



**SUNSHINE COAST REGIONAL DISTRICT**  
Eric Cardinal Hall and Hopkins Landing Dock

**Ports Monitors (POMO) Committee**

Wednesday July 11, 2018

9:00 a.m. – 12:00 p.m.

**AGENDA**

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**Part 1. Ports Monitors Committee Meeting (Eric Cardinal Hall)**

**9:00 a.m. – 10:30 a.m.**

1. Welcome and Introductions
2. Review of Agenda
3. Ports Monitors Committee meeting notes of September 19, 2017
4. Ports Capital Projects: 2017 Project Results and 2018 Projects
5. Ports Maintenance List
6. Ports Safety / Asset Management Project
7. New Ports Maintenance Contract
8. Ports Regulations
  - Dinghies
  - Short term moorage enforcement
9. Roundtable
10. Resources
11. Adjournment

Annex A  
Pages 1 - 6

**Part 2. Field Tour at Hopkins Landing Dock (Hopkins Road)**

**11:00 a.m. – 12:00 p.m.**

1. Walk & Talk – Anatomy of a Port
  2. How to Conduct an Inspection / Report an Issue
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## SUNSHINE COAST REGIONAL DISTRICT

**Ports Monitors (POMO) Committee**  
**Wednesday September 19, 2017**  
**SCRD Office, 1975 Field Road, Sechelt, BC**

## MEETING NOTES

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<b>PRESENT</b>	SCR D GM Planning & Community Development SCR D Parks Planning Coordinator SCR D Administrative Assistant POMO Committee Member (Vaucroft) POMO Committee Member (Keats Landing) POMO Committee Member (Eastbourne) POMO Committee Member (Gambier Harbour/West Bay) POMO Committee Member (Gambier Harbour) POMO Committee Member (Halkett Bay) Public	Ian Hall (Chair) Sam Adams Autumn Ruinat Russ Spencer John Richardson Al Borthwick Joseph Wright Bruce Pollock Grant Henderson 1
<b>REGRETS</b>	Electoral Area F Director	Ian Winn

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**CALL TO ORDER** 11:30 a.m.

**ACKNOWLEDGMENT AND WELCOME**

It was acknowledged that the Ports Monitors (POMO) Committee meeting was held within the territory of the shíshálh Nation.

**AGENDA** The agenda was accepted as presented.

**INTRODUCTIONS**

Roundtable introductions of Ports Monitors (POMO) Committee, Ports Community Contact and SCR D Staff members in attendance.

It was noted that the SCR D Board appointed community ports representatives from six of the nine SCR D docks. Ports Community Contacts represent Halfmoon Bay, Hopkins Landing and Port Graves.

Ian Hall, GM Planning & Community Development will act as Chair for the purpose of this meeting until a Chair and Vice-Chair is selected.

## REVIEW OF TERMS OF REFERENCE

The POMO Committee Terms of Reference were adopted by the SCRD Board in October, 2016. The review of the Terms of Reference included the following points:

- 1.1 Review of the Purpose
- 2. Review of the Duties
- Meeting schedule, meeting in Fall and Spring seasons.
- Suggestion to change to “bi-annually” to “semi-annual”. Intention is to meet two times a year.
- Meetings may be at the group level or one on one if there is a need to address a particular facility.
- 3.3 Membership: Chair and Vice-Chair elected by the Committee. Role of the Chair: run meetings, potentially serve as a delegation to the SCRD Board, review and approve minutes, SCRD staff can assist as a Co-Chair at the will of the Chair. To address later in the meeting.
- 5 appointed members will constitute quorum.
- Meetings are open to the public in pursuant to Section 90 of the *Community Charter*.
- 4.4 Communications: The SCRD supports members with materials to use for community dialogue regarding ports.
- Committee members may submit travel expenses to attend the meeting for reimbursement based on the guidelines memo. Send receipts to the Administrative Assistant for processing.

## HISTORY OF SCRD PORTS SERVICE FUNCTION

The SCRD recognizes the Ports Monitors Committee member’s history and knowledge regarding ports and docks. A brief history of the Ports Service function was provided and included the following points:

- Late 1990s Federal Government divestiture of ports.
- SCRD Referendum
- Divestiture of 10 (now 9) ports to SCRD. Langdale is also operated through an agreement with BC Ferries.
- Ports and Wharves Advisory Committee (PWAC)
- SCRD provides public services to 9 docks, each with individual service functions.
- Langdale Dock Service
- 2016 SCRD internal shift from Infrastructure Services Department to Planning and Community Development Department.
- 2017 Establishment of Ports Monitors (POMO) Committee
- Delivery of service using a combination of SCRD internal and contracted out services: Ports Technicians and External Contractors. Benefits of using both service types for expertise and experience.
- Community docks are free for public use, fees for commercial use.
- There have been numerous staff and external reports on SCRD docks.
- Service level has been maintained as status quo, well maintained and serviceable to the community.

