



SUNSHINE COAST REGIONAL DISTRICT

Ports Monitors (POMO) Committee Meeting

Tuesday, May 5, 2026

1:00 p.m. – 2:00 p.m.

SCRD Office Cedar Room, 1975 Field Road, Sechelt BC

Electronically via Teams

AGENDA

Call To Order 1:00 p.m.

1. Election of Chair
2. Welcome, Introductions, and Land Acknowledgement
3. Adoption of Agenda
4. Ports Monitors Committee Meeting Notes of December 10, 2025 Annex A
pp 1 - 4
5. Ports Division Staff Update Annex B
pp 5 – 7
 - a. How to reach SCR D Ports staff
6. Ports Monitors Committee Membership Verbal
7. Roundtable Updates from Ports Monitors Verbal
8. Next Meeting

Adjournment

SUNSHINE COAST REGIONAL DISTRICT

PORTS MONITORS (POMO) COMMITTEE

December 10, 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, SEHELDT, BC

PRESENT:	POMO Committee Member (Eastbourne)	T. Cowley
	POMO Committee Member (Gambier Harbour)	B. Pollock (Chair)
	POMO Committee Member (Halfmoon Bay)	R. Smith
	POMO Committee Member (Halkett Bay)	R. Cocquyt
	POMO Committee Member (Hopkins Landing)	J. Rogers
	POMO Committee Member (Port Graves)	A. Kennedy
	POMO Committee Member (West Bay)	E. Berger
ALSO PRESENT:	SCRD Director, Electoral Area F	K. Stamford (Liaison)
	SCRD GM, Community Services	S. Gagnon
	SCRD Capital Projects, Marine Infrastructure	K. Lafortune
	SCRD Administrative Assistant/Recorder	A. Adam
	Public	0
REGRETS:	POMO Committee Member (Keats Landing)	J. Richardson
	POMO Committee Member (Vaucroft)	N. Demco

CALL TO ORDER 11:06 a.m.

WELCOME AND INTRODUCTIONS

Roundtable introductions of Ports Monitors (POMO) Committee members, Elected Official Liaisons, and SCR D 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 Skwxwú7mesh Nations.

AGENDA The agenda was adopted as presented.

MEETING NOTES

The Ports Monitors (POMO) Committee Meeting Notes of May 7, 2025 were received and accepted as presented.

PORTS DIVISION UPDATE

The Capital Projects, Marine Infrastructure staff reviewed the staff report included in the meeting agenda package as Annex B.

Discussion included:

- Difference between the operational budget which funds annual inspections, minor repair and maintenance and the capital budget which funds specific projects.
- Fall inspections are complete and repairs have been carried out (see staff report). Inspection reports have helped to identify priority 2026 repairs.
- Next Major Inspections planned for 2029 (conducted approximately every 5 years).
- The dock lease renewal process requires several steps including an SCRD Board report and a comprehensive report package for Provincial Government.
- Update on Capital projects underway:
 - Keats Landing – Construction has started. Staff are working closely with the contractor to identify impacts to dock users (ie. restricted use, closures) and as information becomes available, it will be communicated through SCRD website, social media and emails to POMO members to share with their community. Staff are in contact with the Stormaway.
 - Hopkins dock - Repairs are substantially completed. The float replacement will be actioned in 2026. A community celebration will be planned once the float has been installed.
 - Eastbourne, Gambier Harbour, West Bay dock, and Halkett Bay (referred to as the 'Quad Project') – current priority focus is on the replacement of the West Bay float and anchor blocks. Staff are working with the engineer to complete detailed designs and cost estimate updates and work will progress in 2026 in order of priority/criticality with Eastbourne first, then Gambier, West Bay structural repairs, and then Halkett.
- Halkett Bay dock renaming is still on the work plan, however, at a lower priority than the advancement of the capital projects.
- Staff reviewed the various permits, permissions and timelines involved in dock construction projects (ie. conducting in-water works must be done in the window set out by the Department of Fishers and Oceans (DFO) which is mid-August to the end of January, which limits when certain work can be completed).
- Reminder to send service requests, including pictures if possible, to SCRD Ports Division administration if there are any concerns: email ports@scrd.ca or phone: 604-885-6800

PORTS MONITORS COMMITTEE MEMBERSHIP UPDATE

POMO members for the following docks term expire before the next meeting:

- Gambier Harbour – Bruce Pollock
- Halfmoon Bay – Rod Smith
- Keats Landing – John Richardson
- West Bay – Eric Berger

All members agreed to allow their names to stand for another term.

Staff will bring a report to the Board for re-appointment of Bruce Pollock, Rod Smith, John Richardson, and Eric Berger to the POMO Committee for an additional two-year term.

