



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee Meeting

Monday May 27, 2024

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. Welcome, Introductions, and Land Acknowledgement
3. Election of Chair
4. Adoption of Agenda
5. Ports Monitors Committee Meeting Notes of December 11, 2023 Annex A
pp 2 - 4
6. Ports Division Staff Update Annex B
pp 5 – 9
7. Ports Monitors Committee Membership Update Verbal
8. Roundtable Updates from Ports Monitors Verbal
9. Adjournment

SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee

December 11, 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 (Halkett Bay)	Rob Cocquyt
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Eastbourne)	Trish Cowley
	POMO Committee Member (Port Graves)	Andrew Kennedy
	POMO Committee Member (Keats Landing)	John Richardson
ALSO PRESENT:	SCRD Director, Electoral Area B	J. Gabias (Alt. Liaison)
	SCRD Director, Electoral Area E	D. McMahon
	SCRD GM, Community Services	S. Gagnon
	SCRD, Capital Project Coordinator (Ports)	K. Koper
	SCRD Administrative Assistant/Recorder	A. Adam
	Public	0
REGRETS:	SCRD Director, Electoral Area F	K. Stamford (Liaison)

CALL TO ORDER 1:03 p.m.

WELCOME AND INTRODUCTIONS

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

ACKNOWLEDGMENT

It was acknowledged that the Ports Monitors (POMO) Committee meeting was held within the traditional territory of the shíshálh and Sk̓wxwú7mesh Nations.

AGENDA

The agenda was amended to add a reflection on the contribution and passing of POMO member Joseph Wright at the end of the Roundtable. The agenda was adopted as amended.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of May 29, 2023 were received and accepted as presented.

PORTS MONITORS COMMITTEE APPOINTMENTS UPDATE

The General Manager, Community Services provided a verbal update regarding the status of the Ports Monitors Committee representatives and appointments.

It was noted that there are three vacant positions on the POMO Committee: Halfmoon Bay dock, Vaucroft dock and West Bay dock. Recruitment is ongoing.

Staff will bring a report to the Board for re-appointment of John Richardson and Bruce Pollock to the POMO Committee for an additional two-year term prior to the end of the current term expiring March 2024.

PORTS DIVISION UPDATE

The Capital Projects Coordinator reviewed the staff report that was attached to the agenda package as Annex B.

KEATS LANDING

The Capital Projects Coordinator provided a verbal update on Keats Landing, which has been closed to vehicular traffic for safety reasons. Staff are working with an engineer to determine what repairs are necessary and will be presenting a report to the SCRD Board on the next steps (report anticipated prior to the end of Q1 2024).

POMO members expressed their desire to see the repairs addressed as soon as possible due to the challenges and inconveniences of not having vehicular access presents. Staff were also asked to get further clarity (if possible) on load capacity for the dock, and whether or not golf carts could be permitted. It was noted that the dock is very busy in the summer.

ROUNDTABLE

Justine Gabias, SCRD Director, Electoral Area B (Vaucroft & Halfmoon Bay)

- No updates to report.
- Will continue to recruit community members.

John Richardson, POMO Committee Member (Keats Landing)

- Expressed desire to address repairs as soon as possible to reopen dock to vehicles.

Trish Cowley, POMO Committee Member (Eastbourne)

- The repairs done in the summer were much appreciated.
- Requested that staff provide as much notice as possible for closures and additional information on how long the closure is anticipated for.

Rob Cocquyt, POMO Committee Member (Halkett Bay)

- No concerns.

Andrew Kennedy, POMO Committee Member (Port Graves)

- Wharf in good condition.
- The handrail is weathering on the main wharf. Request for new boards and a fresh coat of paint.

The SCRD Ports Division reported that this is already on the list of repairs planned for Port Graves.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- All worked well this summer.
- Aware of the cross bracing to be replaced/repared.

Bruce Pollock, POMO Committee Member (West Bay)

- Aware of float to be fixed.

John Rogers, POMO Committee Member (Hopkins Landing)

- Aware of the barricade that was reinstalled on the dock.

Shelley Gagnon, General Manager, Community Services

- RFP for Hopkins Landing rebuild closes this week. This will be awarded in early 2024.

Joesph Wright Recognition

Bruce Pollock shared about the unfortunate passing of Joesph Wright, a member of the POMO Committee, and a very busy man who was involved in many things. He had great achievements as an educator. There will be a memorial at the Gambier Community Hall in the spring. He will be missed.

NEXT MEETING May 2024

ADJOURNMENT 1:45 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Ports Monitors (POMO) Committee – May 27, 2024

AUTHOR: Kelly Koper, Capital Projects Coordinator

SUBJECT: PORTS DIVISION STAFF UPDATE

Annual Inspections and Preventative Maintenance (Under Contract)

- Minor inspections will continue to be performed twice per year (spring, fall)
- Increased annual repair and maintenance budget approved by board.
- 2024 increased maintenance budget is dedicated toward needed maintenance and new facility signage.

Annual Preventative Maintenance Activity	Frequency Per Year	Status
General Inspection	2	Spring inspection completed the week of April 29 to May 3.
Written Report	2	Spring inspection reports expected to be received in late May/June.
Derrick Lubrication	1	
Reset Nail Heads	1	
Touch Up Zone Paint	1	Expected to be completed in dry weather
Ladder Cleaning and Lubrication	1	
Pressure Washing	1	

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

While on site for the annual inspections, the contractors may also perform minor maintenance to the facilities as requested by the SCRD. These may include timber upgrades, chain securing, nail setting, anti-slip upgrades, etc. These small maintenance items will be recorded to track the annual maintenance requirements and costing at each of the docks for future budgeting and planning purposes.

