



**GVHA Board of Directors Public Meeting
October 21, 2011 - 9:00am
Victoria Executive Centre – Meares Street Room
Third floor, 915 Fort Street, Victoria BC**



**Greater Victoria Harbour Authority
AGENDA – PUBLIC #78**

21 October 2011, 0900-1030
Victoria Executive Centre – Meares Street Room
Third Floor, 915 Fort Street, Victoria BC

#	Item	Responsible(s)	Page #s
1.	Call to Order	D. Loughnane	Verbal
2.	Introductions	D. Loughnane	Verbal
3.	Approval of Agenda	D. Loughnane	3932
4.	Declarations of Conflict of Interest	D. Loughnane	Verbal
5.	Presentations a) Fisherman's Wharf – Visioning Project Update (to be confirmed)	D. Strongitharm	Verbal
6.	Minutes		
	a) Review/Approve Minutes of Public Meeting #77 held on August 19, 2011	D. Loughnane	3934-3939
7.	Motions, Actions & Business Arising - Previous Meeting(s)	D. Loughnane	3940
8.	Regular Business		
	a) Board Correspondence	D. Rand	3942-3943
	b) Committee Recommendations		
	i. Delegation of Authority	B. Wellburn	3944
	c) Management Reporting		
	i. CEO's Report	C. Grad	Verbal
	ii. Fisherman's Wharf - Visioning Project	S. Ross	3946-3947
	iii. Sustainability Management	R. Penz	3948-3950
	iv. Ogden Point - Breakwater Access & Safety	I. Crocker	3952-3954
9.	Input from the Public	D. Loughnane	Verbal
10.	Other Business	D. Loughnane	Verbal
11.	Motion to Adjourn to Annual General Meeting	D. Rand	Verbal

Board of Directors: D. Loughnane (Chair), B. Desjardins (Vice Chair), J. Allard, C. Causton, D. Cowen, P. Madoff, D. Rand, P. Ridout, Chief Sam, Chief Thomas, B. Wellburn, M. Williamson

Guests: Deane Strongitharm, CitySpaces Consulting

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MINUTES OF PUBLIC MEETING #77

Greater Victoria Harbour Authority
Held at 9:00 a.m. on 19 August 2011
Victoria Executive Centre – Meares Street Room
Third floor, 915 Fort Street, Victoria BC

In attendance:

Jim Allard
Christopher Causton (via Telecon - intermittent)
Dave Cowen
Barbara Desjardins
Dermot Loughnane, Chair
David Rand, Secretary
Paul Ridout
Chief Robert Sam
Chief Andy Thomas
Bill Wellburn, Treasurer
Mike Williamson

CEO & Resources:

Ian Crocker, Manager of Operations
Curtis Grad, CEO
Julia Park, Recording Secretary
Rebecca Penz, Manager of Communications
Sonterra Ross, Manager of Finance & Property

Regrets:

Pamela Madoff

Guests:

Briane Anderson, Fisherman's Wharf Community Association (FWCA)
John Briant, Western Stevedoring
Al-Nashir Charania, GVHA Staff
Clark C. Clark, Causeway Artist
Tom Coyle, James Bay Neighbourhood Assoc. (JBNA)
Pete Hartman, Victoria
Hanna Horn, FW Moorage Customer
Peter Lehmann, Peninsula Waste Water Services, Hazco
Shaun McBride, King Bros. Limited
Alan McGillivray, Prince of Whales
Marg Gardiner, JBNA
Janis Ringuette, JBNA
Don Prittie, GVHA Life Member
Brian Scarfe, JBNA
Bob Tuomi, JBNA

1. Call to Order

The Chair called the meeting to order at 9:00 a.m.

2. Introductions

The Chair introduced Don Prittie, former GVHA Board Chair, and newly appointed Life Member, and John Sanderson, GVHA Life Member.

3. **Approval of Agenda**

PB/M - 2011-08-19-#001: MOVED and SECONDED THAT the agenda be approved. CARRIED

4. **Declarations of Conflicts of Interest**

David Rand declared he was Director of the International Buskers Festival.

