



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee

Tuesday March 10, 2020

2:00 p.m. – 3:30 p.m.

SCRD Boardroom – 1975 Field Road, Sechelt BC

AGENDA

Call to order 2:00 p.m.

1. Welcome and Introductions
2. Review of Agenda
3. Ports Monitors Committee Meeting Notes of July 19, 2019
4. Ports Monitors Committee Appointment Update
 - Halfmoon Bay Dock - John Willcox (Regrets)
 - Port Graves Dock – Open
5. Ports Division Update
 - Maintenance and Repairs
 - Capital Projects 2019 - 2020
 - SCRD Restructure
6. Forecast – Looking Forward
7. SWOT – Interactive Group Exercise
8. Roundtable
9. Adjournment

Annex A
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SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee
Wednesday July 19, 2019
SCRD Board Room – 1975 Field Road, Sechelt BC

MEETING NOTES

PRESENT	SCR D GM Planning & Community Development SCR D Parks Planning Coordinator SCR D Administrative Assistant POMO Committee Member (Vaucroft) POMO Committee Member (Eastbourne) POMO Committee Member (Keats Landing) POMO Committee Member (Gambier Harbour/West Bay) POMO Committee Member (Gambier Harbour) POMO Committee Member (Halkett Bay) POMO Committee Member (Hopkins Landing) Electoral Area F (West Howe Sound) Director (Liaison) Electoral Area B (Halfmoon Bay) Director (Alt - Liaison) Gambier Island Trustee Public	Ian Hall Sam Adams A. O'Brien Russ Spencer Al Borthwick John Richardson Joseph Wright Bruce Pollock (Chair) Grant Henderson Heather Blackwood Mark Hiltz Lori Pratt Kate-Louise Stamford 3
REGRETS	POMO Community Contact (Halfmoon Bay)	Ralph Rutherford

CALL TO ORDER 10:00 a.m.

ACKNOWLEDGMENT AND WELCOME

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

INTRODUCTIONS

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

AGENDA The agenda was amended to add New Business as follows:

- Nominations for Chair and Vice-Chair.
- Dock Load Limits
- Ports Monitor Committee Appointments
- Frequency of Meetings
- Contingency Funds
- Request to consider re-naming Halkett Bay dock

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of July 11, 2018 were received and accepted as presented.

PORTS MONITORS COMMITTEE APPOINTMENTS

The Ports Monitors were thanked for their contribution to the Committee and respective dock communities. As some of the terms of appointment are expiring, SCRD will be seeking interest in re-appointments and will proceed with recruitment for new members. A report will be presented to the SCRD Board to confirm the Committee appointments.

2019 PORTS CAPITAL PROJECTS

A summary of the 2019 Ports Capital Projects were provided as follows:

- Vaucroft, North Thormanby Island – Replacement of float, everything above the stringers, some piles and cross bracing on the approach. Float ladder to be installed in current location following community feedback. Contract award report will be going to the July 25, 2019 Corporate and Administrative Service Committee for approval. On-site work is anticipated to start after September long weekend and aim for completion in December.
- Halkett Bay, Gambier Island - Replacement of some piles, installation of cross bracing, upgrading of deck boards. Request for proposal to be issued in August 2019 with an anticipated contract award in September. Work would begin once the contractor has secured materials and supplies.
- West Bay, Gambier Island - Float originally planned for retrofit in 2017. Recent above water conditions assessment indicates likely need for float replacement. A dive inspection is scheduled for July 2019. Possible replacement in 2020.
- Major Inspections are conducted every 5 years. Priority docks are Eastbourne, Keats Landing and Gambier Harbour. Next cycle will be Halfmoon Bay, Hopkins Landing and Vaucroft.
- The Capital Plan is scheduled for updates in Fall 2019 following the information from the inspections.

The following discussion points were raised:

- Historical practice of dredging the sand around the float at Vaucroft dock. Dredging is not an environmental best practice and there are constraints in the lease area. The capital project to replace the float included design considerations to minimize the impact on the environment.
- Styrofoam use and provincial Best Management Practices for moorage facilities. The recent Halkett Bay float repair included fully encapsulated styrofoam.
- Through the 2019 budget process, the SCRD Board approved consistent funding to the Ports Capital function. The Capital plan will guide the projects that are brought forward.

PORTS SAFETY / ASSET MANAGEMENT PROJECT

A handout of the Load Ratings was circulated to the Committee for information.

The project included a structural review and consistent high quality dimensioned drawings and safety regulations for all nine ports. The drawings will be circulated by email to POMO Committee members for their respective dock.

The reports determined load ratings for each dock based on standard engineering calculations, 10km speed limit and Health & Safety regulations. Load rating and speed limit signs will be posted on the each dock as part of the signage upgrade project.

For docks with an approach width less of than 3m, a different calculation method was needed. Kilopascals measurement will be converted to a format understandable to the public.

An unanticipated finding was that some ports did not have longitudinal bracing suitable for braking loads. At Vaucroft and Halkett Bay docks, this finding led to closing the facilities to vehicle traffic on the approach and wharfhead. This finding will not hold up the future projects, as the cross bracing will be added to the scope of capital upgrade work.

