



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee Meeting

Wednesday, December 10, 2025

11:00 a.m. – 12:00 p.m.

SCRD Office Cedar Room, 1975 Field Road, Sechelt BC

And electronically via Teams

AGENDA

1. Call To Order 11:00 a.m.
2. Welcome, Introductions, and Land Acknowledgement
3. Adoption of Agenda
4. Ports Monitors Committee Meeting Notes of May 7, 2025 Annex A
pp 1 - 3
5. Ports Division Staff Update Annex B
pp 4 – 9
6. Ports Monitors Committee Membership Verbal
 - a. Committee Members Terms ending
7. Roundtable Updates from Ports Monitors Verbal
8. Adjournment

**SUNSHINE COAST REGIONAL DISTRICT
PORTS MONITORS (POMO) COMMITTEE**

May 7, 2025

*MEETING NOTES OF THE PORTS MONITORS (POMO) COMMITTEE HELD IN THE CEDAR ROOM AT
THE SUNSHINE COAST REGIONAL DISTRICT OFFICE AT 1975 FIELD ROAD, SECHELT, BC*

PRESENT:	<i>POMO Committee Member (Eastbourne)</i>	<i>Trish Cowley</i>
	<i>POMO Committee Member (Gambier Harbour)</i>	<i>Bruce Pollock (Chair)</i>
	<i>POMO Committee Member (Halkett Bay)</i>	<i>Rob Cocquyt</i>
	<i>POMO Committee Member (Hopkins Landing)</i>	<i>John Rogers</i>
	<i>POMO Committee Member (Keats Landing)</i>	<i>John Richardson</i>
	<i>POMO Committee Member (Vaucroft)</i>	<i>Nicholas Demco</i>
ALSO PRESENT:	<i>SCRD Director, Electoral Area F</i>	<i>K. Stamford (Liaison)</i>
	<i>SCRD GM, Community Services</i>	<i>S. Gagnon</i>
	<i>SCRD Capital Projects, Marine Infrastructure</i>	<i>K. Lafortune</i>
	<i>SCRD Administrative Assistant/Recorder</i>	<i>A. Adam</i>
	<i>Public</i>	<i>0</i>
REGRETS:	<i>POMO Committee Member (Halfmoon Bay)</i>	<i>Rod Smith</i>
	<i>POMO Committee Member (Port Graves)</i>	<i>Andrew Kennedy</i>
	<i>POMO Committee Member (West Bay)</i>	<i>Eric Berger</i>

CALL TO ORDER 2:01 p.m.

ACKNOWLEDGMENT

It was acknowledged that the Ports Monitors (POMO) Committee meeting was held within the traditional territory of the shíshálh and Skwxwú7mesh Nations.

ELECTION OF CHAIR

Bruce Pollock, POMO representative for Gambier Harbour, was elected the Chair of the Ports Monitors Committee for 2025.

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 December 10, 2024 were received and accepted as presented.

PORTS DIVISION UPDATE

The General Manager, Community Services reviewed the staff report included in the meeting agenda package as Annex B.

Discussion included:

- *Welcome to Kyn Lafortune to the role of Capital Project Coordinator, Marine Infrastructure effective March 31, 2025.*
- *Ports Capital Projects update:*
 - *Hopkins Landing renovation to start this fall. The Board has approved a new float, which is not in scope for the dock project. The float will be a separate project and may not align with the dock reopening.*
 - *Keats Landing project is going to tender for construction soon with work anticipated to start in the fall.*
 - *The 4 projects (Eastbourne, Gambier Harbour, West Bay, Halkett Bay) are still on hold, and will be reviewed and prioritized based on capacity.*
- *Summerhill is currently working on spring inspections, minor maintenance and previously ordered work.*

PORTS MONITORS COMMITTEE MEMBERSHIP UPDATE

Two POMO members (Andrew Kennedy and John Rogers) terms expire before the next meeting. Both Andrew Kennedy and John Rogers agreed to allow their names to stand for another term.