5. **Presentations**

a) Victoria International Buskers Festival

John Vickers, Executive Director of the Buskers Festival reported that the festival was a success for Victoria. The festival was a boost to the City's economy, and created a family oriented festival that added to the vibrancy of downtown. John advised that good reviews were received from the Mayor and other, and he thanked GVHA for their support and sponsorship.

b) City of Victoria's Official Community Plan (OCP)

Cameron Scott of the City of Victoria's Planning Department gave an overview of where the OCP process is at currently and where it is going in the next few months. He reported that there has been a significant amount of feedback from the public, and the City has made efforts to engage all stakeholders, including GVHA.

Next steps will include:

- Staff review
- Limited public engagement
- Legal review
- Update of development permit areas
- Heritage conservation

Public feedback is available online at www.shapeyourfuturevictoria.ca

Board discussion included:

- GVHA input into the process
 - The Manger of Finance and Property reported that GVHA had submitted written input into the OCP and worked with the City on specific areas
- What are the City's performance measures?
 - Cameron Scott reported that they measure success by key directions and land use i.e. goal is to have 90% of the population able to walk to a village centre, 99% able to walk to rapid transit lines. He stated it depends on the target area, and on items that can be measured. The planning horizon is 30 years for implementation.
- Are there steps to ensure the plan aligns with the CRD?
 - There have been meetings with the CRD to receive their feedback and combine strategies.
- The Board stated there are different priorities and capacities for change since the 1995 and 2000 OCPs, and updating is required.
 - The City will undertake a Master Plan that will include the harbour plan.

6. **Review/Approve Minutes**

- a) Approve minutes of Public Meeting #76 on June 17, 2011.

The June 17, 2011 public input from the minutes will be amended as follows:

Brian Scarfe referred to the report authored by him (see April minutes) and added "He hopes to meet with GVHA's CEO soon through a GVHA/JBNA Joint Committee."

PB/M - 2011-08-19-#002: MOVED and SECONDED THAT the minutes of Public Meeting #76 on June 17, 2011 be approved as amended. CARRIED

7. **Action Items & Board Motions from Previous Meeting**

For information only.

8. **Regular Business**

a) **Board Correspondence**

PB/M - 2011-08-19-#003: MOVED and SECONDED THAT the correspondence be received circulated. CARRIED

b) **Committee Recommendations**

i) **Director's Expense Policy**

PB/M - 2011-08-19-#004: MOVED and SECONDED THAT the Board adopts the updated Director's Expense and Travel Policy dated May10, 2011 replacing the current policy that was approved/adopted on December 14, 2005. CARRIED Barbara Desjardins Abstained

ii) **Media Communications Policy**

The Board queried why there may be a 4-hour delay in responding to media. Management stated that media would generally be responded within a 4-hour window, however there may be occasions where outside advice is required prior to response.

PB/M - 2011-08-19-#004: MOVED and SECONDED THAT the Board adopts the updated Media Communications Policy, dated August 19, 2011 replacing the current policy that was approved/adopted on December 14, 2005. CARRIED

iii) **Procurement Policy**

The Audit and Finance Chair reported that the new policy had been well vetted by the Committee, and congratulated Sonterra Ross for the great work done on the policy.

PB/M - 2011-08-19-#005: MOVED and SECONDED THAT the Board approves the Procurement Policy as presented. CARRIED

iv) **Risk Philosophy Policy**

PB/M - 2011-08-19-#006: MOVED and SECONDED THAT the Board approves the Risk Philosophy Policy as presented. CARRIED

c) **Management Reporting**

i) **CEO's Report**

The CEO reported he's been on the job for just over 60 days and presented an overview of what has taken place in that time:

- Met with Board/Life members one-on-one to see where we are going and where we've been through their collective memory/knowledge
- Met with management/staff to identify organizational strengths and resource gaps
- Reviewed business fundamentals, Strategic/Business plans and OP Master Plan
- Participation/familiarization with GVHA Board committees
- Met with community and industry groups such as the JBNA, VEHS, and others
- Met with customers for feedback on what is working well, and what is not
- Initial introduction to cruise and support industry

