



## **SUNSHINE COAST REGIONAL DISTRICT**

### **Ports Monitors (POMO) Committee Meeting**

Tuesday, May 7, 2025

2:00 p.m. – 3:00 p.m.

SCRD Office Cedar Room, 1975 Field Road, Sechelt BC

And electronically via Teams

## **AGENDA**

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1. Call To Order 2:00 p.m.
2. Welcome, Introductions, and Land Acknowledgement
3. Election of Chair
4. Adoption of Agenda
5. Ports Monitors Committee Meeting Notes of December 10, 2024 Annex A  
pp 1 - 3
6. Ports Division Staff Update Annex B  
pp 4 – 9
7. Ports Monitors Committee Membership Verbal
  - a. Committee Members Terms ending
8. Roundtable Updates from Ports Monitors Verbal
9. Adjournment

**SUNSHINE COAST REGIONAL DISTRICT****PORTS MONITORS (POMO) COMMITTEE****December 10, 2024**


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

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

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**CALL TO ORDER** 1:02 p.m.

Given the Chairs absence, the group agreed that Shelley Gagnon, General Manager, Community Services, would Chair for the December 10, 2024 Ports Monitors Committee meeting.

**ACKNOWLEDGMENT**

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

**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 27, 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 and provided an update on the status of the vacant Ports Coordinator position.

Discussion included:

- Hopkins dock construction (like for like) was awarded on November 28. Updates will be provided on the Let's Talk Page.
- Fall 2024 maintenance and repairs requiring timber are delayed until 2025.
- Capital projects at Keats Landing, Eastbourne, Gambier Harbour, West Bay, and Halkett Bay will resume when staff are in place.

## **PORTS MONITORS COMMITTEE MEMBERSHIP UPDATE**

Two POMO members (Trish Cowley and Rob Cocquyt) terms expire before the next meeting. Both members agreed to allow their names to stand for another term.

Staff will bring a report to the Board for re-appointment of Trish Cowley and Rob Cocquyt to the POMO Committee for an additional two-year term.

## **ROUNDTABLE**

Kate-Lousie Stamford, SCRD Director, Electoral Area F

- Has been working with BC Ferries on tire replacement at the Langdale Float.
- SCRD is looking for photos of the upcoming King Tides.
- Surveyed Gambier Harbour POMO Representatives on the recent Sea Lion population re damage to private docks in the area.

Rod Smith, POMO Committee Member (Halfmoon Bay)

- Noted the small items to be repaired as part of preventative maintenance and recommended repairs but no other concerns.

Trish Cowley, POMO Committee Member (Eastbourne)

- Appreciative when the crews are on site to fix things after the storm damage and for the light repairs.
- The best swim ladder has been installed at Eastbourne.
- Keats Landing – Community is still upset about the vehicular restrictions on the dock but have found new ways to make things work.

Eric Berger, POMO Committee Member (West Bay)

- Aware of the delay for the float repair.
- Happy to see crews out several times this year for maintenance work.

John Rogers, POMO Committee Member (Hopkins Landing)

- Mooring blocks – will these need to be moved in preparation for construction?

*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)

- The rub rail that is missing is tucked behind the shed.
- Wear guards between dolphins and float- one has come off recently and one is off.
- Placement for the new ladder was discussed.

*The SCRD Ports Division will ensure this information is provided to the contractor.*

**NEXT MEETING** May 2025

**ADJOURNMENT** 1:35 p.m.



# Annex B Staff Report For Information

**TO:** Ports Monitors (POMO) Committee – May 7, 2025  
**AUTHOR:** Shelley Gagnon, General Manager, Community Services  
**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 9 docks operated and maintained by the Sunshine Coast Regional District (SCRD).

### Annual Inspections and Preventative Maintenance (Under Contract)

- Spring inspections to be scheduled for early May.

### 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.

The following chart represents the minor repairs and maintenance completed since December 2024. Value of work completed \$34,000.