Staff will bring a report to the Board for re-appointment of Andrew Kennedy and John Rogers to the POMO Committee for an additional two-year term.

ROUNDTABLE

Kate-Lousie Stamford, SCRD Director, Electoral Area F

- *A resident reached out about West Bay repairs. This has been previously reported to the SCRD.*

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- *Storm damage this winter. This has been previously reported to the SCRD.*
- *New Brighton Dock structure – aware this topic is under discussion.*

Nicholas Demco, POMO Committee Member (Vaucroft)

- *A cleat is missing. This has been previously reported to the SCRD.*

Trish Cowley, POMO Committee Member (Eastbourne)

- *Report of recent damage of the float not being in place making the ramp hard to use and compromised boat parking on one side, plus damage sustained over the winter. This has been previously reported to the SCRD.*

John Richardson, POMO Committee Member (Keats Landing)

- *The new ramp when at low tide is very steep and a challenge to navigate for some community members. This topic was raised for awareness when designing the new float for Hopkins Landing.*
- *The community looks forward to the cement barricades being removed and having full access to the dock again after repairs are completed.*

John Rogers, POMO Committee Member (Hopkins Landing)

- *Locals are still accessing the dock even after SCRD secures the site.*
- *Raised concern about comments made that not everyone is in favor of Hopkins Docks repair costs.*
- *In preparation for constructions, revisited the mooring blocks and if the need to contact residents is required in advance of the project commencing.*

The SCRD Ports Division reported that more information on the construction project will be soon and will be shared on the Let's Talk page. If the mooring blocks will impact construction, the project manager will be in touch with the POMO representative to help inform the community.

Rob Cocquyt, POMO Committee Member (Halkett Bay)

- *Many wear strips need replacement and there is a sign broken off. This has been previously reported to the SCRD.*

Shelley Gagnon, General Manager, Community Services

- *Appreciative of POMO members reaching out with concerns or repair requests as it helps staff to action items, when required, in-between bi-annual site inspections.*
- *A site visit to the Ports will be planned for the Capital Projects Coordinator, Marine Infrastructure, as part of their role. Chair Pollock and Representative Cowley offered to assist with logistics on Gambier and Keats Island.*

NEXT MEETING *December 2025*

ADJOURNMENT *2:44 p.m.*



Annex B

Staff Report For Information

TO: Ports Monitors (POMO) Committee – December 10, 2025

AUTHOR: Kyn Lafortune, Capital Projects Coordinator, Marine Infrastructure

SUBJECT: **PORTS DIVISION STAFF UPDATE**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Ports Monitors (POMO) Committee with an update on the nine docks operated and maintained by the Sunshine Coast Regional District (SCRD).

Annual Inspections and Preventative Maintenance (Under Contract)

- The fall inspections have been completed

Minor and Emergency Repairs Completed (over and above annual contract)

While on site for the annual fall inspections, the contractors in addition to their normal maintenance work may also perform minor repairs to the facilities as requested by the SCRD. The following chart represents the minor repairs and maintenance completed since December 2024. The value of maintenance costs this year are \$111,229.90

Port Location	Description	Date Completed
COMPLETED REPAIRS		
Eastbourne	• Storm Damage Repair	2025-01-19
	• Replace L Bracket, Crossbrace	2025-03-06
	• Concrete Deck Repair and Railings	2025-09-30
Hopkins Landing	• Float Storage for 2025	2025-02-05
	• Float Inspection	2025-05-08
Gambier Harbour	• Cables on Float	2025-03-06
	• Replace Deckboards Under Gangway	2025-05-15
Halfmoon Bay	• Timber & Hardware Upgrades	2025-05-12
West Bay	• Anchor Inspection	2025-05-20
Keats Landing	• Shingle Installation	2025-05-25
Vaucroft	• Temporary Fastening Top of Gangway	2025-06-15
	• Transition Plate	2025-11-13
Halkett Bay	• Ladder Removal	2025-10-29

