



COMMITTEE OF THE WHOLE

Thursday, January 12, 2023

TO BE HELD

IN THE BOARDROOM OF THE SUNSHINE COAST
REGIONAL DISTRICT OFFICES AT 1975 FIELD ROAD, SECHELT, B.C.
AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Sunshine Coast Farmers Institute
Regarding: Stage 4 Water Conservation Regulations exemption
and water rate reduction for commercial food farmers

REPORTS

- | | |
|---|----------------------|
| 3. Infrastructure Planning Grant Program – Grant Application for Square Bay Wastewater Collection System Upgrade Planning Study
<i>Manager, Utility Services</i>
Wastewater (Voting – All Directors) | Annex A
Pages 1-3 |
| 4. BC Marine Trails Network Association - Request for Letter of Support
<i>General Manager, Community Services</i>
(Voting – All Directors) | Annex B
pp 4-6 |
| 5. Community Emergency Preparedness Fund – Approval of Extreme Heat Risk Mapping, Assessment and Planning Grant
<i>Manager, Protective Services</i>
(Voting – All Directors) | Annex C
pp 7-8 |
| 6. Telus Next Generation 9-1-1 Service Agreement
<i>Manager, Protective Services</i>
(Voting – All Directors) | Annex D
pp 9-11 |
| 7. Islands Clean Up Contract Extension
<i>Solid Waste Programs Coordinator</i>
(Voting – All Directors) | Annex E
pp 12-13 |

8. Ports Monitors Committee Meeting Minutes of December 12, 2022
(Voting – B, D, E, F)

Annex F
pp 14-16

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

That the public be excluded from attendance at the meeting in accordance with Section 90 (1) (e) and (i) of the *Community Charter* - “the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality” and “the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.”

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 12, 2023

AUTHOR: Shane Walkey, Manager, Utility Services

SUBJECT: INFRASTRUCTURE PLANNING GRANT PROGRAM – GRANT APPLICATION FOR SQUARE BAY WASTEWATER COLLECTION SYSTEM UPGRADE PLANNING STUDY

RECOMMENDATION(S)

THAT the report titled Infrastructure Planning Grant Program – Grant Application for Square Bay Wastewater Collection System Upgrade Planning Study be received for information;

AND THAT a grant application of up to \$15,000 be submitted on behalf of the Sunshine Coast Regional District (SCRD) for the Square Bay Wastewater Collection System Upgrade Planning Study through the Infrastructure Planning Grant Program;

AND THAT the SCRD supports the Square Bay Wastewater Collection System Upgrade Planning Study and commits to its share of up to \$5,000 of Operating Reserves to fund the unfunded portion of the project;

AND FURTHER THAT this recommendation be forwarded to the January 12, 2023 Regular Board meeting.

BACKGROUND

The existing community wastewater treatment plant, located in Area B in Square Bay, is an Upflow Sludge Blanket Filtration (USBF) wastewater treatment plant commissioned in 2019 that discharges treated effluent via sub-marine ocean outfall. The 1,380 meters of collection system has 85 houses connected to the sewer system out of a total of 93 properties in the Square Bay development. The current state of the collection system infrastructure is in poor condition and is resulting in high levels of inflow and infiltration, which in turn is resulting in undesirable treatment plant operations and effluent quality management.

In Round 1, 2021 budget discussions, a budget proposal was presented to the Board that recommended funding be allocated to a design and planning study at Square Bay that addressed the problematic collection system. This engineering assessment study would include a review of the existing collection system infrastructure and provide detailed engineering design options for the upgrade and/or replacement of the collection system. This proposal, although initially approved by the Board, was later deferred due to funding and affordability concerns for the service area at the February 24, 2022 Regular Board meeting:

044/22 **Recommendation No. 3** *Square Bay Community Sewage Treatment Service*
(in part)

AND THAT the following projects be deferred and reconsidered as part of the 2023 Budget process:

- Statutory Right of Way
- System Upgrade Planning

The purpose of this report is to seek the Board's approval to submit an Infrastructure Planning Grant Program (IPGP) application towards the Square Bay Collection System Upgrade Planning Study project and to commit its share of funding that is not covered by the grant program.

