



Making a difference...together

**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION**  
**Held Friday, November 27, 2020 in the Goldstream Meeting Room, Integrated Water**  
**Services at 479 Island Highway, Victoria, BC**

---

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

**Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; S. Henderson, Manager, Real Estate Services; Lia Xu, Manager, Finance Services; D. Dionne (Recorder)

**Also in Attendance:** M. Lowry, Western Canada Marine Response Corp.

**REGRETS:**     J. Hall, Piers Island

EP - Electronic Participation

The meeting was called to order at 9:07 a.m.

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. APPROVAL OF AGENDA**

Western Canada Marine Corp. Update was added to the agenda as Item 6.1

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the November 27, 2020 agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

A correction to the minutes was made to Item 7.1, paragraph 7.

"offshore contract could be awarded to Luxton"

Should read

"onshore contract could be awarded to Luxton"

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Brent,  
That the minutes of the November 27, 2020 meeting be adopted as amended.

**CARRIED**

**4. CHAIR'S REMARKS**

Chair Maberley welcomed staff around the table and made not further remarks.

## 5. GENERAL MANAGER'S REPORT

There was no report.

## 6. DELEGATIONS / PRESENTATIONS

### 6.1. Western Canada Marine Response Corp. Update

D. Puskas advised that Western Canada Marine Response Corp. (WCMRC) has shared an engineering report (on file) with the Capital Regional District (CRD), which was sent to Commissioners by e-mail, for information. He noted an error in paragraph two (Description) of the report that states "*Pacific Industrial and Marine Ltd. has been engaged by CRD*". This should read "*...has been engaged by WCMRC*".

The report provides structural assessment of three facilities, Lyall Harbour, Montague Harbour and Port Washington. The three facilities were proposed for the moorage of the WCMRC coastal response sea cans and the report makes the following recommendations:

- Float system should not be used for mooring the proposed WCMRC response units in the as-found condition.
- The mooring system recommended to be upgraded if the WCMRC response units are to be used.
- It is recommended that the WCMRC response units are not moored to a float which is moored by chain and anchor.
- It is recommended that the WCMRC response units be moored parallel to the existing floats (proposed to be moored perpendicular at Lyall Harbour, which we do not recommend).

He reviewed the recommendations with the Commission and invited further input from M. Lowry, WCMRC representative.

M. Lowry acknowledged the work that Commissioner Brent did with the community outreach on Saturna Island and advised that the outreach that was planned for Pender Island was put on hold due to Covid-19. He requested the Commission's feedback on the recommendations in the report.

Discussion ensued and the Commissioners agreed that the marine response sea cans are important for the communities, Lyall Harbour in particular is a vital location. Commissioners agreed that Port Washington would be a challenging location.

WCMRC to connect with Thieves Bay Marina on Pender Island as a potential option.

Staff to meet with WCMRC to discuss alternative options for placement of the Coastal Marine Package sea cans at Montague and Lyall Harbours.

## 7. COMMISSION BUSINESS

### 7.1. SGIHC 20-06 Southern Gulf Islands Harbours Service 2021 Operating and Capital Budget

Staff reviewed the 2021 Operating and Capital budget, providing details of proposed expenditures and revenue for the upcoming year.

Discussion ensued regarding:

- Raising moorage fees
- Parcel tax increases
- Fee collection at Spanish Hills
- Annual provisional dock improvements
- Maximum requisition amount
- Loan amortization options
- Funding required for awarding the tender for Anson Road project

Staff to review options for the collection of user fees from users of the Spanish Hills dock who do not reside within the Parcel Tax service area.

Staff to prepare an options analysis report providing the implications for both a 20 year and a 25 year amortization for borrowing and present the report to the Commission at a special meeting in December.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
The Southern Gulf Islands Harbours Commission:

1. Approve the 2021 Operating and Capital Budget as presented;
2. Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund; and
3. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and five year Financial Plan for the Southern Gulf Islands Harbours Service.

**CARRIED**

### 7.2. SGIHC 20-07 Alternative Approval Process (AAP) – Next Steps

D. Puskas provided a summary of the report.

Discussion ensued and the Commission agreed that staff should move forward with the AAP process and provide an update to the Commission regarding the option of increasing moorage fees.

The Commission amended the staff recommendation to include proceeding progress with the APP.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dearden,  
That the Southern Gulf Islands Harbours Commission receive this report for information and direct staff to proceed progress with the Alternative Approval Process.

**CARRIED**

### 7.3. SGIHC 20-08 Project Update

D. Puskas presented the report and provided the following additional information:

- Painting at Spanish Hills is complete
- Luxton has begun falling trees on site at Anson Road

Discussion ensued regarding the outstanding tender for Anson Road project and the funds required to award the contract. The Commission discussed options for proceeding, such as delaying other projects to use those funds and working with the contractor to purchase materials and store them.

The Commission requested that staff delay projects for Horton Bay, Piers Island and Swartz Bay and use the funds for those projects to begin the work on Anson Road, by working with the Contractor to discuss what steps are needed to begin building the floats.

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

**CARRIED**

### 7.4. Dock Inspections Reports

D. Robson spoke to the November dock reports, reviewing some of the comments noted within them and advised that the replacement of notice boards at some of the docks is proceeding.

Commissioner Fenton raised a concern regarding parking at Port Browning, noting that some of the parking spaces have historically been provided by the adjacent property owner. The property is now up for sale and there is concern that those spots will no longer be available for use with a new owner.

S. Henderson advised that a potential buyer had been in contact with him regarding the parking spots and noted that staff had attempted to get an agreement with the existing owner, however she asked that staff speak with the new owners.

Staff to review the parking issue at Port Browning where two spots may be affected by the sale of a property adjacent them.

Commissioner Dearden advised that he had discussions with Peter Binner regarding the placement of a padlock on bollards at Miners Bay to prohibit traffic. He stated that he spoke with the ambulance boat and the school boat captains who both objected to have a padlock as they freeze in the winter and are difficult to remove.

Staff to review with CRD Risk Management as to the risks associated with placing a padlock on the bollards at Miners Bay to stop traffic.

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

**CARRIED**

**8. NEW BUSINESS**

Commissioner Dearden requested that the Commission consider holding a special meeting to discuss the development of a dock management plan to discuss the current model with the wharfinger and potential for raising moorage rates. Chair Maberley advised to wait until the AAP process has concluded and review at that time.

Chair Maberley confirmed that the election of Chair and Vice Chair will occur at the first meeting in the New Year, and asked Commissioners to consider their interest in either role.

The Commission confirmed holding a special meeting on December 22, 2020 at 9:00 a.m.

**9. ADJOURNMENT**

**MOVED** by Commissioner Dearden, **SECONDED** by Commissioner Brent,  
That the meeting be adjourned at 11:54 a.m.

**CARRIED**

---

**CHAIR**

---

**SECRETARY**