ROUNDTABLE

SCRD Director Stamford, Electoral Area F

- Appreciative of staff outlining the process to complete work on the docks.
- Provided an update on the New Brighton dock.

POMO Committee Member - Gambier Harbour

- Report of some minor repairs for consideration: A hanging whaler, recent work piling wells to be reviewed, and rotting bull rails.
- Thank you for replacing the boards under the ramp.

POMO Committee Member - Halfmoon Bay

- Report that the dock is in good condition.

POMO Committee Member - Eastbourne (also provided an update on Keats)

- Report that the summer repair work on the hatch cover needs to be reviewed as the problem is still ongoing.
- Suggestion to ensure in-water work is planned earlier in the approved DFO work window due to the dock experiencing strong northerly winds in the winter months.
- Many islanders left the island because of uncertainty and challenges with transportation to and from the island due to the Keats Landing dock work. Eastbourne is not accessible for many from the Keats Landing community due to not having vehicles on the island and the distance between the docks. Request for advance communications for when work is being planned on island, including emergency planning consideration.

POMO Committee Member - Port Graves

- Report that the dock is in good condition.
- Noted that the float is often crowded and limited moorage space.

POMO Committee Member - West Bay

- Appreciative of the repair work to keep the float open. Requests a sign be put up regarding the change to no moorage.

POMO Committee Member - Hopkins Landing

- Excited to see the completion of the renovation.

POMO Committee Member - Halkett Bay

- Report of some minor repairs for consideration: missing brake on crane and rotten beam on ramp.

The SCRD Ports Division reminds all dock users that as per Bylaw 518, “No person shall store any material of any kind, including a watercraft, on the surface of a dock unless in an area posted as a storage area”.

NEXT MEETING May 2026

ADJOURNMENT 12:14 p.m.



Annex B Staff Report For Information

TO: Ports Monitors (POMO) Committee – May 5, 2026
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)

- Spring inspections completed in the last two weeks of April (website was updated with dates).

MINOR AND EMERGENCY REPAIRS COMPLETED (OVER AND ABOVE ANNUAL CONTRACT)

- Since the last staff update (December 10, 2025), the following minor and emergency repairs have been completed.

Port Location	Description	Date Completed
COMPLETED REPAIRS		
Vaucroft	Deck Board Repair	2026-02-12
EMERGENCY REPAIRS COMPLETED		
N/A		
ACTIVE REPAIRS – In progress		
N/A		

MAJOR INSPECTIONS (COMPLETED ~ EVERY FIVE YEARS) - The next set of major structural inspections will be in 2029.

LEASES – no change from December meeting.

CAPITAL PROJECTS (IN ORDER OR PRIORITY)

1. Keats Landing Renovation - Project Completed
2. West Bay Float and Anchor Replacement
 - a. Float and Anchor Replacement contract award report on SCR D Board Meeting agenda April 30.
3. Hopkins Landing

- a. *Major Renovation project complete.*
 - b. *The Float Replacement project tender has been posted and closes the end of April. Award report to SCRD Board anticipated for late May.*
4. *Eastbourne Major Repairs (next priority)*
 - a. *Eastbourne major repairs "Issued for Tender" package being developed.*
 - b. *Major Repairs include:*
 - i. *Piles*
 - ii. *Pile Caps*
 - iii. *Piling Footings*
 - iv. *Cross Braces*
 - v. *Longitudinal Braces*
 - vi. *Curb Rails*
 - vii. *Float Attachment Points*
 - c. *Pending capacity within the Purchasing team, the intent is to tender the project by the end of June with project completion by end of 2026.*
5. *Gambier Harbour*
 - a. *Major Repairs include:*
 - i. *Piles*
 - ii. *Pile Caps*
 - iii. *Piling Footings*
 - iv. *Cross Braces*
 - v. *Whale Timbers*
 - vi. *Protective Plating*
 - vii. *Erosion Remediation*
 - b. *Will be reviewing available budget once the Eastbourne project has been awarded.*
6. *Halkett Bay*
 - a. *Major Repairs include:*
 - i. *Piles*
 - ii. *Pile Caps*
 - iii. *C-Channels and Filler Blocks*
 - iv. *Bull Rails*
 - v. *Transition Plate*
 - b. *Will be reviewing available budget once the Eastbourne project has been awarded.*
7. *West Bay Structural Repairs*
 - a. *Major repairs include:*
 - I. *Piles*
 - II. *Pile Caps*
 - iii. *C-Channels and Filler Blocks*
 - iv. *Transition Plate at bottom of Gangway*
 - v. *Cross Braces*
 - b. *Will be reviewing available budget once the Eastbourne project has been awarded.*

MISCELLANEOUS

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