



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee Meeting

Monday December 11, 2023

1:00 p.m. – 2:00 p.m.

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

AGENDA

1. Call To Order 1:00 p.m.
2. Review of Agenda
3. Ports Monitors Committee Meeting Notes of May 29, 2023 Annex A
pp 2 - 4
4. Ports Monitors Committee Representatives Update Verbal
5. Ports Division Staff Update Annex B
pp 5 – 10
 - Keats Landing
6. Roundtable Updates from Ports Monitors Verbal
7. Adjournment 2:00 p.m.

SUNSHINE COAST REGIONAL DISTRICT**Ports Monitors (POMO) Committee****May 29, 2023****Held at the SCRD Office Cedar Room 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)	Rob Cocquyt
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Eastbourne)	Trish Cowley (in part)
	POMO Committee Member (Port Graves)	Andrew Kennedy
	POMO Community Member (Port Graves)	Talia Ferris
ALSO PRESENT:	SCRD Director, Electoral Area F	K. Stamford (Liaison)
	SCRD Director, Electoral Area B	J. Gabias (Alt. Liaison)
	SCRD Director, Electoral Area D	K. Backs (in part)
	SCRD GM, Community Services	S. Gagnon
	SCRD, Capital Project Coordinator (Ports)	K. Koper
	SCRD Administrative Assistant/Recorder	S. Herrling
	Public	0
REGRETS:	POMO Committee Member (Keats Landing)	John Richardson

CALL TO ORDER 2:00 p.m.**WELCOME AND INTRODUCTIONS**

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

AGENDA The agenda was amended to add Election of Chair. The agenda was adopted as amended.

ELECTION OF CHAIR

Bruce Pollock, POMO representative for Gambier Harbour was elected the Chair of the Ports Monitors Committee for 2023.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of December 12, 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, and welcomed new members and new SCRD Board Liaisons.

It was noted that there are two vacant positions on the POMO Committee for the Halfmoon Bay dock and the Vaucroft dock. Advertisements were posted in the Coast Reporter newspaper in May 2023 and staff will continue to reach out to community contacts to fill these positions.

Staff will bring a report to the Board for re-appointment of John Rogers to the POMO Committee for an additional two-year term prior to the end of the current term expiring September 2023.

PORTS DIVISION UPDATE

Kelly Koper, Capital Projects Coordinator reviewed the staff written report that was attached to the agenda package as Annex B.

HOPKINS LANDING

Kelly Koper, Capital Projects Coordinator provided a verbal update on Hopkins Landing based on results of the major inspection report.

Discussion included the following points:

- The major inspection report (condition assessment) findings conclude that the Hopkins Landing port is no longer in serviceable condition, major upgrades are required at the facility and the port is considered structurally unreliable for public assembly. Closure of the dock is recommended as the first step to address immediate risk.
- Staff are preparing a report for the Board which will recommend dock closure as well as identify different options and their implications.
- Temporary signage has been posted on the dock.
- Communications will need to be brought forward as soon as possible and community groups who will be using the dock for events advised.

Comments from POMO members:

- Major impact on island residents, Hopkins Landing dock is frequently used for boat moorage.
- The Hopkins Landing dock is utilized the least for recreational activities and the most for residential use by the island residents.
- The dock is of historical value for the Sunshine Coast.
- The Langdale dock is not available for boat moorage and the gate is sometimes closed, it becomes an emergency and safety issue if the Hopkins Landing dock is not available.
- The Granthams Landing dock is not available for public use.
- Gibsons Landing Harbour has a day float that can be used; however, it is inconvenient for many residents of the islands as vehicles are parked in the BC Ferries parking lot.

It was requested that Committee representatives forward additional feedback to staff.

The Ports Monitors Advisory Committee made the following recommendation:

Recommendation No. 1 *Hopkins Landing Dock*

The Ports Monitors Advisory Committee recommended that immediate action be taken to ensure public safety at the Hopkins Landing dock, including expediting the dock repairs.

