



Making a difference...together

SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Notice of Meeting on **Thursday, September 26, 2024 at 9:30 a.m.**
Saanich Peninsula Wastewater Treatment Plant Meeting Room,
9055 Mainwaring Road, North Saanich, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

- | | |
|---|-------------------------------------|
| B. Dearden (Chair), Mayne Island | P. Brent, Electoral Area Director |
| B. Mabberley (V. Chair), Galiano Island | R. Fenton, South Pender Island |
| J. Deschenes, North Pender Island | R. Schnurr, Piers Island/Swartz Bay |
| M. Davis, Saturna Island | |

AGENDA

- 1. TERRITORIAL ACKNOWLEDGEMENT**
- 2. APPROVAL OF AGENDA**
- 3. ADOPTION OF MINUTES3**
Recommendation: That the minutes of the February 29, 2024 meeting be adopted.
- 4. CHAIR’S REMARKS**
- 5. SENIOR MANAGER’S REMARKS**
- 6. PRESENTATIONS/DELEGATIONS**
The public are welcome to attend Commission meetings in-person.
Delegations will have the option to participate electronically. Please complete the [online](#) application for “Addressing the Board” on our website and staff will respond with details.
Alternatively, you may email your comments on an agenda item to the Southern Gulf Islands Harbours Commission at docks@crd.bc.ca
Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.
- 7. COMMISSION BUSINESS**
 - 7.1. Southern Gulf Islands Harbours Projects and Operations Update – September 20247**

Recommendation: That the Southern Gulf Islands Harbours Commission receives the report for information.

To ensure quorum, advise **Aggie Chan, achan@crd.bc.ca** if you cannot attend.

7.2. Southern Gulf Islands Harbours Moorage Rates 2025

Verbal Discussion.

8. COMMISSION MEMBERSHIP

8.1. Expiring Terms – December 31, 2024

Commission Members – 2-year appointments

- Michael Davis, Saturna Island (ending first term)
- Brian Dearden, Mayne Island (ending second term)
- Rick Schnurr, Piers Island/Swartz Bay (ending first term)
- Jean Deschenes, North Pender Island (ending third term)
- Rob Fenton, Southern Pender Island (ending third term)

9. NEW BUSINESS

10. MOTION TO CLOSE THE MEETING

That the meeting be closed for discussion in accordance with Section (90)(1)(a) of the Community Charter and that personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

11. RISE AND REPORT

12. ADJOURNMENT

Next Meeting: Thursday, November 28, 2024



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.

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.

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



**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF THURSDAY, SEPTEMBER 26, 2024**

SUBJECT **Southern Gulf Islands Harbours Projects and Operations Update –
September 2024**

ISSUE SUMMARY

To provide the Southern Gulf Islands Harbours Commission with capital project status reports and operational updates.

BACKGROUND

The Southern Gulf Islands Harbours (SGIH) service area is comprised of thirteen dock facilities among six islands. Through the service's five-year capital plan, the Capital Regional District (CRD) executes capital projects to maintain the level of service, improve service, and conduct major repairs. The following is a summary of the projects that are active and recently completed.

CAPITAL PROJECT UPDATE

19-02 | Retreat Cove (Deferred to 2025)

Project Description: Upgrades to the Retreat Cove Dock Facility to maintain the level of service.

Project Rationale: This project includes works to maintain the current level of service as recommended with previous reports provided to the Commission in 2015, 2018 and the Underwater Inspection report January 2024. Recommended works include repairs to the approach/wharfhead piles and repairs to the floats.

Project Update and Milestones:

- Further investigation of the existing condition had staff decide to defer this project until after the 2023/24 inspections were completed.
- Funds were used in April 2022 for flotation repair, in the amount of \$4,869.50, with the remainder to be returned to the Capital Reserve Fund (CRF).
- Funding has been pushed to 2025 and this project will be initiated in 2025 and aligned with the priority of works that were outlined in the 2023/24 inspections.

Milestone	Completion Date
Flotation Repair	April 2022
Project Deferred until 2025	

19-03 | Horton Bay Dock Revitalization

Project Description: Horton Bay Dock Revitalization.

Project Update and Milestones:

- Guarantee period ends on February 6, 2025

Milestone	Completion Date
Archeological Overview Assessment	July 2019
Aquatic Effects Assessment	July 2019
Gangway maintenance/replacement	Fall 2023
Float C maintenance/replacement	Fall 2023
Floats A and B and wharfhead maintenance/replacement	January 2024

23-01 | Miners Bay Upgrades

Project Description: Project to replace decking at Miners Bay as well as potentially removing gas lines that are no longer in use.

Project Rationale: Current decking is failing and has been deemed a safety hazard.

