



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee Meeting

Tuesday, December 10, 2024

1:00 p.m. – 2:00 p.m.

SCRD Office Cedar Room, 1975 Field Road, Sechelt BC

And electronically via Teams

AGENDA

1. Call To Order 1:00 p.m.
2. Welcome, Introductions, and Land Acknowledgement
3. Adoption of Agenda
4. Ports Monitors Committee Meeting Notes of May 27, 2024 Annex A
pp 2 - 4
5. Ports Division Staff Update Annex B
pp 5 – 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 27, 2024

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

PRESENT:	POMO Committee Member (Eastbourne)	Trish Cowley
	POMO Committee Member (Gambier Harbour)	Bruce Pollock
	POMO Committee Member (Halfmoon Bay)	Rod Smith
	POMO Committee Member (Hopkins Landing)	John Rogers
	POMO Committee Member (Port Graves)	Andrew Kennedy
	POMO Committee Member (West Bay)	Eric Berger
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
	SCRD GM, Community Services	S. Gagnon
	SCRD Capital Project Coordinator (Ports)	K. Koper
	SCRD Administrative Assistant/Recorder	A. Adam
	Public	0
REGRETS:	POMO Committee Member (Keats Landing)	John Richardson

CALL TO ORDER 1:03 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.

WELCOME AND INTRODUCTIONS

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

ELECTION OF CHAIR

Bruce Pollock, POMO representative for Gambier Harbour, was elected the Chair of the Ports Monitors Committee for 2024.

AGENDA

The agenda was adopted as presented.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of December 11, 2023 were received and accepted as presented.

PORTS DIVISION UPDATE

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

PORTS MONITORS COMMITTEE MEMBERSHIP 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 is one vacant position on the POMO Committee: Vaucroft dock. Recruitment is ongoing.

ROUNDTABLE

Justine Gabias, SCRD Director, Electoral Area B

- Welcome to Eric, new POMO Representative for Halfmoon Bay dock.

Kate-Lousie Stamford, SCRD Director, Electoral Area F

- Will advise the BC Ferry Advisory Committee that Langdale Ferry dock was used for water taxi services recently for crew traveling to Howe Sound Pulp and Paper Mill when the road was closed this past week and when at low-tide, bigger water taxis couldn't access the dock. Will also share the request that the tires be replaced with proper white fenders.

Rod Smith, POMO Committee Member (Halfmoon Bay)

- No update but has noticed the routine maintenance and repairs to the dock.

John Richardson, POMO Committee Member (Keats Landing) shared these thoughts via email.

- Appreciative of the new float and ramp. The footing is excellent in all weather conditions.
- Concern for the length of time required to get to the Keats Landing dock repairs completed. Vehicle closure is impacting seniors and those with mobility issues and request access for golf carts on the dock. Also recognizes the inconvenience to Keats Camp and the arrival and departure of large numbers of campers and staff.

The SCRD Ports Division reported that the engineer's recommendation continues to be that the dock be limited to only foot traffic until the necessary remediations/repairs are completed. Staff recognize the challenges of this situation. As noted in today's staff report, the project is in progress.

Trish Cowley, POMO Committee Member (Eastbourne)

- Requested that with only 2 main docks on Keats, that only one is closed at a time when doing repairs or maintenance.
- Appreciative for the repairs done to the dock after the storms in February.

Andrew Kennedy, POMO Committee Member (Port Graves)

- No update to report.

Eric Berger, POMO Committee Member (West Bay)

- Float is missing some of the rub rails but understands that there is a new float coming later this year.

John Rogers, POMO Committee Member (Hopkins Landing)

- Waiting for the dock to be reopened.

Bruce Pollock, POMO Committee Member (Gambier Harbour)

- Thank you to SCRD staff (Kelly and Shelley) for the time and energy spent on the Ports.

NEXT MEETING December 2024

ADJOURNMENT 1:47 p.m.

