEW BUSINESS

13. DERELICT VESSELS

The Commission raised concerns related to the issue of derelict vessels being abandoned at docks and discussion ensued regarding:

- The new Transport Canada abandoned and derelict boat regulation and whether the Commission could adopt it.
- The concern at Hope Bay, where a derelict boat began to sink.
- The Deadboat Society's funding for the removal of a derelict boat, once the boat is at dockyard.
- The risks related with towing and dismantling.
- The need for more stringent policy around derelict boats being moored at the docks.
- The possible need for a bylaw review.

Staff advised they would:

1. Bring the new Transport Canada regulations to the next meeting for review and discussion.
2. Confirm with the Deadboat Society where the Hope Bay boat will be taken, Pat Bay or the Hope Point Shipyard, the boat is currently in the Deadboat Society's name.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dow,
The Southern Gulf Islands Harbours Commission recommends that the Electoral Areas Committee recommends that the CRD Board consider establishing a budget for recovery, transport and disposal of abandoned and derelict boats in the Capital Regional District.

CARRIED

14. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Dow, **SECONDED** by Commissioner Choose Name,
That the Southern Gulf Islands Harbours Commission close the meeting **In accordance with the Community Charter, Part 4, Division 3, 90(1)(a)** personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality. **90(1)(e)** the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

CARRIED

15. RISE AND REPORT

The Southern Gulf Islands Harbours Commission rose from its closed session at 12:09 p.m. and reported that the Supply of Wharfing Services for Lyall Harbour, Saturna Island contract (RFP NO. 2019-554) will be awarded to Tristan Claxton.

16. ADJOURNMENT

The Commission discussed meeting dates and confirmed there would be no meeting in February and that it would reconvene March 27, 2020.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Deschenes,
That the meeting be adjourned at 12:12 p.m.

CARRIED

Chair

Secretary