



## SUNSHINE COAST REGIONAL DISTRICT

### Ports Monitors (POMO) Committee Meeting

Monday May 29, 2023

2:00 p.m. – 3:00 p.m.

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

## AGENDA

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### CALL TO ORDER 2:00 p.m.

1. Welcome and Introductions
2. Review of Agenda
3. Ports Monitors Committee Meeting Notes of December 12, 2022 Annex A  
pp 2 - 4
4. Ports Monitors Committee Representatives Update Verbal
5. Ports Division Update Annex B  
pp 5 – 9
6. Hopkins Landing Verbal
7. Roundtable Updates from Ports Monitors

### ADJOURNMENT 3:00 p.m.

## 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

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<b>PRESENT:</b>	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
<b>ALSO PRESENT:</b>	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

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**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.

## SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Ports Monitors (POMO) Committee – May 29, 2023

**AUTHOR:** Kelly Koper, Capital Projects Coordinator

**SUBJECT:** PORTS DIVISION STAFF UPDATE

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### Annual Inspections, Minor Maintenance and Repair

- The first minor inspection was completed in early April 2023.
- Annual activities conducted by Summerhill, as per contract include:

Maintenance Activity	Frequency Per Year
General Inspection	1st done for 2023
Written Report	Waiting for report from 1st inspection
Derrick Lubrication <i>Gambier, Hopkins, Keats, Halkett and Port Graves only</i>	1 per year at each dock– completed 2023
Reset Nail Heads	Ongoing
Touch Up Zone Paint	1 per year at each dock – completed 2023
Ladder Cleaning and Lubrication	1 per year at each dock

### Minor and Emergency repairs completed by Summerhill (over and above annual contract)

Port Location	Description	Date Completed
Vaucroft		
Halfmoon Bay		
Keats Landing	Temporary floatation provided on the float. Bolts replaced on cross braces	November 9, 2022 April 20, 2023
Eastbourne		
Hopkins		
Gambier		
West Bay		
Port Graves		
Halkett Bay		

### Major Inspections (completed ~ every 5 years)

- Major inspections (including underwater) have been completed for Halkett Bay, Port Graves, West Bay, Gambier Harbour, and Hopkins Landing.
- Staff will share summaries from these inspections to POMO at the May 29 meeting.
- Additional funding has been approved to complete the major inspections for the remaining four ports by Q1 2024 by end of 2023, with reports forthcoming in early 2024.
- Information from these reports will inform the development of Capital Renewal plans. Hope to have these completed by Q3 2024.

### **Leases**

- Vaucroft Lease: In progress, waiting for final renewal paperwork from Province
- Halfmoon Bay Lease: Current, expires 2027
- Keats Landing Lease: SCRD to submit updated drawings, waiting on Province to finalize lease
- Eastbourne Lease: In progress, waiting on Province to finalize lease
- Hopkins Landing Lease: In progress, waiting on Province to finalize lease
- Gambier Harbour Lease: Current, expires 2027
- West Bay Lease: Current, expires 2035
- Port Graves Lease: Current, expires 2041
- Halkett Bay Lease: In progress, waiting on Province to finalize lease

### **Capital Projects**

- Prior approved funding for five projects that have not advanced due to capacity:
  - West Bay Float
  - Halkett Bay Approach
  - Keats Landing Float
  - Gambier Harbour Structural Components
  - Eastbourne Wharfhead Repairs
- The RFP for the Keats Landing float replacement has closed and is in the process of contract finalization. Construction begins early summer and is expected to be completed by end of summer.
- Staff have issued an RFP for engineering services to update the cost estimates and prioritize the remaining projects in order of criticality. The RFP closed May 8, 2023, and the contract administrative process is expected to be complete by early summer. We will proceed with prioritized items as funding permits.

### **Miscellaneous**

- Port team member attended the Powell River Harbour Authority Association of British Columbia meeting in April 2023.