Project Update and Milestones:

- Contractors provided quotes for three scenarios to upgrade the wharfhead decking. Prices received were over budget and a re-scoping of the works was initiated.
- A grant application to the Island Coastal Economic Trust for \$30,000 was successful. The Grant is for a maximum of one-third of the project costs.
- An additional \$30,000 of Community Works Funds has been sourced along with donations from local community groups.
- The works in the grant application include replacement of the decking, as well as adding hand-railings, benches, and a small shelter to benefit the users of the water taxi, float planes, and school taxi. As well as to enable broader community use.
- The re-decking and handrails are complete with additional phases in progress.
- The removal of the decommissioned gas lines has been included in the project and will be completed in 2024 following a recently completed competitive bid process.
- The works are scheduled for completion in 2024.

Milestone	Completion Date
Float Realignment Interim Report	June 2, 2022
Invitation to Tender (ITT) issued for gas line removal	Not issued
Request for Quotes for 3 Scenarios	September 2022
Request for Quotes Closes	September 2022
Rescoping the project, Pursue Grant Funding & Procure works	2023
Island Coastal Economic Trust funds secured (a third of the project dollars spent - up to \$30,000)	Secured, and funds will be received as a re-imbusement
Community Works Funds (\$30,000)	Received
Re-decking of wharfhead completed	May 2023
Railings on wharfhead completed	June 2023
Additional works in progress	In progress

21-01 | Port Washington (Substantial Completion)

Project Update and Milestones:

- Float C is considered a surplus to the demand for moorage at Port Washington and is causing additional wear on the other parts of the dock. Staff moved Float C from Port Washington to Horton Bay to be used as a dinghy float.

21-03 | Annual Provisional: Dock Improvements

Project Description: An annual provisional fund is required to address unplanned dock safety issues.

Project Rationale: Funds are required for unplanned and minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.

Project Update and Milestones:

- This is an “as and when needed” project, funds will be utilized when required at each dock facility.
- The Wharfinger Coordinator and Operations Manager are prioritizing small works not covered under existing capital projects for action.

Milestone	Completion Date
Piers Island and Swartz Bay Gangway Deck Replacement: \$12,000 budget	Early September

2024 Provisional Budget

- Opening Budget	\$150,000
- Allocated amount (to-date)	\$12,000
- Remaining Balance	\$138,000

Any remaining balance at the end of 2024 will remain in the Capital Reserve and be used for future projects.

21-05 | Piers Island Additional Float

Project Description: Installation of an additional float at the Piers Island dock.

Project Rationale: This project is to complete the Piers Island Additional Float replacement. Design, environmental assessment, and majority of permitting is complete. Funds are required to retain a contractor to supply and install an additional float.

Project Update and Milestones:

- Design and Department of Fisheries and Oceans (DFO) approval complete.
- Ministry of Forests, Lands, Natural Resource Operations (FLNRO) and Rural Development, and Transport Canada First Nation condition is required for the water lease amendment and for Transport Canada approval.
- Cowichan Tribes previously rejected support for the project, in 2019, based on proximity to traditional harvesting area.
- Letter requesting support sent to Cowichan Tribes March 18, 2022.
- Feedback in support received April 7, 2022.
- Invitation to Tender (ITT) for Supply and Installation of new float issued on June 6, 2022.
- ITT for Supply and Installation of new float closed on July 14, 2022.
- Recommendation to Award to Pacific Industrial & Marine Ltd. (PIM) signed August 10, 2022.

- Cowichan Tribes raised concerns about heritage fishing grounds with FLNRO via an email dated August 23, 2022. Waiting to send contract to PIM until this issue is resolved.
- Mitigation measures added included a reduction from three piles to a single pile, and the use of a bubble-curtain during the installation of the pile.
- New correspondence was sent to the Chief in Council in January 2023 regarding revisions to the dock design to mitigate concerns, and updated information from the biologist.
- Due to the delay in the project, and the additional mitigation measures that have been incorporated, the Province is repeating the First Nations Consultation with an expected response in the Spring of 2024
- In discussion with PIM on February 7, 2024, the float is still available in the yard but may have to incur some small additional costs over the quote that was given in July 2022 for the modifications required to the float.
- The Province approved the project.
- Due to the delay in the project CRD had to resubmit to DFO and approval has been provided.
- PIM to supply the CRD with any cost changes and schedule for construction, planning on the winter window of December 1, 2024 to February 15, 2025.

Milestone	Completion Date
Aquatic Effects Assessment	April 2019
Cowichan Tribes comment on project	June 2019
CRD discussion with Cowichan Tribes on project	July 2019
CRD Re-establishes Project Discussion with Cowichan Tribes	March 2022
CRD letter requesting support	March 18, 2022
Feedback from Cowichan Tribes	April 7, 2022
Tender for Supply and Install	June 06, 2022
Tender for Supply and Install Closed	July 14, 2022
Agreement signed (anticipated), waiting for First Nations approval	March 2023
Mitigation Measures incorporated and Provincial Consultation restarted	July 2024
DFO approval	July 2024
Installation (anticipated)	December 2024 to February 2025

21-02 | SGIH Inspections (Complete)

Project Description: Dock inspection, including underwater inspections, are conducted as periodic reviews of the facilities to determine repair and maintenance requirements.

