



Making a difference...together

MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, held Thursday, February 29, 2024 at 9:30 a.m., Saanich Peninsula Wastewater Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC

PRESENT: Commissioners: B. Dearden (Chair), Mayne Island; B. Maberley (Vice Chair), Galiano Island; J. Deschenes, North Pender Island (EP); R. Fenton, South Pender Island; M. Davis, Saturna Island; P. Brent, Electoral Area Director; R. Schnurr, Piers Island/Swartz Bay

Staff: Stephen Henderson, Senior Manager, Real Estate & SGI Administration; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Jared Kelly, Manager, Capital Projects, IWS CRD (EP); Lani O'Dwyer, Technical Services Technician 3, Infrastructure Engineering (EP); Aggie Chan, Senior Administrative Secretary (Recorder)

REGRETS: N/A

EP = Electronic Participation

The meeting was called to order at 9:30 am.

1. TERRITORIAL ACKNOWLEDGEMENT

2. ELECTION OF CHAIR

Election conducted by the Senior Manager, Real Estate Services and Southern Gulf Islands Electoral Area.

The Senior Manager called for nominations for the position of Chair of the Southern Gulf Islands Harbours Commission for one-year term ending December 31st, 20234.

Commissioner Brian Deardan is nominated by Director Brent and Commissioner Maberley. Commissioner Dearden accepted the nomination.

The Senior Manager called for nominations a second time.

The Senior Manager called for nominations a third and final time.

Hearing no further nominations, the Senior Manager declared Commissioner Dearden Chair of the Southern Gulf Island Harbours Commission for one-year term ending December 31st, 2024.

3. ELECTION OF VICE CHAIR

Election conducted by the Senior Manager, Real Estate Services and Southern Gulf Islands Electoral Area.

The Senior Manager called for nominations for the position of Chair of the Southern Gulf Islands Harbours Commission for one-year term ending December 31st, 2024.

Commissioner Brian Deardan is nominated by Director Brent and Commissioner Maberley. Commissioner Dearden accepted the nomination.

The Senior Manager called for nominations a second time.

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Hearing no further nominations, the Senior Manager declared Commissioner Dearden Chair of the Southern Gulf Island Harbours Commission for one-year term ending December 31st, 2024.

4. APPROVAL OF AGENDA

MOVED by Commissioner Maberley, **SECONDED** by Commissioner Brent,
That the agenda be approved as amended.

CARRIED

5. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Maberley,
That the minutes of the November 23, 2023 meeting be adopted.

CARRIED

6. CHAIR'S REMARKS

The Chair made the following remarks:

- Thank you to Commissioner Maberley for power-washing many of the docks, keeping it safe for everyone.

7. SENIOR MANAGER'S REMARKS

The Senior Manager made the following remarks:

- Updated Commission on the current financial standing. A combination of surpluses in the amount of approximately \$95,000, from the operating budget (2023) and the capital budget (2023), was transferred to the Capital Reserve Funds.
- Horton Bay project (2024) has been finished in February and was under budget. Remaining funds to address other issues identified.
- \$150,000 in Provisional budget (2024) available for projects
- Float C from Port Washington was moved to Horton Bay as a dingy dock.

8. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

9. COMMISSION BUSINESS

9.1. Southern Gulf Islands Harbours Projects and Operations Update February 2024

The Commission received the report for information. There is no recommendation.

Staff provided a summary of the project updates and noted the following additional information:

19-01 | Anson Road – Project completed. Guarantee period had expired.

19-02 | Retreat Cove – On hold until 2025.

19-03 | Horton Bay – Project completed. Installation was done in January/February. Signage to be removed.

20-04 | Miners Bay Upgrades – List of work completed include shelter, benches and railings. Remainder of grant funds available for additional improvement.

21-01 | Port Washington – Substantially completed. Guarantee period until April 28th, 2024.

21-03 | Annual Provision – \$100,000 was consumed to completed 5 projects in 2023, including Hope Bay Float A & Float B, Port Washington floating deck replacement, Horton Bay gangway and floats. 2024 opening budget at \$150,000.

21-05 | Piers Island Additional Float – The Province and Federal governments are willing to move ahead with First Nations for the additional float project. A new environmental report is required as part of the conditions. The consultant who did the original report has been retained and scheduled to be on-site for assessment in March. Continuous conversation with the Cowichan Tribes.

22-01 | Hope Bay – Project completed.

21-02 | SGIH Inspections – Pelagic has provided 7 reports (Retreat Cove, Piers Island, Spanish Hills, Lyall Harbour, Swartz Bay, Port Washington, and Port Browning). The Montague report is in progress. A Change Order was added to include inspections at Horton Bay and Minor Bay. Soft costs would be approximately another 30% in addition to the estimated costs of work stated in the reports. The inspection reports will be guidelines for the next 5-year Capital plan and help staffs to prioritize and optimize scope of future projects. Discussion on the moorage fee adjustments in 2025 to increase revenues.

OPERATIONAL UPDATES

- Lots of detailed works at the facilities conducted including pressure-washing, and minor maintenance items.
- Spanish Hill – Chain three needs tightening to prevent the ramp being detached from the ramp guide. PIM (Pacific Industrial & Marine Ltd.) did the original work and had returned to site multiple times to address the issue. The warranty period just expired in February.
- Swartz Bay & Piers – additional maintenance works completed since the report date.

- Hope Bay – wharfhead needs to be power-washed.
- Wharfinger meeting has been scheduled tentatively to be held on April 17 at Legion Hall, Pender Island
- Staff was directed to put out recruitment tender for a wharfinger to provide services at Sturdies Bay and Montague, Galiano Island.

10. NEW BUSINESS

No New business.

11. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Maberley, **SECONDED** by Commissioner Brent,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3,
Intergovernmental Relations under Section 90 (2)(b).

CARRIED

The Commission moved into closed session at 10:43 am.

12. RISE AND REPORT

The Commission rose from its closed session at 10:50 a.m. without report.

13. ADJOURNMENT

MOVED by Commissioner P. Brent, **SECONDED** by Commissioner Davis,
That the February 29, 2024 meeting be adjourned at 10:52 a.m.

CARRIED

CHAIR

SECRETARY