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MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Held Friday, September 25, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest Park Drive, North Saanich, BC

PRESENT: **Commissioners:** B. Maberley (Chair), Galiano Island; D. Howe, Regional Director
Electronic: P. Brent, Saturna Island; B. Dearden, Mayne Island; J. Deschenes, North Pender Island; R. Fenton, South Pender Island; J. Hall, Piers Island
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

The meeting was called to order at 9:03 a.m.

1. TERRITORIAL ACKNOWLEDGEMENT

2. APPROVAL OF AGENDA

The following item was added under New Business:

9.1 Western Canada Marine Response Corp. Update

MOVED by Commissioner Howe, **SECONDED** by Commissioner Brent,
That the September 25, 2020 agenda be approved as amended.

CARRIED

3. ADOPTION OF MINUTES

MOVED by Commissioner Howe, **SECONDED** by Commissioner Dearden,
That the minutes of the June 26, 2020 meeting be adopted.

CARRIED

4. APPROVAL OF RESOLUTION

1. That this resolution applies to the Southern Gulf Islands Harbours Commission for the meetings being held between September 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Saanich Peninsula Wastewater Commission, because:
 - a. The available meeting facilities cannot accommodate more than (5) people in person, including members of the Southern Gulf Islands Harbours Commission and staff, and
 - b. There are no other facilities presently available that will allow physical attendance of the Southern Gulf Islands Harbours Commission and the public in sufficient numbers; and
3. That the Southern Gulf Islands Harbours Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
 - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
 - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
 - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,

- d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
- e. By making the minutes of the meeting available on the CRD website following the meeting.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Howe,
That the Southern Gulf Islands Harbours Commission adopt the resolution as presented.

CARRIED

5. CHAIR'S REMARKS

The Chair made no remarks.

6. DELEGATIONS / PRESENTATIONS

There were no delegations or presentations.

7. COMMISSION BUSINESS

7.1. SGIHC 20-05 Project Update

D. Puskas reviewed the project updates and provided the following additional information:

- Piers Island – staff continue to work with the North Cowichan Tribe on the permitting process, their concerns are primarily with the traditional harvesting areas and staff believe this work is outside of those areas.
- Miners Bay – Department of Fisheries and Oceans Canada (DFO) has stated that a new Request for Project Review would be required for working outside the Fisheries window. This process typically takes a few weeks, by the time it is completed it would be close to the next Fisheries window which is December 1, 2020. The contractor was scheduled to mobilize September 28, 2020 to finish on October 9, 2020. Due to materials delay, the contractor has stated that they can't start until October 1, 2020, which makes the Request for Project Review a requirement from DFO. This now puts the Contractor starting December 1, 2020 and finishing December 15, 2020 – within the next Fisheries window.

Discussion ensued regarding risk and safety concerns related to the Miners Bay dock. Staff were asked to arrange a meeting between B. Mabblerley, B. Dearden, a School Board representative, the school boat Captain, the ambulance boat Captain and CRD's Risk Manger to discuss the safety concerns.

- Horton Bay – T. Robbins advised that there has been some interest from various groups to acquire the dock and there may be a need for Request for Expressions of Interest around acquiring that facility. More information will come as this continues to evolve.
- Spanish Hills – Due to the small number of respondents to the Request for Standing Offers, staff propose to issue a Request for Qualifications (RFQ) which will allow more opportunity for local contractors to respond. With an approved list of qualified local contractors staff can then tailor agreements with them according to their qualifications and have a pool of contractors that would benefit all Southern Gulf Island docks. Staff will forward the links to the RFQs once they have been posted to the website, along with the contact information for CRD's Purchaser responsible for issuing the RFQs, so that contractors can contact her directly for questions or assistance as needed.

Discussion ensued regarding on-island resources and utilizing the currently unemployed for some of the minor dock maintenance. Staff was asked to connect with CRDs Southern Gulf Island Planning department, to review opportunities to connect local, on-Island contractors for some of the Various Repairs works.

- Swartz Bay – There are some structural issues with the first float, the contractor will be checking if there are adjustments they can make in the short term, until the replacement is received next year.

9:58 J. Hall left the meeting

- Anson Road – The draft Development Permits have been received from Islands Trust for the works on the docks. There is a Zoom meeting on Monday regarding these.

Discussion ensued with staff responding to questions regarding the number of proponents, the Budget shortfall, potential cost to rate payers, concerns with onshore construction, outstanding variance that needs to be resolved and the increasing material costs.

T. Robbins advised that the recommendation in the report is to address a budget revision in 2020 in order to have the offshore and onshore budgets amended so that contracts can be legally awarded with adequate budget in place.

The onshore tender doesn't close until October 8, 2020 and is valid for 90 days.

Staff proposed that, due to the uncertainty of the onshore tender, the onshore contract could be awarded to Luxton today as it is within the available budget.

Staff will then bring back a recommendation to consider amending the budget based on the offshore tender price received. As the budget will be insufficient, the contract for the offshore work won't be able to be awarded until the budget is amended.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Dearden,
That the Onshore Construction works project at Anson Road dock be awarded to Luxton.

CARRIED

MOVED by Commissioner Brent, **SECONDED** by Commissioner Deschene,
That staff defer any budget amendments related to the Anson Road dock project, until the tenders for the Offshore Construction works have been received.

CARRIED

7.2. Dock Inspections Reports

D. Robson advised that two inspection reports were missing, Swartz Bay and Piers Island. He advised that staff are working with Peter Binner and island contractors to complete some of the dock maintenance and repairs.

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

CARRIED

**8. SOUTHERN GULF ISLANDS HARBOURS COMMISSION – EXPIRING TERMS
(DECEMBER 31, 2020)**

- John Hall, Piers Island
- Brian Dearden, Mayne Island
- Jean Deschenes, North Pender Island
- Paul Brent, Saturna Island

T. Robbins advised that each of the members listed are able to stand for another term. And stated that members can advise Director Howe if they wish to stand another term or not. The term would begin January 2021.

9. NEW BUSINESS

9.1. Western Canada Marine Response Corp. (WCMRC) Update

P. Brent submitted a sketch showing the results of Saturna Island community consultation regarding potential placement of the two WCMRC Oil Spill docks (with containers) at Lyall Harbour. He advised that the end result being the dock/cans proposed to be placed perpendicular to the two far set of pilings at Lyall Harbour, maximizing the available space elsewhere for emergency and larger vessel use, using areas unpopular with boaters and maximizing the structural strength where the dock/cans would be attached to the Lyall Harbour facility.

D. Robson advised that WCMRC would like to proceed with the Custodian Agreement, which is still with the CRD's legal team.

10. ADJOURNMENT

MOVED by Commissioner Brent, **SECONDED** by Commissioner Howe,
That the meeting be adjourned at 10:50 a.m.

CARRIED

CHAIR

SECRETARY