DISCUSSION

The Province of B.C. offers the Infrastructure Planning Grant Program (Program) to assist local governments in developing well planned community infrastructure that will improve public health and safety, encourage resilient communities, and protect the natural environment while strengthening local and regional economies. Grants are provided under this program towards a range of activities related to assessing the technical, environmental and/or economic feasibility of local government infrastructure projects.

The program is open for applications year-round with regular processing deadlines. The next application intake deadline is January 18, 2023.

Staff have determined that the project discussed above for the Square Bay collection system is ideally suited for this grant program and satisfies the eligibility criteria outlined in the program guide, notably meeting the following objectives:

- Improves public health and safety;
- Provides environmental protection and enhancement;
- Supports asset management; and,
- Increases efficient use of infrastructure and other resources.

If the SCRD is successful in its proposed grant application it will provide some financial relief to the Square Bay service area by reducing the costs of this necessary project incurred by the service area participants. Staff are therefore recommending that an application be submitted for this project under the IPGP prior to the January 18, 2023 processing intake deadline.

Financial Implications

This project has a total budget of \$15,000.

Under the IPGP, the Province will provide funding based on the following formula:

- 100% of the first \$5,000 and 50% of the next \$10,000 up to a maximum grant amount of \$10,000 for each approved project.

If the SCRD applies for this grant and receives funding from the IPGP, there would be a funding requirement from the Square Bay service area towards this project of up to \$5,000, which staff are recommending be funded with Operating Reserves. Staff are including a budget proposal in Round 1 of 2023 budget discussions recommending that the Square Bay collection system upgrade project be reintroduced as a 2023 project.

Timeline for next steps or estimated completion date

Given the January 18, 2023 IPGP grant application intake deadline, staff are recommending that the Board approve submitting an application, and commits to funding the SCRD's non-grant share of this project at this time. If the Board approves staff's recommendation to apply for funding an application will be submitted prior to the intake deadline. Announcements regarding grant funding with this program are usually made within three months following the posted deadlines.

STRATEGIC PLAN AND RELATED POLICIES

This project aligns with the SCRD's Strategic Plan with respect to Asset Stewardship and promotes ongoing sustainable service delivery by providing guidance of long-term capital planning.

CONCLUSION

The Square Bay wastewater collection system is in poor condition and requires engineering planning and design recommendations in order to address the infrastructure condition and to help inform future capital planning and construction efforts.

The SCRD Board, following staff's recommendations, deferred a collection system upgrade planning project within the Square Bay wastewater service area in 2021. Staff are recommending that this project be un-deferred and that an application be submitted under the Infrastructure Planning Grant Program to help fund this project in 2023. If the SCRD applies for this grant and receives funding from the IPGP, there would be an Operating Reserve funding requirement from the Square Bay service area towards this project of up to \$5,000.

The Infrastructure Planning Grant Program has an application intake processing deadline of January 18, 2023. This grant program is ideally suited for an engineering assessment and design/planning study of this nature. If the SCRD is successful in its application for funding they will receive notification in the Summer of 2023.

Reviewed by:			
Manager		CFO/Finance	X - T. Perreault
GM		Legislative	
CAO	X - D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 12, 2023

AUTHOR: Shelley Gagnon, GM Community Services

SUBJECT: BC Marine Trails Network Association – Request for Letter of Support

RECOMMENDATION(S)

THAT the report titled BC Marine Trails Network Association – Request for Letter of Support be received for information;

AND THAT the SCRD provide a letter of support to the BC Marine Trails Network Association for the grant application to the BC Destination Development Fund for the Campsite Development – Howe Sound project.

BACKGROUND

On November 29, 2022 the SCRD received a request for a letter of support from the BC Marine Trails Network Association for a BC Destination Development Fund grant application for the proposed Campsite Development – Howe Sound.

