



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee Meeting

Monday December 12, 2022

1:00 p.m. – 2:00 p.m.

SCRD Office Cedar Room, 1975 Field Road, Sechelt BC
Electronically via Zoom Webinar

AGENDA

CALL TO ORDER 1:00 p.m.

1. Welcome and Introductions
2. Review of Agenda
3. Ports Monitors Committee Meeting Notes of May 17, 2022
4. Ports Monitors Committee Representatives Update
5. Ports Division Update (Q2 and Q3 2022)
6. Roundtable Updates from Ports Monitors

Annex A
pp 1 - 6

Verbal

Annex B
pp 7 - 9

ADJOURNMENT 2:00 p.m.

SUNSHINE COAST REGIONAL DISTRICT**Ports Monitors (POMO) Committee****May 17, 2022****Held at the SCRD Office Boardroom located at 1975 Field Road, Sechelt B.C. and electronically via Zoom****MEETING NOTES**

PRESENT:	POMO Committee Member (Eastbourne)	Rick Wagner
	POMO Committee Member (Gambier Harbour/West Bay)	Joseph Wright
	POMO Committee Member (Gambier Harbour)	Bruce Pollock
	POMO Committee Member (Halkett Bay)	Grant Henderson
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Halfmoon Bay)	John Howcroft
	POMO Community Contact (Port Graves)	Nancy Ferris
ALSO PRESENT:	SCRD Director, Electoral Area F	Mark Hiltz (Liaison)
	SCRD GM, Community Services	Shelley Gagnon
	SCRD Manager, Transit & Fleet	James Walton
	SCRD, Capital Project Coordinator (Ports)	Kelly Koper
	SCRD Administrative Assistant/Recorder	A. O'Brien
	Public	0
REGRETS:	POMO Committee Member (Keats Landing)	John Richardson

CALL TO ORDER 2:10 p.m.**WELCOME AND INTRODUCTIONS**

Roundtable introductions of Ports Monitors (POMO) Committee members, Elected Official Liaisons and SCRD staff members in attendance.

ELECTION OF CHAIR

Bruce Pollock, POMO representative for Gambier Harbour, was acclaimed the Chair of the Ports Monitors Committee for 2022.

ACKNOWLEDGMENT

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

AGENDA

The agenda was adopted as presented.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of March 10, 2020 were received and accepted as presented.

PORTS MONITORS COMMITTEE APPOINTMENTS UPDATE

There are two Ports Monitors Committee positions open for the Vaucroft Dock on North Thormanby Island and Port Graves Dock on Gambier Island.

PORTS DIVISION UPDATE

Shelley Gagnon, General Manager, Community Services provided a verbal update of the SCRD Ports Division. The report is attached to the meeting notes as Appendix A.

Discussion included the following points:

- Budget for repair and maintenance is combined for all ports and not separated out per dock location. In 2022 this budget has been increased to \$90k per year.
- Capital Projects budget was carried forward from 2021 and reserves. The upcoming major inspections will identify the priority projects for capital investments. Funds in reserves could be accessed if projects exceed the budget.

ROUNDTABLE

John Howcroft, POMO Committee Member (Halfmoon Bay)

- Lights on the dock for safety and emergency response and search and rescue.
- Possibility to add solar lights to Vaucroft dock.

Reminder to send service requests to SCRD Ports Division administration if there are any concerns: email: info@scrd.ca or phone: 604-885-6800

Rick Wagner, POMO Committee Member (Eastbourne)

- Community appreciates the repairs and upgrades made at the dock.
- Webcam has been installed: <https://keatseca.wordpress.com/webcam/>
- How to determine if a repair requests is maintenance, safety, emergency?

Grant Henderson, POMO Committee Member (Halkett Bay)

- Community appreciates the repairs and upgrades made at the dock.
- Community association would like to know the status of the shed on the dock that was part of past capital project.
- Community association would like to know the status of the dock renaming proposal that was submitted to the SCRD. Concerns over confusion of the name. Signage upgrades once the dock renaming referral has been completed by the Planning Division.

SCRD Ports Division will follow up with the Planning Division regarding the dock renaming proposal and report back.

John Rogers, POMO Committee Member (Hopkins Landing)

- Community members have asked that the following issues be addressed:
 - Erosion around the piers, storm water drainage from Hopkins Road is still impacting the dock.
 - Otters living under the loading dock and causing some damage.
- Community fundraised to get a community garden and waterline to the base of the dock. Would like to know if it's possible to have SCRD install a hose that extends down the loading dock?
- Can the community assist with applying for grants for docks through partnership agreements?
- Herring nets – community association led initiative to follow up.

SCRD Ports Division is working with MOTI to get the stormwater drainage issue addressed.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- Gambier Harbour dock has held up well over the winter since the repairs from previous storm damage.