The CEO stated that GVHA is a young organization, approaching 10 years since being established and assuming the federally divested port properties. During this period, the key accomplishments include improvement of distressed assets/infrastructure such as Ogden Point Fisherman's Wharf however development of more diverse and sustainable revenue streams to ensure the required infrastructure investment can be maintained. A key focus is the protection and enhancement of the harbour as a transportation hub, with close integration of the OCP and a comprehensive harbour-wide plan.

ii) Fisherman's Wharf Visioning Project

The Manager of Finance and Property reported that CitySpaces was retained on July 6, 2011 to develop a Marina Development Strategy, Facility Plan and Rezoning Application for the Fisherman's Wharf facility.

The comprehensive consultation plan will be initiated in mid/late September with the bulk of consultation workshops taking place from October to November 2011. Work will be conducted throughout the fall and winter of 2011/12, with GVHA reporting out to the public in the spring of 2012.

Both the water and upland will be studied with the intention of concluding the plan for rezoning. GVHA will work with the City on parking and traffic impacts to the area.

The Board will be apprised of progress on a regular basis.

iii) Ogden Point Cruise Transportation Strategy

GVHA is developing an Ogden Point Cruise Transportation Strategy that will address the challenges and opportunities for moving cruise passengers from Ogden Point to downtown as well as transport for attractions and destinations (shore excursions) within Greater Victoria. The strategy seeks solutions for moving people downtown. Considerations include:

- Transportation impact mitigation
- Community consultation
- Quality service for passengers
- Researching manufacturers for options
- Water shuttle for people movement
- Impact to shore excursions
- Impact to existing cruise tourism transportation providers
- Environmental impacts

An RFI was issued on April 5, 2011 to gather information from the industry of people movement providers. The RFI closed on May 31, 2011. GVHA will use the information gathered to assist in the development of the strategy. An RFP is expected to be issued July to September, 2012 with actual contracts starting in April of 2013.

Board feedback included site safety for passenger movements, and costs involved.

iv) Shore Power Study

The Manager of Communications reported GVHA has received partner funding from VIHA, the City of Victoria and the Township of Esquimalt in support of the Shore Power Feasibility Study at Ogden Point.

The RFP was issued on July 12, 2011 and closed on July 29, 2011. A committee of GVHA staff is currently evaluating the submissions using pre-determined criteria. Study completion date is anticipated to be November 30, 2011.

v) Reefer Truck Relocation

The Manager of Operations reported that relocation of the reefer trucks has dropped noise levels significantly and improved safety for truck drivers.

Staff continues to work with the Coastguard to further increase distance between Shoal Point and reefer trucks and to discuss plans for the harbour pathway.

A total of parking spots have been recovered through this truck relocation. Pier expansion is still being considered to accommodate the reefer trucks in the future.

vi) Capital Projects Update

The Manager of Operations reported that the three largest projects are wrapping up:

- Corporate office renovations
- Fisherman's Wharf upgrades
- Mooring dolphin

New plans this year include:

- Inner Harbour crescent float being used by Victoria Harbour Ferries
- Fisherman's Wharf electrical upgrades – the capacity has been doubled
- Light poles upgraded
- Western Stevedoring's office space – in final stages of completion

9. Input from the Public

Janis Ringuette, JBNA - stated that the JBNA has been James Bay's land use representative to the City since 1993 and GVHA should be meeting with the JBNA to discuss land uses matters, not the City, She also stated that GVHA should only be meeting with the JBNA to discuss land use and other issues, and urged GVHA to support JBNA initiatives.

Hanna Horn, Fisherman's Wharf Moorage Customer - stated that GVHA's new CEO met with her and a group of moorage customers at Fisherman's Wharf to discuss security concerns and the public's access to the floats and live-aboard boats moored at the wharf. She stated that the boat owners also have an expectation of security for their boats and property. She noted that the CEO is aware of their concerns and awaits further discussion of the matter.

Briane Anderson, FWCA - asked when the third-party review of Brian Scarfe's cruise ship analysis would be released publicly.