The BC Marine Trails Network Association is a non-profit organization whose mission is to “*work with First Nations and stakeholders to build, protect and promote a public network of marine trails allowing recreational navigation of the BC coastline with minimum impact on the environment*”.ⁱ

The Campsite Development project proposes to make improvements (i.e. tent platforms, food caches, trail development) to various recreation sites within Howe Sound, four of which are Provincial Recreation Sites on Crown Land located within the SCRD’s jurisdiction. One is located on the east shore of Gambier Island, and the other three are on the west shore of Howe Sound between Port Mellon and the Defence Islands. The Sea Kayak Association of BC, a member club of the BC Marine Trails Network Association, manages, develops and maintains these Recreation Sites under a partnership agreement with Recreation Sites and Trails BC and is a partner on the grant application.

DISCUSSION

The BC Marine Trails Network Association is applying for a one time grant of \$70,400 to construct campsite improvements.

While a letter of support from the SCRD is not required for the grant application, it would demonstrate a recognition of the projects’ benefits for SCRD constituents as well as local tourism.

Financial Implications

There are no financial implications for the SCRD.

STRATEGIC PLAN AND RELATED POLICIES

The SCRD Strategic Plan priority of “Working Together” is aligned with this request.

CONCLUSION

The BC Marine Trails Network Association is applying for a BC Destination Development Fund for proposed campground improvements at various sites in Howe Sound. The Association is requesting a letter of support from the Sunshine Coast Regional District to submit with their grant application.

Attachment A - Email Correspondence – Sea Kayak Association of BC

Reviewed by:			
Manager		CFO/Finance	X- T. Perreault
GM		Legislative	X – S. Reid
CAO	X – D. McKinley	Procurement	

ⁱ BC Marine Trails Network Association website, <https://www.bcmarinetrails.org/>

From: Steve Best [REDACTED]
Sent: November 25, 2022 2:32 PM
To: Kate Stamford kate.stamford@scrd.ca
Cc: Paul Grey (president BC Marine Trails) info@bcmarinetrails.org; Nick Heath SKABC treasurer2@skabc.org; Ian Winn iwinn@hotmail.ca
Subject: Destination BC Grant

Hi Kate,

As discussed by phone this afternoon, there is a grant opportunity that has come up from the B.C. Destination Development Fund that BC Marine Trails is applying for. When the opportunity came up, we said "Let's take all the plans we have to finish off the six Recreation Sites we take care of in Howe Sound and, instead of finishing them over the next three to five years using volunteer labour, apply for enough to finish them all in 2023 using contractors instead." Four of the sites are in the SCRD, **and we would like to include the SCRD as a partner on our application.** As well as improving the sites as tourist destinations in the SCRD, there could be employment opportunities in the SCRD for backcountry contractors and marine transportation. The grant application deadline is December 7, 2022.

A draft of our grant application is attached for reference. If staff would like to know more about the work we have been doing in Howe Sound, they can view this twelve minute video: <https://youtu.be/XMzKXcqJi0M>

Best regards,

Steve Best

Howe Sound Marine Trail Steward

Sea Kayak Association of BC

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 12, 2023

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: COMMUNITY EMERGENCY PREPAREDNESS FUND – APPROVAL OF EXTREME HEAT RISK MAPPING, ASSESSMENT AND PLANNING GRANT

RECOMMENDATION(S)

THAT the report titled Community Emergency Preparedness Fund – Approval of Extreme Heat Risk Mapping, Assessment and Planning Grant be received;

AND THAT the SCR D accept the Community Emergency Preparedness Fund grant for Extreme Heat Risk Mapping, Assessment and Planning valued at \$120,000 and the SCR D will provide overall grant management;

AND THAT a Budget Proposal for the project be forwarded for consideration as part of the 2023 Budget;

AND THAT the delegated authorities be authorized to execute the Approval Agreement & accept the Terms and Conditions;

AND FURTHER THAT these recommendations be forwarded to the Regular Board meeting of January 12, 2023.