Joseph Wright, POMO Committee Member (Gambier Harbour/West Bay)

- Both Gambier Harbour and West Bay docks have issues with the gangway ramps coming off tracks. Wheels were broken on Gambier Harbour and track damaged at West Bay. Repairs have been appreciated by the community.
- Noticeable increase in full-time and part-time residence on Gambier Island and dock usage.

Nancy Ferris, Camp Artaban/POMO Community Contact (Port Graves)

- Community appreciates the repairs and upgrades made at the dock.
- Long term solution for the location of the crane handle is needed. Currently it is stored at the Camp Artaban property.

SCRD Ports Division is investigating solutions to secure the handle to the crane. Grant Henderson noted that this is also an issue at the Halkett Bay dock.

Discussion regarding bylaw enforcement for boats that have stayed at the dock over moorage regulations.

- Signage with moorage regulation is posted at all docks.
- If a boat has stayed over the 24 hours, please report to the SCRD Ports Division with as much information about the vessel as possible. Provide photos and registration number if available.
- Bylaw Enforcement Division will handle the complaint and can issue a warning letter and fines. Regulations state that a boat must be removed within 24 hours or it will be towed.
- SCRD encourages members of the public to not get involved with bylaw issues for safety.

ADJOURNMENT 3:05 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Ports Monitors (POMO) Committee - May 17, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services
James Walton, Manager, Transit & Fleet

SUBJECT: PORTS DIVISION STAFF UPDATE – FOR THE PERIODS INCLUDING 2021 AND Q1 2022

SCRD Ports Division Staff Support

The following are the list of SCRD staff on the 'newly formed' Ports Team:

Shelley Gagnon, General Manager Community Services

- Oversight and strategic direction

Stephen Misiurak, Manager Capital Projects

- Oversight on capital renewal projects

Kelly Koper, Capital Project Coordinator

- Assist in the development of capital renewal plans
- Oversee capital projects and major repairs
- Oversee the contract for major inspections

James Walton, Manager, Transit and Fleet

- Oversee the contract for annual inspections
- Approve repair and maintenance expenditures

Autumn O'Brien, Administrative Assistant

- Communications with POMO
- Website updates and public communications
- Administrative support for Ports

Annual Inspections, Minor Maintenance and Repair

- Contract with Summerhill Fine Homes approved for another two years (Feb 2022- 2024)
- 3 inspections completed in 2021
- 1st Round of Inspections for 2022 are currently in progress; minor repair and maintenance items identified in November 2021 inspections underway
- Port Team members accompanied contractor and toured all the ports the first two weeks of May 2022.

- Annual activities conducted by Summerhill, as per contract include:

Maintenance Activity	Frequency Per Year
General Inspection	3
Written Report	3
Derrick Lubrication <i>Gambier, Hopkins, Keats, Halkett and Port Graves only</i>	3
Reset Nail Heads	1
Touch Up Zone Paint	1
Ladder Cleaning and Lubrication	1

Minor and Emergency repairs completed by Summerhill in 2022 (billed separately)

- Minor 2021 R&M on all docks as required included: pressure washing, bolt replacements, painting handrails, minor repair and maintenance items
- Annual repair and maintenance have exceeded operating budget for a number of years (deficit covered through staffing vacancy surplus). Anticipating recruitment of staffing resource, a 2022 Budget proposal was approved by the Board to increase annual repair and maintenance budget to ~\$90,000/yr.

Port Location	Description	Date Completed
Eastbourne	Emergency Repair Emergency repair (replaced fender rail on the float) Transition Plate, Gangway Alignment Lighting Upgrade	February 2021 October 2021 January & February 2022 April 2022
Gambier	Float Removal Float emergency repairs Ladder and Anode protection North Pile Well repairs	March 2021 June 2021 September 2021 September 2021
Halkett Bay	Winch Service Gangway Roller repair Floatation Repair	August 2021 September 2021 March 2022
Keats Landing	Temporary Floatation Repairs Gangway Roller repair	May 2021 September 2021
West Bay	Reset Gangway/Repair	October 2021
Halfmoon Bay	Cross Brace replacements Gangway Roller repair	June 2021 September 2021
Port Graves	Gangway Roller repair	September 2021

Outstanding items:

- Signage upgrade at all SCRD Ports

Miscellaneous:

- Two port lease renewals submitted to MoFLNRORD (Keats Landing and Eastbourne)_
- Waiting to receive notification regarding expired lease on Vaucroft

Capital Projects

- Nothing completed; no capacity
- Have carried forward capital project funding, but will reassess priorities based on major inspections (which are hopefully going to get completed this year) as well as the information received through ongoing annual inspections
- Support staff for Ports secured (April 2022); team created; all which will contribute to better planning for future
- This will inform 2023+ capital projects
- Received confirmation that grant applications were declined

Priorities for 2022

- Major Inspections on all ports (if possible); POMO would be notified once confirmed
- Complete Asset Registry (Inventory) and begin to develop capital renewal management plans (based on information from major inspections and ongoing annual inspections)
- Prioritize capital investments required