Marg Gardiner, JBNA - stated that expansion of float plane activities is a concern to harbour residents, as the release of Volatile Organic Compounds (VOC's) will increase with the expansion of float plane operations. What social and environmental measures are planned to mitigate impact of expansion float plane operations on harbour residents and users? Has GVHA considered a pollution charge in their pricing formulas?

Andrew Capeau, Victoria Pedicabs – expressed concerns regarding lack of commercial vehicle space on City streets dedicated for use by pedi-cabs operators. Parking is part of the fees paid for a business licence, however taxis and buses illegally use the pedi-cab spaces. Mr. Capeau believes GVHA should work in concert with the City to find a solution for all commercial operators.

Action - PB-2011-08-19-#001: Management to contact ground transportation companies licensed to operate at Ogden Point, as well as the City, regarding report of buses and taxis monopolizing/abusing use of commercial parking spaces along the causeway, to the detriment of authorized users (including pedi-cabs).

Peter Lehmann, Peninsula Waste Water Services (Hazco) - reported that on August 18, 2011 he began a pilot project to remove solid waste streams from cruise ships. The new process requires one curtain-side trailer, reducing truck traffic through the neighbourhood from 4 trucks to 1. Other benefits to the new process include increased recycling and lower cost base.

The Board Chair invited Mr. Lehmann to provide and update at a future meeting.

10. **Other Business**

None.

11. **Adjournment**

PB/M - 2011-08-19-#007: MOVED and SECONDED THAT under section 34 (2) (d) the meeting be moved in-camera as in the opinion of the Board the public interest requires exclusion. CARRIED

The meeting was adjourned at 10:35 a.m.

Dermot Loughnane, Chair

David Rand, Secretary



**PUBLIC BOARD MEETING
ACTIONS & MOTIONS
August 19, 2011**

DATE	ACTION ITEM	RESPONSIBLE	Target/Completion Date
August 19/11 #77	PB/A - 2011-08-19-#001: Management to contact ground transportation companies licensed to operate at Ogden Point, as well as the City, regarding report of buses and taxis monopolizing/abusing use of commercial parking spaces along the causeway, to the detriment of authorized users (including pedi-cabs)	Manager, Communications	September-9, 2011 <i>OnG.</i>
August 19/11 #77	MOTIONS		
	<p>PB/M - 2011-08-19-#001: MOVED and SECONDED THAT the agenda be approved. CARRIED</p> <p>PB/M - 2011-08-19-#002: MOVED and SECONDED THAT the minutes of Public Meeting #76 on June 17, 2011 be approved as amended. CARRIED</p> <p>PB/M - 2011-08-19-#003: MOVED and SECONDED THAT the Board adopts the updated Director's Expense and Travel Policy dated May10, 2011 replacing the current policy that was approved/adopted on December 14, 2005. CARRIED Barbara Desjardins Abstained</p> <p>PB/M - 2011-08-19-#004: MOVED and SECONDED THAT the Board adopts the updated Media Communications Policy, dated August 19, 2011 replacing the current policy that was approved/adopted on December 14, 2005. CARRIED</p> <p>PB/M - 2011-08-19-#005: MOVED and SECONDED THAT the Board approves the Procurement Policy as presented. CARRIED</p> <p>PB/M - 2011-08-19-#006: MOVED and SECONDED THAT the Board approves the Risk Philosophy Policy as presented. CARRIED</p> <p>PB/M - 2011-08-19-#007: MOVED and SECONDED THAT under section 34 (2) (d) the meeting be moved in-camera as in the opinion of the Board the public interest requires exclusion. CARRIED</p>		<p align="center">√</p> <p align="center">√</p> <p align="center">√</p> <p align="center">√</p> <p align="center">√</p> <p align="center">√</p> <p align="center">√</p>

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**Greater Victoria Harbour Authority Board of Directors
Public Correspondence – October 21, 2011**

DATE	TO	FROM	NOTES	Action
August 21, 2011	Dermot Loughnane, Chair	N.S. Greenwood, Rear-Admiral Commander, Maritime Forces Pacific	Thank you letter for GVHA's accommodation of the Esmeralda Tall Ship	None



National Défense
Defence nationale

Maritime Forces Pacific
PO Box 17000 Stn Forces
Victoria BC V9A 7N2

0097-1000-1 (J02VP/RDIMS 165834)

22 August 2011

Dermot Loughnane
Board Chair
Greater Victoria Harbour Authority
#202-468 Belleville Street
Victoria BC V8V 1W9

I am writing to express my sincere appreciation for the Greater Victoria Harbour Authority's contribution towards making the Chilean Naval Tall Ship *ESMERALDA* visit to Victoria a success.