Port Location	Description	Date Completed
Vaucroft	New gangway feet and landing pad. Better anti-slip on the upper transition pad. Install missing fender boards on the float.	Upcoming maintenance planned for 2024.
Halfmoon Bay	Timber upgrades: Handrail, decking, rails. Cross brace upgrades/replacements. New wear strips in the float pile wells.	Upcoming maintenance planned for 2024.
Keats Landing	No minor maintenance planned at this time	n/a
Eastbourne	Fabricated new top transition plate. Replaced HDPE slides. Fabricated new chain hatch covers. See Capital Projects	April 4, 2024
Hopkins	No minor maintenance planned at this time	n/a

Gambier	No minor maintenance planned at this time	n/a
West Bay	Cross brace upgrades/replacements. See Capital Projects.	Upcoming maintenance planned for 2024.
Port Graves	Timber upgrades: Handrail, decking, rails. Cross brace upgrades/replacements. Stainless steel strapping on piles. New wear strips in the float pile wells.	Upcoming maintenance planned for 2024.
Halkett Bay	No minor maintenance planned at this time	n/a

Major Inspections (completed ~ every 5 years)

- 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: In the final stages of approvals from the province.

Capital Projects (prior approved funding)

Keats Landing:

- An Engineer has been secured for the design work required.
- Scope of work has been defined to re-instate the vehicle load rating.
- A construction RFP will be posted as soon as the engineering design and specifications are completed. Estimated time of construction RFP posting is July.
- Construction will start after the award is approved by the Board (anticipated by end of Q3).
- Construction completion estimated for the end of 2024. Vehicle access will be opened pending engineering review and approval of work.
- This Keats Landing work is separate from the 4 capital projects listed below and will have its own separate timelines, RFP posting, engineer, and contractor.

Eastbourne, Gambier Harbour, West Bay, Halkett Bay:

- Project includes:
 - 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 & 13.
 - Gambier Harbour:
 - Bents 2-7 upgrades/replacements of piles and footings.
 - 9 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
- 60% design package completed; 90% design package in final stages.
- Permitting and project scope package submitted to Fisheries and Oceans (DFO).
- Anticipate posting the construction RFP in July.
- Construction will start after the award is approved by the Board (anticipated by end of Q3).
- Construction timing for each dock TBD; estimated completion for all four by the end of Q4 or beginning of Q1 2025.

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

- Engineer has been retained and is working completing the design, using the information gained at the public engagement.
- An Open House was hosted on May 1, 2024. Thank you to everyone who attended and spread the word of this event! It was a great success. There was a large turnout, many great ideas, thoughts, and history were presented during this event. The information collected will be used to further the design and is a valuable guide to the engineer and the SCRD on how this facility is loved and used.
- The Engineer and the SCRD will be consolidating all the comments from the engagement process and will work towards a final design and updated cost estimate.
- Progress on this project will be provided on the Let's Talk page noted above.
- The Hopkins Landing work is separate from the other capital projects listed and will have its own separate timelines, RFP posting, engineer, and contractor.

Miscellaneous

1. Capital Asset Renewal Plan: 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.
2. Halkett Bay Port – Currently working with the Squamish First Nation Rights & Title Office on entering a referral submission for the re-naming of the dock.
3. We have a new email for Ports. Please use this email as this will be monitored on a regular basis. Ports@scrd.ca

Attachments

Attachment A – Ports 1st Quarter 2024 Report

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – May 9, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: COMMUNITY SERVICES DEPARTMENT 2024 Q1 (JANUARY -MARCH 2024) REPORT

PORTS AND DOCKS DIVISION [345 & 346]

Progress on Priorities from 2024 Service Plan

Objective	Strategies	Timeline	Progress
Routine preventative maintenance and minor repairs	Completion of annual inspections/repairs (two times per year).	Ongoing	First inspection of 2024 planned to be completed before May long weekend.
Public information on ports/moorage	Provide timely, reliable information to residents and visitors about SCRD ports.	Ongoing	Ports webpage, POMO members, and relevant commercial businesses are notified of any work being performed on docks or damages to docks that require caution from the public. “Let’s Talk Ports” webpage is currently under construction to give updates on major projects or items that need to be communicated to the public or information that needs to be collected from the public.
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 May 27.
Community cooperation and knowledge sharing	Attendance of the Harbour Authority Association of BC (HAABC) meeting on a regular basis as deemed appropriate. Continue to build relations and work with local island and marine associations.	Ongoing	No meeting in Q1. Staff continuing networking with other local port authorities.
Asset management	Completion of a Capital Asset Renewal plan for ports.	Q3	Ongoing work toward completion.

	<p>Completion of remediation and upgrades projects including:</p> <ul style="list-style-type: none"> - Eastbourne, Gambier, West Bay and Halkett Bay ports - Keats Landing port to support reopening for vehicular traffic - Hopkins Landing port to support reopening for use. 	<p>Q4</p> <p>Engineers are currently working through 90% design completion. Habitat assessments have been completed and application to the Department of Fisheries and Oceans is underway. On schedule for expected construction in late fall or early winter.</p> <p>Keats Landing: Quote received from Engineer to complete the design of items requiring repair to re-instate vehicle loading on dock. Staff working with procurement to find optimal procurement process.</p> <p>Hopkins Landing: Engineer has been secured and is working on 50% design. An open house for the community will be held May 1st. Information gathered from the community will be used to guide design from 50% to 90%. A Let's Talk page will be developed specific to this project. Estimated construction late fall or early winter.</p> <p>Progress on these projects reported in the quarterly Budget Project Status Report (BPSR).</p>
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Emerging Items:

- Halkett Bay Lease: Currently staff are working with the province to complete the management plan for final submission, leading towards the renewal of the Halkett Bay lease for another 5 years.