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**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
Held Friday, June 26, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest  
Park Drive, North Saanich, BC**

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**PRESENT:**     **Commissioners:** B. Maberley (Chair), Galiano Island; D. Howe, Regional Director  
                  **Electronic:** B. Dearden, Mayne Island; J. Deschenes, North Pender Island;  
                  R. Fenton, South Pender Island; D. Howe, Regional Director  
                  **Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas,  
                  Manager, Capital Works; D. Dionne (Recorder)  
                  **Electronic:** D. Robson, Manager, Saanich Peninsula and Gulf Islands  
                  Operations

**REGRETS:**     P. Brent, Saturna Island; J. Hall, Piers Island

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

**1. APPROVAL OF AGENDA**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Fenton,  
That the June 26, 2020 agenda be approved as circulated.

**CARRIED**

**2. ADOPTION OF MINUTES**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Deschenes,  
That the minutes of the January 24, 2020 meeting be adopted.

**CARRIED**

**3. CHAIR'S REMARKS**

Thanked everyone for their efforts in attending these meetings virtually.

**4. DELEGATIONS / PRESENTATIONS**

There were no delegations or presentations. T. Robbins advised that committees and commissions are able to receive phone-in delegations.

**5. CORESPONDENCE**

**5.1. L. Vallee, AMIB President, Anson Road Dock, Letter to CRD**

The Commission thanked staff for their response to the letter and noted that they will be looking for further updates as the work progresses.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Fenton,  
That the letter be received for information.

**CARRIED**

**5.2. Ted Robbins, CRD, Anson Road Dock, Email to L. Vallee, AMIB President**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Fenton,  
That the letter be received for information.

**CARRIED**

**6. COMMISSION BUSINESS**

**6.1. Service Impacts – COVID-19 Pandemic (Verbal)**

• **Operational / Capital Project Impacts**

T. Robbins provided an update noting that:

- Operations and capital projects have been maintained throughout the pandemic,
- There were no real impacts on delays of material and supplies, however staff are seeing some delays now.
- Staff have been working through the pandemic.

• **Commission Business Procedures (Verbal)**

T. Robbins advised on procedures for conducting business going forward noting that:

- Meetings will be conducted electronically.
- There is a requirement to hold meetings in a public place and the Capital Regional District (CRD) Board is encouraging committee and commission Chairs to attend in person.
- The Panorama Recreation Centre meeting room has a maximum capacity of five people.

Discussion ensued regarding:

- Conference call participation and WebEx electronic meeting software.
- Procedures for in camera business.
- Holding the meetings at a larger venue.
- Holding some meetings on the Islands, allowing community participation.

The Commission requested that staff look at holding meetings on Mayne Island and Pender Island by the end of the year. T. Robbins suggested the September meeting could be held on Mayne Island as the agenda item will be directly related to that community.

**6.2. SGIHC 20-04 Project Update**

D. Puskas reviewed each project as presented in the staff report.

Discussion ensued regarding:

- Archaeological site assessments at Miners Bay and Anson Road.
- Traditional harvesting area identified at Piers Island.
- The feasibility of Wharfingers or on-island contractors to perform some of the various repairs works.

- The challenge for smaller contractors to meet the CRD's liability insurance requirements.
- Replacement of aluminum notice boards.

Staff responded to questions from the Commission and was provided the following direction:

- The Commission approved using the constructed float for Piers Island to replace the failing float at Swartz Bay, provided it is acceptable to Commissioner Hall.
- That the CRD to look into whether the Wharfingers can do some of the various repairs works, and staff were directed to issue a Request for Standing Offer to get a list of qualified contractors together for the various repairs.
- That signage be updated with a vinyl sticker on the maps until all the facilities are complete, where then they will all be updated. Spanish Hills is to get a temporary CRD sign until the updates are complete.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the Project Update be received for information.

**CARRIED**

### 6.3. SGIHC 20-03 Alternative Approval Process (AAP)

D. Puskas introduced the report highlighting the projects that require borrowing and outlined the two options for financing: Alternative Approval Process and Referendum.

The Commission discussed the two options considering:

- Funding the 2023 Dock Improvements (\$350,000) from the Capital Reserve.
- Continuing to evaluate projects annually and, as projects are completed, utilizing any surplus funds.
- Holding meetings on the Islands to have the AAP discussion so that the public could attend.
- Parcel tax implications.

Chair Maberley recommended amending the staff recommendation to remove the 2023 Dock Improvements at this time, bringing the recommended borrowing amount down from \$881,423 to \$530,000.

**MOVED** by Commissioner Fenton, **SECONDED** by Commissioner Dearden,  
The Southern Gulf Islands Harbours Commission directs staff to proceed with planning of an Alternative Approval Process for borrowing \$530,000, and present detailed next steps with a proposed schedule and estimated parcel tax implications.

**CARRIED**

#### 6.4. Dock Inspections Reports

D. Robson spoke to the reports noting that they were completed in May and that there were no inspections conducted in June.

He advised that the rubber matting procured has been installed at Miners Bay, Montague Harbour, Lyall Harbour and Port Washington. Feedback from the seaplanes is positive. Staff will monitor how the product works out and will review installing for slip protection at other facilities.

Discussion ensued regarding having the matting installed where the school boats dock as a safety measure and noted they would like to see it in the budget.

The Commission also discussed handrail painting and identifying the docks by colour, making sure the paint is compatible on treated wood. Treated wood railings have a longer life with less maintenance. Staff suggested that to reduce long term painting maintenance that the ramps be painted instead.

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

**CARRIED**

#### 6.5. Sturdies Bay Facility (BC Ferries) Update (Verbal)

T. Robbins reported that there is a potential to partner with, or be involved with, BC Ferries for upgrades at Sturdies Bay Facility. Staff are working to connect with BC Ferries on this potential partnership.

Discussion ensued regarding:

- The need for only a dock for school boats, mail and water taxis and that 80% of the space is unused. The Commission would like to discuss with BC Ferries the option for them to take over the approach to allow them to expand their docking facility.
- Inter-island transportation.

#### 6.6. Western Canada Marine Response Corporation Update (WCMRC) (Verbal)

T. Robbins reported that since the presentation in February WCMRC has visited some islands and engaged the public.

D. Robson reported that the Custodian Agreement has been received and is over to the legal department for review.

Chair Maberley advised that he spoke with WCMRC yesterday and they are going slow on this and don't foresee anything moving ahead anytime soon.

### 7. NEW BUSINESS

There was no new business

**8. ADJOURNMENT**

The Commission confirmed receiving project updates by email from staff over the summer and to meet on Mayne Island in September.

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the meeting be adjourned at 11:31 a.m.

**CARRIED**

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CHAIR

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SECRETARY