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Ports Monitors (POMO) Committee – December 10, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: PORTS DIVISION STAFF UPDATE

Annual Inspections and Preventative Maintenance (Under Contract)

- Inspections completed in October; still awaiting inspection reports

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 contractor has been approved to perform the following minor repairs and maintenance. Total estimated value of repairs \$45,000.

Port Location	Description	Date Completed
Vaucroft	<ul style="list-style-type: none"> • Installation of 3 anodes 	
Halfmoon Bay	<ul style="list-style-type: none"> • Replacement of 3 deck boards on approach • Replacement of the fascia under railing (2x6x16') • Inside bullrail to be replaced on float • White bullrail at the end of float to be replaced • Fascia replacement and installation of additional fascia on float • New life ring • New throw bag 	
Keats Landing	<ul style="list-style-type: none"> • Replacement of transition plate and extend hinges 	
Eastbourne	<ul style="list-style-type: none"> • Add L brackets to top of pile C, securing pile to pile cap, and change cross brace from B to C (this is a temporary measure) • New ladder 	
Hopkins	<ul style="list-style-type: none"> • No minor maintenance planned at this time 	
Gambier	<ul style="list-style-type: none"> • Bent 4: Both lower cross brace bolts need to be replaced • Resecure cables on float piles • New throw bag 	

West Bay	<ul style="list-style-type: none"> Bent 21 and 22: Replacement of the through bolt; replace with a 1"x24" galvanized through bolt with timberwashers New throw bag 	
Port Graves	<ul style="list-style-type: none"> No minor maintenance planned at this time 	
Halkett Bay	<ul style="list-style-type: none"> Install ladder New throw bag 	
All	<ul style="list-style-type: none"> Padlock with the same key for all docks 	
EMERGENCY REPAIRS ORDERED		
Eastbourne	<ul style="list-style-type: none"> Storm damage: <ul style="list-style-type: none"> address safety issues (complete) replacement of gangway guide rails and concrete deck patching (estimated cost \$3,825) Addressing two lights that are not working Assess cross brace (email from TC Nov 13) Assess concrete pad (email from TC Nov 18) 	<p>Addressing safety issues completed October 8.</p> <p>Lighting addressed November 28.</p>
Gambier	<ul style="list-style-type: none"> Assess damaged electrical junction box 	

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:

- As per the staff report from October 24, additional budget is required to complete this project.
- Financial Plan adoption in February 2025.
- Project on hold until budget approved with construction anticipated to begin fall 2025.

Eastbourne, Gambier Harbour, West Bay, Halkett Bay:

- On hold until the staff vacancy is filled; work will not proceed until fall 2025.
- 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>

- RFP closed and award report presented on November 28.

Miscellaneous

1. Capital Asset Renewal Plan: Project delayed due to staff vacancy. It is anticipated that this plan will be presented to the Board prior to the end of 2025
2. Halkett Bay Port – On hold due to staff vacancy. Currently working with the Squamish First Nation Rights & Title Office on entering a referral submission for the re-naming of the dock.
3. Actively recruiting for staff position.

Attachments

Attachment A – Ports 3rd Quarter 2024 Report

5SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Committee of the Whole – November 14, 2024

AUTHOR: Shelley Gagnon, General Manager, Community Services

SUBJECT: COMMUNITY SERVICES DEPARTMENT 2024 Q3 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	Minor repair and maintenance work identified for completion during fall inspection. Fall inspections scheduled in October.
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	Next POMO meeting is anticipated in December.
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. This has also impacted capacity to deliver capital projects.

	<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. 	Q4	<p>Eastbourne, Gambier, West Bay and Halkett Bay ports projects are on hold due to capacity challenges.</p> <p>Keats Landing Project on hold pending consideration of additional budget request during 2025 budget deliberations. Construction would not proceed until early fall 2025 to adhere to Fisheries and Species at Risk Acts for in-water works.</p> <p>Hopkins Landing project has been tendered. Based on other recent projects, there is some concern about the project budget being sufficient. Tender closes in late November; anticipating a Contract Award report to Board in December, with project construction to follow. 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.</p>
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Emerging Items:

- Staff vacancy creating capacity challenges.

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.