ROUNDTABLE

Rob Cocquyt, POMO Committee Member (Halkett Bay)

- Busy season is coming up.
- Contractors repainted a few weeks ago.
- The community would like to know the status of the dock renaming proposal that was previously submitted to the SCRD.

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

Andrew Kennedy, POMO Committee Member (Port Graves)

- Newly appointed, no updates to report.

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

West Bay update:

- The dock is in good condition and the community is pleased the required repairs are going ahead.

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

- The dock looks great, and the community appreciates the installation of the permanent crank.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- The dock weathered the winter storms.
- Area painted for the dinghies that are used for access for the winter buoys is working well.
- Everyone seems to be respecting the short tie up periods as well as the red zones for off and on load only.

John Rogers, POMO Committee Member (Hopkins Landing)

- No updates to report.

Trish Cowley, POMO Committee Member (Eastbourne)

- No updates to report.

Shelley Gagnon, General Manager, Community Services

- Thanked Kelly Koper for her tremendous work over this past year, as well as moving forward with capital upgrades and engineering work.
- A reminder was given to contact Kelly (kelly.koper@scrd.ca) if there are ports related concerns or questions.
- Once all major inspections are completed, staff will use this information to develop a capital asset renewal plan for ports for presentation to the Board in the fall of 2024.

ADJOURNMENT 3:16 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Ports Monitors (POMO) Committee – December 11, 2023

AUTHOR: Kelly Koper, Capital Projects Coordinator

SUBJECT: PORTS DIVISION STAFF UPDATE

Annual Inspections and Preventative Maintenance (Under Contract)

- All minor inspections have been completed for this year. One inspection was completed in the Spring. Final inspection was completed in the fall.
- Beginning in 2024, routine preventative maintenance includes pressure washing of each facility once per year.

Annual Preventative Maintenance Activity	Frequency Per Year	Status
General Inspection	2	Completed
Written Report	2	Completed
Derrick Lubrication	1	Completed
Reset Nail Heads	1	Completed
Touch Up Zone Paint	1	Completed
Ladder Cleaning and Lubrication	1	Completed
Pressure Washing	1	To start in 2024

Minor and Emergency repairs completed (over and above annual contract)

Repair items noted in the minor inspection reports were listed and sorted by priority and completed as per available budget. Repair and maintenance budget completely expended in 2023.

Port Location	Description	Date Completed
Vaucroft		
Halfmoon Bay	Cleared brush around abutment	October 2-6, 2023
Keats Landing	Bolt replacement on cross bracing. (x12) Float water pump out. (Round 2) Brush / logs / gravel removal Fixed handrail / life-ring house Vehicle barricades were put in place. Lightbulb replacement New float installation.	May 2023 July 2023 October 2-6, 2023 October 2-6, 2023 October 18, 2023 December, 2023 December 12-14, 2023
Eastbourne	Replacement of float anchor chains Fixed float curb rail & gangway top chain	July 18, 2023 October 2-6, 2023
Hopkins	Facility closure RFP for the rebuild/repair Facility barricade reinstallation	June 26-27, 2023 Closes December 12, 2023 November 27-30, 2023
Gambier	Brush / gravel removal	October 2-6, 2023
West Bay	Bolt replacement on cross bracing (x2)	May 2023

	Fixed life-ring house / gangway top chain / cut long bolts shorter	October 2-6, 2023
Port Graves		
Halkett Bay	Replaced pile well wear strips / approach ladder handle	October 2-6, 2023

Major Inspections (completed ~ every 5 years)

- Major inspections (including underwater) have been completed at all facilities.
- All reports expected to be submitted by the end of the year.
- Information from these reports will inform the development of the capital asset renewal plan for ports.
- The next set of major structural inspections will be in 2029.