New Brighton Dock Community Strategy

- SCRD confirms our willingness to work together towards a community dock strategy that explores a way to retain a community use dock as an option for the Squamish Nation to consider. We understand both the community's interest as well as the owners. To this end the SCRD has committed funding for this project (\$25,000) which may include considerations around costs associated with any studies required to assess the dock, consultants, community engagement, etc.
- Conversations with the Gambier Island Community Association (and New Brighton Dock sub-committee) and Squamish Nation representative have been re-initiated.
- New Brighton Dock committee were a delegation at the April 2022 Community Services Committee meeting

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Ports Monitors (POMO) Committee – December 12, 2022

AUTHOR: Shelley Gagnon, General Manager, Community Services
Kelly Koper, Capital Projects Coordinator

SUBJECT: PORTS DIVISION STAFF UPDATE – Q2 & Q3 2022 (APRIL – SEPTEMBER)

Annual Inspections, Minor Maintenance and Repair

- Contract with Summerhill Fine Homes approved for another two years (Feb 2022- 2024).
- Two inspections on all ports completed in 2022.
- Annual activities conducted by Summerhill, as per contract include:

Maintenance Activity	Frequency Per Year
General Inspection	2 for 2022
Written Report	2 for 2022
Derrick Lubrication <i>Gambier, Hopkins, Keats, Halkett and Port Graves only</i>	2
Reset Nail Heads	1
Touch Up Zone Paint	1
Ladder Cleaning and Lubrication	1

Minor and Emergency repairs completed by Summerhill

Port Location	Description	Date Completed
Vaucroft		
Halfmoon Bay	New footings on 6 piles (2 bents)	July 15, 2022
Keats Landing	Pontoon replacement on float	November 9, 2022
Eastbourne		
Hopkins		
Gambier		
West Bay		
Port Graves		
Halkett Bay		

- Fully expended repair and maintenance budget for 2022.

Leases:

- Vaucroft Lease: in waiting for final renewal paperwork from the Province.
- Eastbourne Lease: Has been sent to Province for renewal. Consent from two private land upland owners and MOTI are outstanding.

Miscellaneous:

- Major inspections (including underwater) are currently in progress for five SCRD ports (Halkett Bay, Port Graves, West Bay, Gambier Harbour, Hopkins Landing). A major inspection is also being conducted on the New Brighton port. The inspection reports are anticipated in the New Year and will be used to inform capital investment planning. The four remaining ports will have major inspections completed in 2023 (dependent on funding).
- Sangster Road float is in process of lease renewal.
- Port team member attended the Powell River HAABC meeting in October.

Capital Projects

- Approved funding for five projects:
 - West Bay Float
 - Halkett Bay Approach
 - Keats Landing Float & Dolphins
 - Gambier Harbour Structural Components
 - SP101488 Eastbourne Wharfhead Repairs

The funding was approved several years ago and staff were pursuing grants to maximize/supplement the budget, however, were not successful in any grant applications.

Staff are in the process of issuing an RFP for the Keats Landing float replacement to have this completed in early 2023.

Staff are also in the process of issuing an RFP for engineering services to update the cost estimates and prioritize the remaining projects in order of criticality. We hope to move forward in the completion of the projects in 2023, as funding allows.

Priorities for 2023

- Major Inspections on all ports to be completed.
- Update the record drawings of the ports to reflect past repairs. Expected to be completed spring 2023.
- Develop capital renewal management plans (based on information from major inspections and ongoing annual inspections) and present to SCRD Board in late 2023.
- Prioritize capital investments on five approved projects and proceed as funding permits.
- Refine tracking and budgeting of maintenance repairs during the 2023 season.

New Brighton Dock Community Strategy

- Conversations with the Gambier Island Community Association (and New Brighton Dock sub-committee) and Squamish Nation representative are ongoing.
- Major inspection of the New Brighton dock in progress. Findings will be provided to the Squamish Nation and will also be used to inform future financial investments related to the ongoing maintenance and repairs of the dock.
- Inspection findings will further inform community conversations on the New Brighton dock, which are anticipated to begin in Q1 of 2023.

SCRD Ports Division Staff Support Update

The following are the list of SCRD staff within the Ports Division Team:

Shelley Gagnon, General Manager Community Services

- Oversight and strategic direction

Stephen Misiurak, Manager Capital Projects

- Oversight on capital renewal projects

Ahmad Kidwai, Manager, Transit and Fleet (NEW)

- Oversee the contract for annual inspections
- Approve repair and maintenance expenditures

Kelly Koper, Capital Project Coordinator

- Assist in the development of capital renewal plans
- Oversee capital projects and major repairs
- Review annual inspections, make recommendations for priority work, liaise with Summerhill Homes, follow up on minor repair and maintenance as needed, respond to emergencies as required

Shelley Herrling, Administrative Assistant (Updated)

- Communications with POMO
- Website updates and public communications
- Administrative support for Ports