BACKGROUND

The SCR D Board adopted Resolution 183/22 on July 14, 2022:

Extreme Heat
Response Plan
183/22

THAT the report titled Community Emergency Preparedness Fund Grant Application – Extreme Heat Response Plan for SCR D be received for information;

AND THAT the grant application to the Union of British Columbia Municipalities' Community Emergency Preparedness Fund for development of an Extreme Heat Response Plan for the Sunshine Coast Regional District be approved;

AND FURTHER THAT a request for resolutions or letters of support be forwarded to the Town of Gibsons, District of Sechelt and shíshálh Nation.

DISCUSSION

An application to the CEPF was drafted to seek funding for the development of an Extreme Heat Response Plan for the entire Sunshine Coast to enhance the SCRD Emergency Program.

The UBCM announced on August 25, 2022 that the SCRD had received the total amount of funding requested (\$120,000) to fund extreme heat response planning. An agreement to accept the grant was subsequently provided to SCRD for acceptance.

Organizational and Intergovernmental Implications

The Sunshine Coast Emergency Program (SCEP) prepared and submitted this grant application as a regional project which included the partnering applicants of Town of Gibsons, District of Sechelt, and the shíshálh Nation Government District.

The SCRD has received resolutions from the partnering jurisdictions which state their approval for the SCRD to apply for, receive, and manage the grant funding on their behalf.

Financial Implications

The grant will cover 100% of the eligible costs associated with the development of the Extreme Heat Response Plan.

Timeline for next steps or estimated completion date

A Budget Proposal will be forwarded to the 2023 Budget for consideration as part of the overall project considerations for the SCRD.

If approved, the SCRD staff will issue an RFP for the completion of an extreme heat response plan in coordination with partner jurisdictions. UBCM has requested confirmation of acceptance as soon as possible; advancing recommendation to the Regular Board meeting of January 12, 2023 is requested.

STRATEGIC PLAN AND RELATED POLICIES

This grant application is consistent with the SCRD Financial Sustainability Plan, seeking alternative funding for SCRD projects.

CONCLUSION

The SCRD Board approved the grant submission for the Sunshine Coast Extreme Heat Response Plan Project on July 14, 2022. SCRD has been informed that the Sunshine Coast Extreme Heat Response Plan Project grant application was approved.

This report recommends approval and acceptance of the grant and inclusion of the project in the Five Year (2023-2027) Financial Plan.

Reviewed by:			
Manager	X - M. Treit	CFO/Finance	X –T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Other	

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 12, 2023

AUTHOR: Matt Treit, Manager, Protective Services

SUBJECT: TELUS NEXT GENERATION 911 SERVICE AGREEMENT

RECOMMENDATIONS

THAT the report titled Telus Next Generation 911 Service Agreement be received for information;

AND THAT the delegated authorities be authorized to execute the Next Generation 911 Service Agreement with TELUS for 5 years;

AND THAT the levy associated with implementation of Next Generation 911 (\$10,000 per year for five years beginning in April 2024) be brought forward to the 2024-2028 Financial Planning process.

BACKGROUND

The Canadian Radio-television and Telecommunications Commission (CRTC) is mandating the implementation of Next Generation 911 (NG9-1-1). The CRTC regulates telecommunications carriers, such as TELUS and Bell, which supply the network needed to direct and connect 9-1-1 calls to emergency communications centres, like E-Comm.

NG9-1-1 will significantly enhance 9-1-1 service in Canada by transitioning to Internet-based networks that support modern/new features, while ensuring this life-saving system remains effective, secure, and resilient.

A presentation about NG9-1-1 was provided to the Planning & Development Committee on March 17, 2022 by Marc McAdam from E-Comm.

In order for E-Comm to transition to the new NG9-1-1 network on the Sunshine Coast, the SCRD needs to execute a NG9-1-1 agreement. The purpose of this report is to provide background on the change, the agreement and to seek direction on signing.