This visit was an important event, strengthening the diplomatic ties between Chili and Canada. The support of your Chief Executive Officer, Curtis Grad, and Communications Manager, Rebecca Penz, contributed directly to the celebrations and memorable experiences enjoyed by visiting sailors and citizens of Victoria from 1-5 August 2011.

Your contribution to this team effort was of the utmost importance and greatly valued.

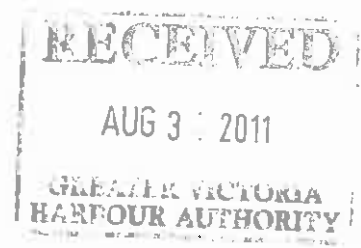
Yours sincerely,

N.S. Greenwood
Rear-Admiral
Commander

cc:

Mr. James Webb
Senior Visits and Protocol Officer
Maritime Forces Pacific Headquarters
PO Box 17000 Stn Forces
Victoria BC V9A 7N2

Canada





Delegation of Authority Policy

4.2 Delegation of Authority

The Chief Executive Officer (CEO) is responsible for leading the implementation of GVHA's Strategic Plan, the Board-approved Annual Operating Plan (AOP) and the Capital Expenditures Plan (CapEx Plan). The CEO is authorized by the Board to commit GVHA's resources in carrying out this mandate in accordance with this Policy.

The Delegation of Authority recognizes the accountability of the CEO to the Board and prescribes the limits to which the CEO is authorized to commit the GVHA and approve expenditures. The CEO may assign limits and authorize GVHA employees to act on behalf of the GVHA within the limits set out in the Delegation Limits Matrix, but remains accountable to the Board for the actions of his staff. Board-approved commitments and expenditures, as recommended by the CEO but in excess of his delegated limits, require signed approval by any two of the table officers of the GVHA, those being the Chair, Vice-Chair, Secretary and Treasurer.

The Board requires business cases for its review and approval in support of all significant business initiatives and capital projects prior to committing the GVHA. Projects, contracts or any other transaction may not be divided, phased or staged in any manner so as to breach the intended limits set out in the Delegation Limits Matrix.

The Board Chair, Vice-Chair, Secretary, Treasurer, CEO and Manager of Finance and Property are authorized to co-sign GVHA cheques, subject to any limits set out in this Policy.

Exceptions to Policy must be reported to the Audit & Finance Committee by the CEO and, in turn, to the Board.

This Policy will be reviewed annually by the Audit & Finance Committee and approved by the Board.

The following Delegation Limits Matrix forms part of this Policy and is based on approved budget:

(amount is 000's)	CEO	Manager of Finance and Property	Managers	Specified Staff ****
Capital Contracts	500	50	0	0
Service & Consulting Contracts	100	50	20	0
Purchase of Chattels	50	10	10	2
Co-Signing Cheques*	100	50	n/a	n/a
Commercial Licences & Leases	X **	X ***	X	*****
Non-Commercial Licences & Leases	X **	X ***	X ***	Moorage contracts

* All Cheques regardless of amount requires two (2) signatures, exception to these delegated limits is any statutory remittance submission (HST, payroll remittance etc)

** Subject to 3 year time limit without Board approval, Unlimited with Board approval

*** Subject to 3 year time limit upon CEO approval

**** Specified Staff are those staff whose job title includes the word "Coordinator"

***** The marina services coordinator can enter into and sign Commercial licences up to a one-year time limit for "Causeway Festival" and "Yellow Line" programs, special events, and moorage agreements.