EMERGENCY REPAIRS COMPLETED		
West Bay	• Float Repair	2025-10-29
ACTIVE REPAIRS		
Vaucroft	• Gangway Repairs	TBA
Gambier Harbour	• Anti-Skid Strips	TBA
	• Galvanization Paint	TBA
	• Wear Strips	TBA
	• Bolt Replacement	TBA

**Budget remains (~\$18,000) as an emergency contingency - i.e.. winter storm damages).

SCRD is working with contractor to identify other critical repair and maintenance priorities for completion in the spring. Completed work will be reported at the next meeting.

Major Inspections (completed ~ every five years)

- The next set of major structural inspections will be in 2029.

Leases

- Vaucroft Lease: Waiting for the initial renewal paperwork from Province.
- Halfmoon Bay Lease: Current, expires 2027.
- Keats Landing Lease: Current, expires 2029.
- Eastbourne Lease: Current, expires 2027.
- Hopkins Landing Lease: Current, expires 2042.
- Gambier Harbour Lease: Current, expires 2027.
- West Bay Lease: Current, expires 2035.
- Port Graves Lease: Current, expires 2041.
- Halkett Bay Lease: In the final stages of approvals from the Province.

Capital Projects (prior approved funding)

Keats Landing:

- Construction services have been awarded.
- Unfortunately, there has been a delay in attaining the mandated Archeology Permits. Staff are working with the Archeological company to get permits in place so that the project can proceed within the approved window for in-water works.
- Portions of the project that do not impact the Archeological site are moving forward.

Eastbourne, Gambier Harbour, West Bay, Halkett Bay:

- An engineering firm has been engaged, focused on the replacement of the West Bay float.
- In 2026, the focus will be on the remaining projects prioritized as below:
 - Eastbourne:

- Bents 3, 4, 5 upgrades/replacements of piles and footings.
- 11 bents to receive upgrades/replacements of cross bracing.
- New piles at bents 11 and 13.
- Gambier Harbour:
 - Bents 2-7 upgrades/replacements of piles and footings.
 - Nine bents to receive upgrades/replacements of cross bracing.
 - New piles at bents 17.
- West Bay:
 - New piles at bents 6, 9, 20.
 - New float.
- Halkett Bay:
 - New piles at bents 3, 4, 6, 9.
 - New bullrail at end of float.
- A budget for these major repairs is in place, however as the engineering and design for the projects progress, the budget will need to be reviewed and prioritized. This information will also inform future budget requests.

Hopkins Landing: <https://letstalk.scrd.ca/hopkins>

- Dock replacement onsite work began on November 17.
- The float replacement will soon be issued for tender early in 2026; estimated time for completion in Q3 2026.

Miscellaneous

1. Capital Asset Renewal Plan: Staff will continue to work on this capital plan in between project and operational work. Goal is to have a draft plan completed by Q3 2026 and presented to the Board during the 2027 Financial Planning process.
2. Halkett Bay Port Renaming: Will be deferred until Capital Projects and Capital Asset Renewal Plan are complete.

ATTACHMENT: A – Ports 2025 Quarter 3 Report

Reviewed by:			
Manager		Finance	
GM	X - S. Gagnon	Legislative	
CAO		Other	



Staff Report For Information

TO: *Committee of the Whole – October 23, 2025*

AUTHOR: *Shelley Gagnon, General Manager, Community Services*

SUBJECT: **Community Services Department 2025 Q3 Report**

PORTS AND DOCKS DIVISION [345 & 346]