TELUS is requesting signed agreements by December 31, 2023.

DISCUSSION

Options and Analysis

The NG9-1-1 system is planned to replace the existing emergency communications network, which in B.C., is managed by TELUS. The planned decommissioning of the current network is anticipated to take place on March 4, 2025, which aligns with the federally mandated transition timelines. After that date, the impact on any Public Safety Answering Points (PSAPs) that have not transitioned to NG9-1-1 is unclear. SCRD Fire Departments are PSAPs.

Currently there are no initiatives that are underway to extend legacy Enhanced 911 (E9-1-1) beyond this timeline.

Organizational Implications

If SCRD wishes to continue to participate in the 911 system, it will need to sign this agreement.

TELUS' understanding from its discussions with EComm executives is that EComm requires all of the regional districts that it serves need to have executed the Local Government Authority (LGA) Agreement by December 31, 2023. This will enable EComm to successfully transition to NG9-1-1 before the CRTC orders the decommissioning of the legacy 9-1-1 network.

Transitioning the 9-1-1 network technology to an Internet Protocol (IP) environment (on a private network) will allow SCRD's 9-1-1 service to benefit with the following key features that will enhance the citizens of SCRD's public safety:

- Data will be able to be shared from the caller and additional data repositories to PSAPs
- Standard interfaces will allow easier integration of additional sources of information (i.e. building schematics, medical records, etc.)
- Improved location accuracy
- Support for voice, video, text, or data from various devices and networks
- Dynamic routing based on policies to direct to the most appropriate PSAP (This is especially advantageous during a large-scale emergency or an event that generates large volumes of calls).

The first phase of the launch will involve voice calls being transmitted over the new NG9-1-1 network. As per the CRTC mandate, the next feature to launch will be Real Time Text (RTT). It is anticipated that the RTT feature will launch in 2024, and the ability to transmit videos and pictures will be available sometime between 2025 - 2026.

Financial Implications

The NG9-1-1 annual levy (\$10,000) is the total of one-time implementation costs (amortized over five years), plus ongoing NG9-1-1 operating expenses that begin in 2024. The cost reflects one-time program delivery to design, build, test, and implement the NG9-1-1 system and the ongoing costs to support and sustain the system. Annual levies for NG9-1-1 will start in April 2024. The annual levy will be invoiced in April 2024 based on budget estimates and will be reconciled against actual expenses via the annual true up process at fiscal year-end. This ensures that only actual expenses are passed on to the contracted partners and member agencies. The NG9-1-1 annual levy is in addition to the existing annual 911 Call Answer Levies.

The investment required to transition to NG9-1-1 is substantial. E-Comm is partnering with municipalities to seek funding from the Provincial Government to help defray many of these costs, as has been the case in other provinces.

On September 14, 2022 the Union of BC Municipalities (UBCM) passed a resolution calling on the provincial government to work collaboratively with local government to develop a new provincial mandate, governance, and funding formula for 9-1-1 services in British Columbia. This includes covering the province-wide cost of the rollout of NG9-1-1, which will dramatically reduce the financial impact on local governments. In the absence of a commitment from the Province to fund NG9-1-1, these costs will fall on the local governments with levies for NG9-1-1 beginning in April 2024.

The NG9-1-1 annual levy is an ongoing fee-for-service. E-Comm will start to incur ongoing operating costs in 2024, in addition to the one-time implementation cost. The one-time implementation cost will be amortized over five years, starting 2024, and will be fully recovered in 2028. The annual levy amount will be updated for 2029 onwards to reflect (1) ongoing operating costs, (2) current market conditions, and (3) cost of future refresh/enhancements. It is too early to determine what the exact annual levy will be post-2028.

Staff recommend to bring forward information about this required levy to the 2024-2028 Financial Planning process.

Next Steps

Pending Board direction, the delegated authorities would sign the agreement.

Signing the agreement supports continuity of service post March 4, 2025.