## BUDGET

A brief overview of the Ports Function budget was provided, including the following points:

- \$40,000 Preventative Maintenance budget.

- \$10,000 Minor Repairs.
- Capital Budget varies year to year.
- 2017 Capital work leveraged by a federal grant.
- Federal grant component is approximately \$160,000 and SCRD match \$210,000.
- 2018 annual budget process begins in December, carries through to adoption in March.
- Capital Reserves \$236,855 - about 2.4% of the value.
- Ports assets are worth about \$10 million.
- Small operating reserve is \$60,000
- Ports Service tax dollars only pay for ports. Electoral Areas that pay into the service function are: Area B, Area D, Area E and Area F.

SCRD staff members present are the primary contacts for administration of the ports service function. Additional staff resources for in-house maintenance service calls, current external maintenance contractor is Ryan Daley from Green Wave Marine Services and engineer for 2017 capital project is Ralph Everts from KLA Engineering Ltd.

## **PORTS MAINTENANCE**

The Anatomy of a Port Components Diagram was reviewed and is contained within the orientation package. This is utilized in Inspection Reports to label and number specific components of the dock.

Detailed inspection reports will be provided to Committee members for each dock. Major dock inspections are conducted on a rotating 5-year cycle.

The process for reporting dock conditions and maintenance calls for service was outlined.

- Committee members and the public may report via the SCRD website feedback form. The feedback goes to a central inbox and is dispatched to the Planning and Community Development Department.
- Please report the issue with detailed descriptions of what the situation is, location on the dock, pictures are helpful.
- SCRD will coordinate a response based on priority. Could be in-house staff or maintenance contractor.
- The Committee agrees that this is a good system.
- Committee member noted that not all float components on the diagram are given. For example: tie rail, decking, anti-slip.
- Administrative Assistant will recirculate the website link to the public feedback form.

## **SCRD ASSET MANAGEMENT PLAN**

The maintenance regime for SCRD ports was outlined and handouts with the schedule for preventative maintenance was distributed. There was discussion around the description of the routine maintenance activities. It was noted that this work amounts to approximately \$40,000 annually.

A preventative maintenance program was developed in 2015. In 2016 and 2017 contracted service providers performed the maintenance.

The Annual Maintenance Plan was summarized and the Committee reviewed the form used to track maintenance completed and work required. Maintenance inspections occur three times a year, January, July and October. The SCRD requested feedback from Committee members about what additional information could be gathered. Feedback included:

- Include inspection of life saving equipment
- Develop signage standards. Committee member would like a copy of the wharf regulations. Suggestion to have clearer signage around restrictions on moorage.
- Include review of decking anti-slip material. Alternative to Asphalt shingles could be aluminum grip strip along the length of plank. Committee member will email staff with a suggested alternative option. Could be tested at one dock and gather feedback from community.
- Pressure washing annually may not actually be helpful, depends what psi is being used. Depends on the specific dock, some areas are slippery and need it more frequent than others.
- Maintenance plan needs to be fine-tuned for each dock, the one size fits all approach may not be best
- Condition of rub rails should be included. (Eastbourne's have been damaged for a year)
- Batter pile conditions (Keats Landing's has been loose for a while)
- Quality of inspections and information gathered could be improved.
- Suggestion for a more detailed form, local participation with the inspectors so that community concerns could be logged on the form and reported back to the SCRD
- The Committee would like to review the inspection template in further detail and provide more feedback
- Include maintenance to wheels. (Hopkins Landing and Vaucroft need to be done at low tide)
- Zone paint – Missing from some docks, 2 hours is not enough, regular uses will respect it but it is not always adhered to during summer months
- Garbage seems to not be an issue at most docks, but at Hopkins it is a big issue. Keats Landing has a garbage can in the shed. Gambier Harbour also has garbage also.
- Suggestion to engage with SCRD Waste Reduction program

The 2018 Annual Maintenance Plan contract will be put together following 2018 Budget approval process. The Ports Monitors Committee will be kept up to date on the process prior to it going to tender.

## **PORTS REPAIR PROJECTS**

An outline of 2017 capital and maintenance projects was distributed in the orientation package.