Leases

- Vaucroft Lease: Waiting for initial renewal paperwork from Province.
- Halfmoon Bay Lease: Current, expires 2027.
- Keats Landing Lease: Final lease package sent to Province for review.
- 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: All information sent to Province for renewal of lease. Province has notified that the file may be put on hold until the Province resolves lease over the existing boat ramp.

Capital Projects (prior approved funding)

Keats Landing new float installation scheduled December 5-8.

A contractor has been secured to complete the detailed engineering designs and updated cost estimates for the following capital projects:

- Eastbourne structural upgrades: Consisting of pile and footing repairs as well as replacement of cross braces and walers.
- Gambier Harbour structural upgrades: Consisting mainly of cross brace and waler replacement.
- West Bay float replacement: Consisting of a new float replacement. Existing gangway to remain.
- Halkett Bay structural upgrades: Pile and footing repairs/replacement.

The contractor will also prioritize the projects in terms of criticality. It is anticipated that the existing budget for these projects will be insufficient. A budget proposal for additional funding has been submitted for consideration in the 2024-2028 Financial Planning process (currently underway).

Staff are currently working with the Asset Management team to develop a Capital Asset Renewal plan for all SCRD Ports. It is anticipated that this plan will be presented to the Board prior to the end of 2024.

Miscellaneous

Please note that Kelly Koper will be out of the office December 21, 2023 – January 1, 2024. POMO members will be provided with information on who to call in the event of an emergency.

Attachments

Attachment A – Ports 3rd Quarter 2023 Report

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 09, 2023

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: COMMUNITY SERVICES DEPARTMENT 2023 Q3 REPORT

RECOMMENDATION

THAT the report titled Community Services Department 2023 Q3 Report be received for information.

BACKGROUND

The purpose of this report is to provide an update on activity in the Community Services Department for the Third Quarter (Q3) of 2023 (July 1 to September 30).

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

- Parks [650]
- Cemeteries [400]
- Bicycle/Walking Paths [665 & 667]
- Dakota Ridge [680]
- 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 (two times per year).</p> <p>Sustainable, cost-effective asset management and prevention of service interruptions</p>	Ongoing	<p>Final minor inspection for the year scheduled for Q4.</p> <p>The current contract for this service expires in February 2024. The procurement process started and anticipated award in Q4.</p>
Public information on docks/moorage	Provide timely, reliable information to residents and visitors about SCRD ports.	Ongoing	Continue to update the public as needed.
Community cooperation and knowledge sharing	Support an effective Ports Monitors Committee (POMO), and host meetings two times per year.	Ongoing	<p>Meeting held in Q2.</p> <p>Next meeting expected to be held in Q4.</p>
Community cooperation and knowledge sharing	Attend the Harbour Authority Association of BC (HAABC) meeting on a regular basis as deemed appropriate.	Ongoing	Staff attend on a regular basis. Next meeting in Q4.
Community cooperation and knowledge sharing	Continue to build relations and work with local island and marine associations.	Ongoing	Nothing to report for Q3.
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 shishálh 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>The four remaining inspections are to be conducted in Q4 with final reports anticipated prior to year-end.</p> <p>Gaps will be noted within the final reports from the major inspections.</p> <p>Work continues on the capital renewal plan. Anticipate completion in Q2/3 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	<p>The new float for Keats Landing will be installed by the end of Q3.</p> <p>The 4 remaining capital projects will begin review and priority listing with required designs in early October 2023. Design expected to be completed by December 2023.</p> <p>Hopkins Landing major structural upgrade RFP is being drafted. Expected to be on BC bid by December 2023.</p>

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	Staff continued to meet with representatives from the N'ch Kay Corporation in Q2, however further discussion will wait until the fall.
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Emerging Issues:

Keats Landing Port - The major inspection on Keats Landing was completed (October). The facility has significant structural damage to two bearing piles along the approach. The dock can remain in service, however, has been closed to vehicle traffic until further notice. Notification was issued and barricades have been installed to block all motorized vehicle traffic.

Attachment A