STRATEGIC PLAN AND RELATED POLICIES

N/A - operational

CONCLUSION

The federally-mandated transition to NG9-1-1 requires the signing of agreements between service providers (TELUS) and delivery partners/PSAPs (SCRD). Staff recommend signing the agreement. Financial implications are understood, at this time, as a 5-year annual levy of \$10,000 which staff would bring forward to the 2024-2028 financial planning process.

Reviewed by:			
Manager		CFO/Finance	X – T. Perreault
GM	X – I. Hall	Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – January 12, 2023

AUTHOR: Andrea Patrao, Solid Waste Programs Coordinator

SUBJECT: 1935007 ISLANDS CLEAN UP SERVICES – CONTRACT EXTENSION

RECOMMENDATION(S)

THAT the report titled 1935007 Islands Clean up Services – Contract Extension be received for information;

AND THAT the contract with Mercury Transport Inc. for barge work, and container and hauling services, be extended for an additional two (2) year period to March 15, 2025;

AND THAT the contract with Mercury Transport Inc. be increased by \$329,419 to \$704,884 (not including GST);

AND THAT the delegated authorities be authorized to execute the contract;

AND THAT the contracts operating for Solid Waste be increased by \$31,039 in 2023 and \$37,498 in 2024 and funded through taxation;

AND FURTHER THAT the draft 2023-2027 Financial Plan be amended accordingly.

BACKGROUND

The Sunshine Coast Regional District (SCRD) has a contract with Mercury Transport Inc. (Mercury) to provide barge work, and container and hauling services for the Islands Clean Up Program. The contract will expire on March 15, 2023, and can be extended for up to one additional two-year period.

The purpose of this report is to seek Board approval to extend the existing contract with Mercury for barge work, and container and hauling services for the Islands Clean Up Program. As the contract value is above \$100,000, such an extension requires Board approval.

Through the Islands Clean Up Program, the SCRD provides a once-per-year collection service of specific materials for residences on the following islands:

- Gambier, Anvil, Keats, Ragged, Mickey, Pasley, Worlcombe, Popham, Hermit, New, Trail, Thormanby, Nelson and Hardy.

The Islands Clean Up program is a series of island based clean up events. Service is provided at individual docks for residences that do not have road access. For those residences that do have road access, containers are delivered onto the island and residents self-haul materials to the containers. In 2022, the islands listed above were provided this service over four days in July and August.

DISCUSSION

Contract Extension

Mercury is interested in extending their contract for barge work, container services and hauling services for one additional two-year term as permitted in the contract. Staff recommend to extend the contract for a two-year term.

Financial Implications

This service is funded through taxation through Function 350 – Solid Waste. Agreement 1935007 was signed in March of 2020, and had a 4% increase each year to accommodate increasing costs. However, the increase in fuel costs since 2020 have substantially increased and Mercury has included a 23.8% increase in the pricing to reflect this change. The following table provides a summary of the annual costs.

Table 1: Estimated Budget for Islands Clean Up Barge, Container and Hauling Services

Past Contract Years	Cost
Year 1	\$120,600
Year 2	\$124,424
Year 3	\$130,441
Contract Extension Years	
Year 4	\$161,480
Year 5	\$167,939
Total	\$705,884

The current approved budget for this contract is \$375,465 over three years of service provision. The costs for 2023 are estimated at \$161,480, and \$167,939 in 2024. These amounts will need to be reflected in the 2023-2027 draft Financial Plan and will require additional taxation.

STRATEGIC PLAN AND RELATED POLICIES

The Islands Clean Up Program supports the current Solid Waste Management Plan's target of 65%-69% diversion by providing a service that supports Social and Environmental Sustainability and Financially Sustainability.

CONCLUSION

The SCRDP entered into a three-year contract in 2020 with Mercury Transport Inc. for barge work, container services and hauling services. The original contract includes the option to extend the contract up to one additional two-year term. Staff recommend extending the contract for an additional two-year term.