Communications regarding the closure of Vaucroft dock to vehicles was discussed. The option for golf carts and hand trucks to access the dock will be confirmed by engineering contractor and communicated to the public.

The barge accident at Keats Landing dock was discussed. The dock was closed to vehicle traffic as a safety measure while an engineering assessment is performed. Signage and wooden barricades were put in place by the maintenance contractor. SCRD will communicate repair updates via POMO, community contact list and Islands Trustee.

Key safety findings of the project report included the following:

- Guards and Railings will be taller and phased in to meet new standards (250mm).
- Ladders – more to be added, marked with paint. Will seek input on design for new locations.
- Fire Extinguishers – Best Practice and requirements. This is a service increase and will require Board budget discuss.

Discussion regarding safety items included the following points:

- Hopkins Landing – signage needed, light needs to be fixed, lifeline rope needs to be replaced, the moorage spots need to be changed on the float, parking needs to be restricted on Hopkins Road.
- Staff are in communication with the Ministry of Transportation and Infrastructure regarding the parking issue on Hopkins Road.
- Suggestions to outline the issues around parking and send to Gambier Island Trustee to communicate with residents who commute to Gibsons via Hopkins Landing dock.
- Load rating at Hopkins Landing and appropriate signage.
- Safety improvements at Halkett Bay ramp are appreciated.
- Request that anti-slip be added to the Keats Landing gangway.
- Stainless steel anti-slip is the preferred approach at Gambier Harbour float.
- Concerns regarding the breaking system for the davit at Halkett Bay.
- Concerns regarding the name of Halkett Bay dock, can cause confusion for First Responders. The community organization will be submitting an official request to the SCRD to consider a name change to the dock.

PORTS MAINTENANCE CONTRACT

A handout of the ports maintenance contract work was circulated to the Committee for information.

The ports maintenance contractor, Summerhill Fine Homes, conducted inspections in April 2019 and a package of work was identified. The next round of preventative maintenance and repairs will occur in August/September 2019.

PORTS MAINTENANCE LIST

A handout of the ports maintenance list of work for each dock was circulated to the Committee for information. In addition to the planned repair work, there are other projects being scheduled as follows:

- Cranes – Inspections and repairs as needed. Looking into learning opportunities for operation of the cranes.
- Keats Landing emergency repair - Dive inspections will identify any underwater hazards, broken piles will be removed. Specifications of the repair will be developed by contract engineer based on the results of the dive inspection.
- Eastbourne – gangway wheels/castors, metal guide is a tripping hazard.
- Gambier Harbour gangway casters are missing.
- West Bay ladder on float may need to be re-located to a different area. Await float repair.

Volunteer work on the docks was discussed from an Occupational Health and Safety perspective. SCRD could assist a community group to design a program if there are particular projects that the community would like to see happen. The following items were discussed by the Committee:

- Garbage bins, recycling of materials, disposal of junk left at the dock
- Painting, minor repairs to deck boards, setting nails.
- Scraping muscles off the ladder.
- Proposed kayak rack concept at Gambier Harbour. Community would like to find a solution for the numerous kayaks that are stored on the dock.

PORTS REGULATIONS

Signage Upgrade for SCRD docks

Review of signage at each of the nine port locations will be conducted as part of the 2020 ports maintenance and repair work. Signs will be upgraded to meet industry standards, consistent language and clarity around moorage regulations. Moorage regulation signage will be posted on the float and approach.

Short term moorage enforcement

Yellow and red paint will be added to each port location float to distinguish the zones for short term/temporary and 24 hour maximum moorage. Signage upgrade will include moorage regulations. Bylaw enforcement division may place notices on boats if moorage regulations are not followed. If it becomes a bigger issues, RCMP can assist with removal.

Community Dinghy Program

The example of Gambier Harbour community dinghy program was discussed. The Eastbourne community association will discuss the issue of dinghies on the float and possible solutions. SCRD

could assist with signage and designating a storage area with paint on the float. Vaucroft had a dinghy donated for community use.

ROUNDTABLE

Roundtable updates included the following points:

- Islands Clean Up event at Vaucroft in August: is use of trucks permitted?
- SCR D is confirming with the engineering contractor what options are available based on the safety assessment and load limit assessment.
- The feedback form has been working for the public and POMO to contact the SCR D about ports issues
- Hopkins Landing community is developing a disaster response plan for the area. The wharf is designated as a “muster station”.
- Directors are discussing how to best service island residents. Residents are encouraged to group concerns together and send to rural area Director

RESOURCES

The ports drawings will be forwarded to Ports Monitors via email following the meeting.

NEW BUSINESS

Contingency Funding – Ports budget for repairs is approximately \$81,000. Budget has an operating and capital reserve fund that can be used for extra work that comes up. Due to increased weather events, there is more maintenance and repair work needed.

The frequency of meetings are twice annually as per the Terms of Reference.

The next meeting will be held in fall/winter with the option to teleconference.

ADJOURNMENT 12:15 p.m.