Date of last revision: October 4, 2011

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**Report to GVHA's Board of Directors
Public Meeting**

Prepared by: Sonterra Ross,
Manager of Finance & Property

Meeting Date: October 21, 2011

Subject: Fisherman's Wharf Visioning Project

Motion Required
<input checked="" type="checkbox"/> Information Only
Other _____

Issue/Initiative

GVHA retained CitySpaces Consulting Ltd. as of July 6, 2011 to develop a Marina Development Strategy, Facility Plan and Rezoning Application for the Fisherman's Wharf facility.

As per the terms of the contract, August, September and the first part of October have been spent on five principal assignments:

- Completion of background assessment;
- Confirm communications plan and phase one public input schedule;
- Confirm development principles;
- Prepare public presentations materials, including website development; and
- Commence phase one public involvement.

The public consultations carried out to date have been received favourably by each group. The participation, interest and feedback have exceeded expectations. While there has, understandably, been some orientation from the existing users toward maintaining the status quo, there have also been some remarkably cogent and original suggestions with some common themes developing (to be detailed in future update, upon completing the initial round of stakeholder consultations).

Comments from the participants have been very positive as to the format of the process and the opportunity to provide input. It should be noted that there have been expectations expressed from groups for an additional round of consultation beyond what the set/approved work plan, however this will be assessed further along the process. Ten of the twelve groups/organizations have been consulted with to date. The final two groups will meet closer to the end of October 2011.

At the end of the phase one consultation, a summary of all comments received will be posted on the Fisherman's Wharf Plan website http://victoriaharbour.org/Fwmicro_main.php.

The project continues to be on task, on budget. In terms of schedule, the initial consultation stage is due to wrap up in the last half of October, as planned, however the financial analysis is a few weeks delayed.

Objective

The following report is intended to provide an update on the Fisherman's Wharf Visioning Project.

Management Actions

PROJECT TASK	ESTIMATED SCHEDULE	PROGRESS	RISK ASSESSMENT
1	Start-up Meeting: confirm work plan; obtain additional background information and discuss Consultation Plan	Jul 11-25/11	Complete
2	Prepare Consultation Plan; confirm with GVHA	July15-31/11	Complete
3	Discuss with City Planning Department and City Land Manager	Jul 18-Aug 19/11	Complete
4	Prepare Development Principles	Aug 22-Sep 16/11	Complete
5	Engage in consultation with stakeholders, neighbours, and other organizations	Sep 7 – Oct 21/11	85% Complete
6	Financial analysis of facility	Sep 14-Oct 14/11	Low risk - majority of Phase 1 Consultation has been completed. Completion anticipated by end of October 2011.
7	SWOT analysis based on consultation results and financial analysis	Oct 24 – Nov 10/11	Low risk - analysis to be initiated at the end of October 2011.
8	Report to GVHA Board and Staff	Dec 16/11	
9	Prepare Marina Development Strategy	Oct 17/11 – Feb 10/12	
10	Review of initial development strategy with GVHA Board and staff	Feb 17, 2012	
11	Develop Facility Plan based on Marina Development Strategy	Feb 20-Apr 20/12	
12	Draft Facility plan presented to GVHA Board	Apr 20/12	
13	Revisions to Facility plan	Apr 22-Apr 29/12	
14	Consultation with stakeholder groups	Apr 22 – May 11/12	
15	Prepare rezoning application	Mar 26 – Apr 29/12	
16	CALUC submission	May 2012	Subject to City of Vic process Low risk, timeline impact
17	Submission of rezoning application	May 2012	Subject to City of Vic process Low risk, timeline impact
18	Management of application with City of Victoria	May – July 2012	Subject to City of Vic process Low risk, timeline impact
19	Bylaw readings	Jul – Aug 2012	Subject to City of Vic process Low risk, timeline impact
20	Public hearing	August 2012	Subject to City of Vic process Low risk, timeline impact
21	Negotiation of development agreement with the City of Victoria	Aug – Sep 2/12	Subject to City of Vic process Low risk, timeline impact
22	Final reading of bylaw	Sept – Oct 2012	Subject to City of Vic process Low risk, timeline impact

Risk is determined to be low, medium or high based on impact to timeline and budget. Blue indicates the tasks that have not started as of October 14, 2011.