Reviewed by:			
Manager	X – R. Porte	Finance	X - T. Perreault
GM		Legislative	
CAO	X – D. McKinley	Purchasing	X – V. Cropp

SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee

December 12, 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 (Gambier Harbour)	Bruce Pollock (Chair)
	POMO Committee Member (Gambier Harbour/West Bay)	Joseph Wright
	POMO Committee Member (Halkett Bay)	Grant Henderson
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Keats Landing)	John Richardson
	POMO Community Contact (Eastbourne)	Trish Cowley
ALSO PRESENT:	SCRD Director, Electoral Area F	K. Stamford (Liaison)
	SCRD GM, Community Services	S. Gagnon
	SCRD, Capital Project Coordinator (Ports)	K. Koper
	SCRD Administrative Assistant/Recorder	A. O'Brien
	SCRD Administrative Assistant	S. Herrling
	Public	0

CALL TO ORDER 1:00 p.m.

WELCOME AND INTRODUCTIONS

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

AGENDA

The agenda was adopted as presented.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of May 17, 2022 were received and accepted as presented.

PORTS MONITORS COMMITTEE APPOINTMENTS UPDATE

Shelley Gagnon, General Manager, Community Services provided a verbal update regarding the status of the Ports Monitors Committee representatives and appointments noting that Board appointment of the new representative for Eastbourne Dock is in progress and will be confirmed in January. The Halkett Bay representative has resigned at the end of his term in January. This leaves four vacant positions on the POMO Committee for the following docks: Vaucroft, Halfmoon Bay, Port Graves and Halkett Bay. Staff will continue to reach out to community contacts to fill these positions.

Advertisements were posted in the Coast Reporter newspaper in December. Director Stamford will reach out to her Gambier Island network to assist with recruitment for the Halkett Bay position.

PORTS DIVISION UPDATE

Shelley Gagnon, General Manager, Community Services provided a verbal update of the SCRD Ports Division. The report was attached to the agenda package as Annex B.

Discussion included the following points:

- *Additional work on Keats Landing, emergency repairs on the float.*
- *Update on New Brighton Dock: New Brighton Dock included in the major inspections being completed this month (with support from the Squamish Nation).*

ROUNDTABLE

Grant Henderson, POMO Committee Member (Halkett Bay)

- Stepping down from POMO Committee.
- No major issues to report with respect to Halkett Bay dock.
- Outstanding questions – dock renaming proposal (Fircom) currently with Squamish Nation for referral and status of the replacement of shed.

Trish Cowley, POMO Community Member (Eastbourne)

- Upgrades are appreciated. Dock is in good shape, nothing to address at this time.

John Richardson, Keats Landing

- Floatation repairs have been conducted and were appreciated by the community.
- No report of any other concerns.

John Rogers, POMO Committee Member (Hopkins Landing)

- Otters are digging out the floatation foam and erosion on some poles.
- Upland drainage down road is causing gravel is piling at the bottom of the road, near the entrance to the dock approach. There are concerns for erosion. Shelley will follow up with MOTI about drainage issues.

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

West Bay update:

- In good condition and did not have any damage from the recent winter storm.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- Grip strips need to be replaced on the float. The stainless-steel grips installed during the pilot phase have lasted longer and work better. The plastic grips need to be removed and replaced.
- Replacement required for some piles.
- The single float design has made it through the first winter storms.

Shelley Gagnon, General Manager, Community Services

- Major inspections almost concluded on five SCRD docks (Halkett Bay, Port Graves, West Bay, Gambier Harbour and Hopkins Landing) and New Brighton. The remaining four will be conducted next year. Preliminary results are expected Q1 2023.

- Information from the major inspections as well as Summerhill's quarterly inspections will inform the development of a Ports Capital Plan.

Kate-Louise Stamford, SCRD Director, Electoral Area F

- New Brighton dock sustained damage following the November 5 storm. Squamish Nation did some repair work to remove the logs stuck underneath and to fix deck boards and large hole on the wharfhead.

ADJOURNMENT 1:25 p.m.