Project Rationale: This project includes work of an underwater inspection of the dock facilities to be used to re-evaluate proposed work plans and residual life estimates. Subsequent low tide inspections may be conducted as well if the budget allows. These inspections will be used to re-evaluate the Five Year Capital Program.

Project Update and Milestones:

- Scope of work was revised following the February 24, 2023 Commission meeting, such that underwater inspections will only be completed on seven docks that use underwater chain anchors, rather than pilings, to secure the floating portions of the docks. For these seven docks, anchorage systems, the underside of floats, and pile structures will be

inspected underwater using the same technique. Provisional items are also included for inspecting the underside of approaches and wharfheads.

- The remaining docks will have all the pilings inspected during low tides. This will be completed under a separate contract and was completed from a skiff or by a person on the docks.
- Topside inspection will be considered based on budget availability, following underwater and low tide inspections.
- A request for proposals (RFP), 2023-857, was issued on April 18, 2023, and five proponents responded on May 25, 2023. Upon completion of the technical and financial evaluations, it was determined that Pelagic Technologies (Pelagic) was best qualified to perform the inspections.
- Recommendation to Award was signed by CRD staff on June 23, 2023.
- Contract value with contingency is \$75,000.
- Additional work and inspections were added including the inspection of the piles on the fixed portion of Horton Bay Dock, assisting with the removal of a log jammed under Miners Bay dock, and subsequent inspections of the facility.
- The underwater inspections have been completed in the field and report finalized.
- Top side inspections completed June 2024.
- Results of the inspections will inform future Capital project planning at the facilities.

Milestone	Completion Date
RFP Issued	April 18, 2023
RFP Closed	May 25, 2023
Agreement Signed – anticipated	July 15 2023
Inspections completed and draft reports	January 2024
Final Report	March 2024
Revised Final Report and Cost Estimate	July 2024

OPERATIONAL UPDATES

Operating and maintenance activities detail for the period February 2024 through August 2024:

- **Piers Island:**
 - Approach and float power washing.
 - Navigational light repairs pending.
 - Request for Proposals (RFP) 2024-977 was issued for Wharfing Services for Piers and Swartz Bay. RFP closed on June 5. One proposal was received and evaluated. Guy Plante has been awarded the Wharfing role.
 - Gangway decking replaced due to safety concerns.
- **Swartz Bay:**
 - Apply nonslip safety tape to the aluminum float transition plate.
 - Gangway decking replaced due to safety concerns.
- **Spanish Hills:**
 - Install improved gangway roller guide rails.
 - Adjust float anchoring chain system to improve gangway and float alignment to reduce the risk of the gangway roller jumping out of the rails as a result of excessive wave action.

- **Horton Bay:**
 - Repairs to the approach bull rail and railing system. Safety concern.

- **Sturdies Bay:**
 - Replace gangway roller pillow block.
 - Repair/replace float structural bull rail bolts.
 - Repairs to damaged rub rails.

- **Montague Harbour:**
 - Report of an abandoned vessel moored at the dock facility; no moorage paid for several months. Many unsuccessful attempts to locate an owner made. On May 17, a notice was posted on the vessel advising the boat owner to contact the CRD or risk having the boat relocated and impounded if a demand for payment by June 5th was not made. The vessel was removed presumably by the owner without notification or contact.
 - Installed mooring buoy in Montague Harbour for use to temporarily moor vessels that are considered abandoned at CRD dock facilities while working through the process of impoundment.

- **Port Washington:**
 - Relocated Float C from Port Washington to Horton Bay to replace the aged/end-of-life dingy dock.
 - Tighten Float A bull rail bolts.
 - Replace a section of Float B bull rails and structural bolts.

- **Retreat Cove:**
 - Relace gangway/float UHMW transition skid plate.
 - Repair float bull rail blocking.
 - Approach and gangway power washing.

- **Miners Bay:**
 - A derelict vessel abandoned at the dock facility was moved temporarily to the CRD Montague Harbour mooring buoy. Removal and disposal of the vessel is pending.

Bi-monthly dock inspections were completed in August, refer to Appendix A.

RECOMMENDATION

There is no recommendation. This report is for information only.

Submitted by:	Jared Kelly, P.Eng., Manager, Capital Projects
Submitted by:	Dan Robson, ASc.T, Manager, Saanich Peninsula and Gulf Islands Operations
Concurrence:	Stephen Henderson, BSc., PGDip. Eng., MBA, Senior Manager, Real Estate & SGI Administration

ATTACHMENT:

Appendix A: Dock Inspection Reports