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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION**  
**Held Friday, December 14, 2018 at the Saanich Peninsula Health Unit**  
**2170 Mt. Newton Cross Road, Saanichton, BC**

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**PRESENT:** D. Hargreaves, Pender Island; Ben Mabberly, Galiano Island (C); I. Dow, Mayne Island; P. Brent, Saturna Island

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

**ABSENT:** D. Howe, Regional Director; J. Hall, Piers Island

**PUBLIC:** 6

The meeting was called to order at 9:02 a.m.

**1. APPROVAL OF AGENDA**

The following addition was made:

- Item #5 – Southern Gulf Island Harbours Commission Information and Guidelines

The following item was tabled:

- Item #14 – Miners Bay – BC Ferries

**MOVED** by Commissioner Hargreaves, **SECONDED** by Commissioner Dow,  
That the Southern Gulf Islands Harbours Commission agenda be approved as amended.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Hargreaves, **SECONDED** by Commissioner Brent,  
That the minutes of the September 28, 2018 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

The Chair welcomed the new Commissioners and thanked the commission and the public for attending.

**4. PRESENTATIONS/DELEGATIONS**

There were no Presentations/Delegations.

**5. COMMISSION APPOINTMENTS**

T. Robbins welcomed the new commissioners and provided a summary of each member's appointment terms. He stated that Pender Island has one representative and the bylaw will be amended to reflect that change.

**6. SOUTHERN GULF ISLAND HARBOURS COMMISSION INFORMATION AND GUIDELINES**

T. Robbins spoke to the report and provided an overview of the commissioner's roles and relationship to the CRD Board. He stated that future proposed bylaw amendments are required with regard to representation, effective dates of terms, annual election dates, and annual budget review to be more consistent with the CRD Board Procedures Bylaw.

**7. FEDERAL PUBLIC DOCK DIVESTURE TO CRD (SGI HARBOURS SERVICE) – HORTON BAY DOCK (MAYNE ISLAND) AND SPANISH HILLS DOCK (GALIANO ISLAND)**

The Chair introduced the report stating that the motion was approved by the CRD Board, noting that it was two years of hard work for commission and staff.

T. Robbins stated that at their meeting held December 12, 2018, the CRD Board approved the two transfer agreements which contributes \$687,000 in funding to be used to construct Anson Road dock, decommission Horton Bay dock and for improvements to Spanish Hills dock. He stated that any remaining balance will be transferred to the capital reserve fund.

Commissioner Dow thanked the Chair for his work.

Staff answered questions from the commission about the divestiture process.

The Commission thanked staff for their work.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That Southern Gulf Islands Harbour Commission receive the report for information

**CARRIED**

**8. MINERS BAY GRANT APPLICATION UPDATE (VERBAL REPORT)**

T. Robbins provided a verbal update stating the Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure Grant is available to eligible small communities for a variety of infrastructure assets, including dock infrastructure. He proposed that staff submit an application for Miners Bay improvements.

Staff answered questions from the commission about the grant application process.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dow,  
That Southern Gulf Islands Harbour Commission direct staff to apply for the Investing in Canada Infrastructure Program - British Columbia - Rural and Northern Communities Infrastructure Grant for improvements to the wharf head and approach at Miners Bay dock.

**CARRIED**

**9. CAPITAL PROJECTS UPDATE**

T. Robbins provided a verbal update stating the original scope of work for Piers Island is complete and awaiting additional float work. He stated that the floats at Miners Bay require additional work, Montague Harbour is complete and that remaining available funds can be allocated to address the Miners Bay project. He stated that the CRD's procurement policy requires that projects valued over \$200,000 must go to public tender and summarized key

points of the policy. He stated that a revised estimate is being finalized for an extension on Piers Island.

A discussion took place about the CRD procurement process.

**10. AGREEMENT TO GRANT STATUTORY RIGHT OF WAY – LYALL HARBOUR, SATURNA ISLAND (VERBAL REPORT)**

T. Robbins provided a verbal update and stated that the statutory right of way has been executed with the upland owner. He noted that the owner's conditions of the agreement included a compensation amount of \$50,000, a 20 metre extension completed within 30 months, and a short term moorage zone.

**11. SPILL RESPONSE WORKSHOP, DOCKS COORDINATOR (VERBAL REPORT)**

P. Binner provided a verbal update on the Clean Marine BC Marine Spill Response Workshop he attended in Vancouver, November 19, 2018 which provided attendees with the knowledge to prepare for and effectively deal with a small marine oil spill. He stated that he would like to promote a spill response program for all CRD small craft harbours docks.

A discussion took place about spill response.

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

That Southern Gulf Islands Harbour Commission direct staff to investigate the provision of a basic amount of absorbent pads and appropriate storage at all CRD small craft harbours docks.

**CARRIED**

**12. DOCK OPERATIONS REPORTS**

D. Robson presented the Dock Operations Reports as presented.

A discussion took place about insurance requirements for contractors.

**13. QUARTERLY BUDGET REPORT**

T. Robbins provided a summary of the information provided in the report as presented. He stated the 2019 budget will be brought to the January meeting.

**14. INTER-ISLAND TRANSPORTATION DISCUSSION (DIRECTOR HOWE)**

A discussion took place about an inter-island transportation network and potential funding sources.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Hargreaves,

That Southern Gulf Islands Harbour Commission direct staff to prepare a report outlining the steps necessary to expand the Southern Gulf Islands Harbour Commission to a Southern Gulf Islands Transportation Commission.

**CARRIED**

**15. COMMISSION OVERSIGHT OF CAPITAL AND OPERATING PROGRAMS (I. DOW)**

Commissioner Dow stated that the discussion relating to the Capital Projects Update addressed his concerns.

**16. NEW BUSINESS**

Commissioner Hargreaves, on behalf of the CRD Board, presented the Chair with a Certificate of Appreciation for his contributions to the commission.

Commissioner Dow stated that he would like to continue discussion with BC Ferries.

**17. ADJOURNMENT**

**MOVED** by Commissioner Brent,

That the regular meeting of the Southern Gulf Islands Harbour Commission adjourn at 11:14 a.m.

**CARRIED**

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Chair

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Secretary