**Report to GVHA's Board of Directors
Public**

Prepared by: Rebecca Penz,
Manager of Communications

Board Meeting Date: October 21, 2011

Subject: Sustainability Management

<input type="checkbox"/>	Motion Required
<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Other _____

Issue/Initiative

GVHA is committed to incorporating and balancing the social, environmental and economic impacts of our activities on Victoria Harbour and the community. The Sustainable Management Program supports this goal through the research, development and implementation of programs and initiatives that ensure responsible management of GVHA's key marine properties.

Objective

Management has focused the Sustainable Management Program on the following five areas:

1. **Sustainability Framework:** Integrates GVHA's sustainability principles into policy, planning, and operations. The Audit & Finance committee provides oversight to the development of the plan.
2. **Clean Air and Noise Management Strategy:** Develops strategies to reduce air contaminants and mitigate noise from all lines of business.
3. **Ogden Point Cruise Transportation Strategy:** Seeks solutions for efficient people movement to and from Ogden Point.
4. **Environmental Programs:** Participate in programs and initiatives that align with GVHA's sustainability objectives and assist management in achieving objectives to ensure GVHA is aligning its best practices with similar facilities and organizations.
5. **Green Energy Strategy:** Examine short and long-term potential for energy generation on GVHA properties, taking into account the source and emissions assessment components.

Status/Progress

Sustainability Framework

Fiscal Year	Task
2011-2012	Establish draft scope of Sustainability Framework
	Identify key stakeholders
	Scope endorsement by key stakeholders
	Determine vision for sustainability
2012-2013	Determine Baseline: Environmental, Social, Financial Audits
	Determine Goals, Actions, Targets
	Collate information and publish framework
2013-2014	Implement Sustainability Framework
	Update Sustainability Framework

Clean Air & Noise Management Strategy

Project	Task	Anticipated Completion Date
Shore Power Feasibility Study	Contract awarded ~ AECOM	Complete
	Kick-off Meeting	Complete
	Data Gathering	November 30, 2011
	Final report	December 16, 2011
James Bay Air Monitoring	3-yr SO ₂ monitoring agreement with the Ministry of Environment	March 31, 2014
	First year air quality report (Ministry of Environment)	January 2012
Noise Management Study	Noise Measurements	October 2011
	Noise Study Report	March 2012

Ogden Point Cruise Transportation Strategy

Project	Task	Anticipated Completion Date
Stakeholder Consultation	RFI respondents	Complete
	Existing transportation operators	Complete
	JBNA workgroup	Ongoing
	James Bay Community Advisors group	Ongoing
	Cruise lines and their representatives	January 2012
Data Gathering	Review of all potential modes of transport	January 2012
	Infrastructure requirements	January 2012

	Passenger counts	Complete
	Traffic counts & noise study	October 2012
	Passenger experience survey	October 2012
	Determine performance measures	January 2013
Expression of interest for water tour	Developed	December 2011
	Issued	January 2012
	Licence negotiation	February 2012
	Licence commencement	May 2012
RFPs (water and ground)	Developed	April 2012
	Issued	September 2012
	Proponents Selection	October 2012
	Contract Negotiation	November 2012
	Contract commencement	April 2013

Environmental Programs

Program	Anticipated Completion Date
CRD Green Start Program	Complete
Green Marine	Complete
Clean Marine BC	December 2011
North West Ports Clean Air Strategy	December 2013

Green Energy Strategy

Project	Task	Anticipated Completion Date
OP Renewable Power Generation	Ogden Point Renewable Power Generation Conceptual Plan	Complete
	Data Gathering	Complete
	Final report	Complete
Carbon Footprint Analysis	GHG Emissions inventory plan	June 2012
	Data gathering	September 2012
	Final report	December 2012

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**Report to GVHA's Board of Directors
Public Meeting**

Prepared by: Ian Crocker,
Manager of Operations

Board Meeting Date: October 21 2011

Subject: Ogden Point Breakwater –
Access & Safety

<input type="checkbox"/>	Motion Required
<input checked="" type="checkbox"/>	Information Only
<input type="checkbox"/>	Other _____

Issue/Initiative

The Ogden Point breakwater was constructed in 1916 to accommodate an increase in shipping activity. The 2,500 foot granite and concrete structure's secondary function of a public walkway is an important community amenity. GVHA assumed ownership of the breakwater in 2002 through the federal port divestiture program.