Port Location	Description	Date Completed
<b>REQUESTED REPAIRS</b>		
Vaucroft	• Installation of 3 anodes on float	Completed December
Eastbourne	• Add L brackets to top of pile C, securing pile to pile cap, and change cross brace from B to C	Temporary measure completed in early 2025
Gambier	• Float cables tightened, will need to return for more work	Completed early 2025
Halkett Bay	• Install ladder • New throw bag	Completed December
All	• Life ring replacements (HM, EB, HB, GH, WB) • Padlocks on electrical boxes (EB, GH, HB)	Completed December
<b>EMERGENCY REPAIRS</b>		
Eastbourne	• Storm damage: replacement of gangway guide rails and concrete deck patching	Completed early 2025

In addition to work ordered in Q4 2024 that still needs to be completed, SCRD is working with contractor to identify other critical repair and maintenance priorities for completion in the spring. Completed work will be reported on at the next meeting.

### **Major Inspections (completed ~ every 5 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:

- Additional funding approved in 2025 budget.
- Staff report April 17, 2025 on Electoral Area Services agenda
- Construction anticipated to begin fall 2025.

#### Eastbourne, Gambier Harbour, West Bay, Halkett Bay:

- New staff will be re-initiating these projects. Based on recent quotes received for construction, we anticipate that there may be insufficient budget to complete all the projects, and will need to be prioritized. This would result in 2026 budget proposals for unfinished projects.
- 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

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

- Construction to begin in late August.
- Float was originally scoped for repair, but when it was removed from the water for further assessment (March 2025) it was determined that full replacement was required. Additional funding approved for new float. This is a separate project that will require tendering for design and construction; date TBD.

### Miscellaneous

1. Capital Asset Renewal Plan: Project delayed due to staff vacancy. Completion of the report date TBD.
2. Halkett Bay Port Renaming – Will be deferred until capital projects and capital renewal plan are complete.
3. Welcome Kyn Lafortune to the role of Capital Projects Coordinator, Marine Infrastructure effective Mach 31, 2025.

### ATTACHMENT(S): A – Ports 2024 Quarter 4 Report

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

## 5SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

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**TO:** Committee of the Whole – February 13, 2025

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

**SUBJECT:** COMMUNITY SERVICES DEPARTMENT 2024 Q4 REPORT

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### 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	Various minor repair and maintenance work completed during Q4. Other emergency repair work completed as needed (i.e. damage due to storms).  Fall inspections were completed in late October and early November.
Public information on ports/moorage	Provide timely, reliable information to residents and visitors about SCRD ports.	Ongoing	Let's Talk Ports page and website updated as required.
Community cooperation and knowledge sharing	Support an effective Ports Monitors Committee (POMO), and host meetings two times per year.	Ongoing	POMO meeting was held on December 10.
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	Nothing to report.
Asset management	Completion of a Capital Asset Renewal plan for ports.	Q3	Development of the Capital Renewal Plan is delayed due to staff vacancy.



	<p>Completion of remediation and upgrades projects including:</p> <ul style="list-style-type: none"> <li>- Eastbourne, Gambier, West Bay and Halkett Bay ports.</li> <li>- Keats Landing port to support reopening for vehicular traffic.</li> <li>- Hopkins Landing port to support reopening for use.</li> </ul>	Q4	<p>Staff vacancy has also impacted capacity to deliver capital projects.</p> <ul style="list-style-type: none"> <li>• Eastbourne, Gambier, West Bay and Halkett Bay ports projects are on hold due to capacity challenges.</li> <li>• Keats Landing Project design stage being supported, but then will be on hold until staff vacancy filled.</li> <li>• Construction activities for the above projects will not proceed until early fall 2025 to adhere to Fisheries and Species at Risk Acts for in-water works.</li> <li>• Hopkins Landing project has been awarded and construction anticipated to begin in January. Timing will be very tight to complete the project within the approved period of time for in-water works based on the Fisheries and Species at Risk Acts.</li> </ul>
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**Emerging Items:**

- Staff vacancy creating capacity challenges. Recruitment efforts ongoing.
- New Brighton Feasibility Study commenced in Q4. Still waiting for Nch'kay to confirm their continued interest in divestiture of the dock.

## Leases

Dock	Status	Notes
Vaucroft	Expired	Waiting for the initial renewal paperwork from Province.
Halfmoon Bay	Current	Expires in 2027
Keats Landing	Current	Expires in 2029
Eastbourne	Current	Expires in 2027
Hopkins Landing	Current	Expires in 2042
Gambier Harbour	Current	Expires in 2027
West Bay	Current	Expires in 2035
Port Graves	Current	Expires in 2041
Halkett Bay	Expired	In the final stages of approvals by the province.