Progress on Priorities from 2025 Service Plan

Objective	Strategies	Timeline	Progress
<i>Routine preventative maintenance and minor repairs</i>	<i>Completion of annual inspections/repairs (two times per year).</i> <i>Sustainable, cost-effective asset management and prevention of service interruptions.</i>	<i>Ongoing</i>	<i>Fall inspections in progress. Staff to review reports once completed.</i> <i>Minor repairs identified in Spring inspection to be completed at the same time as fall inspection, pending budget availability.</i>
<i>Public information on ports/moorage</i>	<i>Provide timely, reliable information to residents and visitors about SCRD ports through Service Alerts on the website and/or Let's Talk pages as appropriate.</i>	<i>Ongoing</i>	<i>Let's Talk Hopkins Landing page and website updated as required.</i> <i>Staff to update public communications on Keats Landing in October pending discussions with contractor.</i>
<i>Community cooperation and knowledge sharing</i>	<i>Support an effective Ports Monitors Committee (POMO), and host meetings two times per year.</i> <i>Attend the Harbour Authority Association of BC (HAABC) meeting on a regular basis as deemed</i>	<i>Ongoing</i>	<i>Continue to respond to public inquiries about docks, maintenance concerns, etc.</i>

	<p><i>appropriate.</i></p> <p><i>Continue to build relations and work with local island and marine associations.</i></p>		
<i>Asset management</i>	<p><i>Along with Asset Management staff, develop the capital asset renewal plan and present to Board for approval.</i></p>	<p><i>Q4 2025- Q1 2026</i></p>	<p><i>New ports staff received orientation to Capital Renewal Plan and will begin working on further developing the Plan throughout Q4 and into the new year.</i></p>
<i>Capital Maintenance Projects</i>	<p><i>Planning, coordination and procurement of goods and services to complete capital projects carried forward from previous years.</i></p> <ul style="list-style-type: none"> <i>Hopkins Landing Renovation</i> <i>Keats Landing Major Repairs</i> <i>Eastbourne Repairs</i> <i>Gambier Harbour Repairs</i> <i>West Bay Repairs</i> <i>Halkett Bay Repairs</i> <p><i>Ensure projects adhere to environmental regulations and limit service disruption where possible.</i></p>	<p><i>Q1 2025 through Q2 2026</i></p>	<p><i>Hopkins Landing renovation construction to begin in Q4. Lets Talk page will be updated once dates are confirmed.</i></p> <p><i>Keats Landing construction set to begin in water works in Q4 with completion anticipated for Q1 of 2026. Website will be updated and public communications will be circulated when dates and any service interruptions to the dock are confirmed.</i></p> <p><i>Design for West Bay float anchor repairs to begin in Q4.</i></p> <p><i>Hopkins and West Bay Float replacement procurement process anticipated in Q4 (Design/Build).</i></p> <p><i>Eastbourne, Gambier, and Halkett Bay ports projects will proceed in 2026.</i></p>
<i>Halkett Bay Renaming</i>	<p><i>Follow appropriate steps for the consideration of a name change for Halkett Bay dock, including working</i></p>	<p><i>Q4</i></p>	<p><i>Deferred to 2026.</i></p>

	<i>with the local community and Skwxwú7mesh Nation</i>		
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Emerging Items:

- *New Brighton Feasibility Interim Report presented to SCRD Board in July; public engagement currently underway, Let's Talk and survey active.*
- *West Bay Float closure: Funding for the replacement of the West Bay dock float was approved in 2018. The project was delayed for various reasons (COVID, staff vacancies). The bi-annual inspections have continued to identify further deterioration of the float. Minor repairs have been conducted on the float and anchor system trying to keep the asset functional, but over the last year it has become a growing concern. An inspection of the float in early October confirmed the need for immediate closure of the float and gangway to ensure public safety. Temporary repairs are underway so the float can be re-opened for pickup/dropoff. Planning continued for the design and construction of a new float.*

The following Key Performance Indicators are reported as follows:

- *Ports Leases (annually in Q4)*

<i>Reviewed by:</i>			
<i>Manager</i>		<i>Finance</i>	
<i>GM</i>	<i>X – S. Gagnon</i>	<i>Legislative</i>	
<i>CAO</i>		<i>Other</i>	