### **2017 Capital Projects**

- Gambier Harbour Float A,
- Green Wave Marine Services. Ports Repairs Contract (RFP 16-270) – Eastbourne, Port Graves, Halfmoon Bay, Hopkins Landing. Port Graves work is finished.
- Canada 150 Works (Sam, KLA, Engineering report recommendations, developing a scope of work. West Bay, Halkett Bay and Vaucroft, highest priority in terms of a condition point of view. Work needs to be finished by March 2018.

### **2017 Maintenance Projects**

Scheduling repairs is weather dependent and includes considerations for lead times to source materials. Schedules may need to be revised due to these factors. It was noted that the Gambier Harbour dock light repair should be added to the list.

Discussion regarding work planned for Fall 2017. Most of the work should be done by the end of November. Green Wave Marine Services will be doing the maintenance work in conjunction with the Ports Repairs Contract work. Batching work together will reduce the mobilization costs.

**2018 Draft Work plan**

- 20 year capital plan (asset management plan)
- Major inspections at HMB, Vaucroft, West Bay and Hopkins
- Capital works at Eastbourne and Halkett Bay
- New preventative maintenance plan
- Completion of the Canada 150 capital upgrades

**Communications of maintenance and work projects to the community**

The Committee discussed communication protocols regarding the ports and docks service. The following points were made:

- The SCRD is committed to early and ongoing communication of maintenance and work project information. The information will be shared on the SCRD Ports website and through emails to POMO Committee members and community contacts.
- The Committee suggested that more detailed information be communicated regarding the specific work being done, location on the dock/wharf so that community members could adequately prepare, and incorporate a review of the work afterwards to see how it has improved.
- As per the Terms of Reference, the SCRD Board receives the POMO Committee minutes and it forms part of the public record.
- POMO Committee members are encouraged to share the Feedback form website link to community members.
- The Feedback form is the formal process to report issues and comments regarding SCRD ports. This will be communicated to the public more broadly.
- The SCRD welcomes public feedback on ports and docks in order to maintain the established service levels.

**Ports Planning**

A handout was distributed with charts for the life cycle of docks and components from asset management perspective. Data was assembled from engineering reports and inspections to apply condition rating, estimated life and replacement costs. The chart shows a 20 year time frame and aligns with preliminary ports planning.

There was discussion regarding the taxation rates and operating reserve with respects to the sustainability of SCRD community dock assets. There are currently no plans to charge the current model of service. The asset management plan does provide information for future considerations on deliver of the docks and ports service.

Decisions would require transparent community engagement process and SCRD Board direction. Suggestions for future ports planning would include investigation of (but not limited to) the following: partnership models, divestment, user fees, development cost charges, grants, new service models.

This item will be discussed further at the next Ports Monitors Committee meeting.

**Considerations for 2018**

1. Communities have asked for increase in infrastructure at SCRD docks, such as kayak racks or benches. The SCRD does not have mandate to commit to these improvements. However, community partnerships for dock improvements via a terms of engagement could be considered. There is potential to explore this further in the 2018 work plan for the ports and docks service function.

Comments from Committee members included:

- Concern that increased dock amenities will become something more to maintain and incurs costs
- There would need to be a sustainability component included in any project
- Adding benches may encourage the public to hang out there
- Concern over the space the extra things on the dock would take up and challenges to navigate use of the dock. How valuable is this new asset vs. the use of the dock.
- Develop criteria for evaluating the suitability of the project
- Kayak rack off the dock itself, not on it. For example: storage under or at the headland.

2. Education opportunities for POMO members or for dock users. The Terms of Reference states that POMO members may participate in educational workshops on topics within the ports function. Committee members shared areas of interest for training/learning opportunities as follows:

- Best Practices for moorage from an environmental point of view
- Wrapping pylons to support ecology
- Dock tour and pointing out the components
- Inquire with DFO about educational opportunities for POMO
- Sharing info via email and also a field component before the next meeting
- Share the Best Management Practices for private moorages that are already used by the Province, First Nations and SCRD Best Practices
- Opportunity for guest speakers at future meetings

There was discussion regarding suggestions for promoting the Ports Monitors Committee to the community as a resource for SCRD dock and ports users. It was noted that the POMO Committee was featured at the SCRD Community Dialogues forum at various communities on the Sunshine Coast. It was suggested that staff could organize presentations to share the work the SCRD is doing for docks and ports.

The agendas and meeting notes will be published on the Ports webpage and are available to the public. The meetings are also open to members of the public to attend and observe.

Call for nominations for Chair and Vice-Chair.

The Committee members agreed to delay the nomination of the Chair and Vice-Chair until the next meeting.

The meeting notes will be circulated to the Committee members for review prior to the next meeting.

**ADJOURNMENT**                      **3:30 p.m.**