### **Attachments**

Attachment A – May 11, 2023 COW Staff Report “Community Services Department 2023 Q1 Report” (Ports and Docks Division)

## **SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT**

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**TO:** Committee of the Whole – May 11, 2023  
**AUTHOR:** Shelley Gagnon, General Manager, Community Services  
**SUBJECT:** COMMUNITY SERVICES DEPARTMENT 2023 Q1 REPORT

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### **RECOMMENDATION**

**THAT the report titled Community Services Department 2023 Q1 Report be received for information.**

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### **BACKGROUND**

The purpose of this report is to provide an update on activity in the Community Services Department for the First Quarter (Q1) of 2023 (January 1 to March 31, 2023).

The report provides information from the following Community Services Department Divisions:

- Parks [650] – consolidated
- Cemeteries [400] - consolidated
- Bicycle/Walking Paths [665 & 667]
- Dakota Ridge [680] – consolidated
- Building Maintenance Services [313]
- Community Recreation Facilities [615]
- Pender Harbour Aquatic and Fitness Centre [625]
- Transit [310]
- Fleet [312]
- Ports [345 & 346]

## PORTS AND DOCKS DIVISION [345 & 346]

### Progress on Priorities from 2023 Service Plan

Objective	Strategies	Timeline	Progress
Routine preventative maintenance and minor repairs	<p>Completion of annual inspections / repairs (three times per year).</p> <p>Sustainable, cost-effective asset management and prevention of service interruptions</p>	Ongoing	No minor inspections scheduled for Q1.
Public information on docks/moorage	Provide timely, reliable information to residents and visitors about SCRD ports.	Ongoing	Continue to update the public as needed, however, no issues arose during Q1.
Community cooperation and knowledge sharing	Support an effective Ports Monitors Committee (POMO), and host meetings two times per year.	Ongoing	Next POMO meeting scheduled for Q2.
Community cooperation and knowledge sharing	Attend the Harbour Authority Association of BC (HAABC) meeting on a regular basis as deemed appropriate.	Ongoing	Staff scheduled to attend Harbour Authority Association of BC meeting in early Q2.
Community cooperation and knowledge sharing	Continue to build relations and work with local island and marine associations.	Ongoing	Staff met with Gibsons Harbour Master to discuss new building practices and materials being used for float construction.
Asset management	<p>Completion of major inspections for remaining four ports (five ports completed in 2022). This will identify priorities for repair and replacements needed to maintain the asset.</p> <p>New best practices have been initiated by the shíshálh Nation and the Ministry (MFLNR). Complete gap analysis between existing dock structures and new best practices.</p> <p>Develop a capital asset renewal plan.</p>	Q1-Q4	<p>Draft major inspection reports have been received five ports (four ports on Gambier Island and Hopkins Landing). Major Inspection on the four remaining ports to be completed in 2023.</p> <p>Using best practices developed by the shíshálh Nation and Atl'ka7sem/Howe Sound Biosphere Region, a gap analysis was completed during each major inspection and identified in the final reports.</p> <p>This information from the major inspections will be used to inform future repairs and the development of a capital asset renewal plan (anticipated completion in 2024).</p>
Capital Maintenance Projects	<p>Planning, coordination and procurement of goods and services to complete capital projects carried forward from previous years.</p> <p>Ensure projects adhere to environmental regulations and limit service disruption where possible.</p>	Q1-Q4	Keats Landing new float RFP closed on March 20. Award to proponent set for start of Q2 and construction will begin in Q2.



Facilitate and support the provision of public docks (New Brighton Dock)	In partnership with the Squamish Nation Marine Group, and Gambier Island Community Association, facilitate a community conversation regarding the New Brighton Dock and conduct any studies required in the process.	Q1-Q4	<p>Staff continue to meet with representatives from the N'ch Kay Corporation. Staff also met with the Gambier Island New Brighton dock committee. We continue to research and gather together information for future consideration.</p> <p>A major inspection on the New Brighton dock has been completed. As owners of the dock, the N'ch Kay Corporation has the final report.</p>
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**Emerging Issues:**

None to report.

<b>Reviewed by:</b>			
Manager	<input checked="" type="checkbox"/> K. Clarkson <input checked="" type="checkbox"/> A. van Velzen <input checked="" type="checkbox"/> G. Donn <input checked="" type="checkbox"/> A. Kidwai	Finance	
GM	<input checked="" type="checkbox"/> S. Gagnon	Legislative	
CAO	<input checked="" type="checkbox"/> D. McKinley	Other	