The gate at the entrance to the breakwater is intended to prevent access for dogs and wheeled transportation. The gate was in place prior to divestiture. GVHA has upgraded the signage to ensure there is clear messaging conveying an individual's responsibility for risk and access exclusions.

Due to a range of concerns including liability, worker safety and accessibility, management is assessing the best option for balancing safety and access to the breakwater.

Objective

To provide information and gather feedback on the options for managing safety and access on the breakwater.

Status/Progress

Management explorations include researching and gathering cost estimates for handrails on the breakwater, exploring safety alternatives and determining the implications of leaving it as is. Considerations include access, impact to infrastructure and the environment and aesthetic appeal. Early cost estimates for handrails are in the range of \$400,000 to \$550,000 (which could include covered seating and lighting).

Management is also exploring funding opportunities for handrails, including a partnership potential with the City of Victoria and grant programs. Management will develop a Breakwater Safety and Accessibility strategy that will include options, associated costs, potential funding sources and implications for each option.

Considerations

Safety

The breakwater requires regular maintenance from GVHA staff. GVHA is subject to the Canada Labour Code which mandates that an employer must ensure that a fall protection system is used when work is being done in a hazardous area. Based on the Canadian Labour Board, GVHA has conducted a preliminary safety assessment of the breakwater to determine potential risks and mitigation measures, including options for handrails or a harness fall-protection system. As the breakwater is a publicly accessible facility, similar safety concerns apply.

Accessibility

The entrance gate to the breakwater is intended to prevent bikes, strollers and other wheeled modes of transportation onto the breakwater. The also gate precludes people in wheelchairs and on scooters from accessing the breakwater.

Aesthetics

The key public objection against the installation of handrails is that it will ruin the clean lines and feeling of open space, as well as the heritage appeal/integrity of the structure.

Public Feedback

The concept of handrails on the breakwater has been a divisive issue. Opinions range from shutting down the breakwater until such time as handrails are installed to absolutely no change to the breakwater.

Below is a sampling of public opinion on the issue, gleaned from various online sources including Times Colonist articles and letters to the editor:

Safety

"Anybody who does not feel safe on the breakwater on a stormy day should not use it. And people who suffer from vertigo or who are elderly or infirm, as well as parents with children in tow, should stay away from the breakwater or just walk a short distance before turning around."

"It is not safe right now and if you walk two abreast, you have to be very careful, when people pass you, also it is not safe for children if they walk alongside their parents and not holding their hands, one skip or jump and they would be over the side, too late."

"I walk on the breakwater several times each week. I see everyone from very young kids to the elderly out walking on the breakwater and enjoying, and no one seems to have a problem that there are no railings."

"Often, people sit along the edge - how would this be possible if there was a railing?"

"I am not aware of incidents where people fell off, and it is very clear that those who walk on the breakwater do so at their own risk."

"Adding handrails may even promote risky behavior of children (and adults) who climb or play on the handrails."

"Considering the possible presence of ice or gale winds, people do need to be able to do that popular walk in safety"

Accessibility

"I am 86 years old. I have no problem negotiating the gate with my walker. One needs to have a little patience. I simply fold up my walker and push it along the side until I get to the round corner where I take it along, step by step, and then I carry on along the other side - and out I go! I bring the seat back down and go on my merry way."

"Numerous upgrades at Ogden Point include handrails at the entrance to the breakwater which sound fine and are good, but what about handrails on the breakwater (if it was turned into a pier) and where hundreds of people walk on it every day."

"Although there may be some who do not walk the breakwater for a variety of reasons, I don't know how handrails would permit a large number of people to access the breakwater who cannot do so now."

"If someone has mobility issues, are they really going to use handrails to pull themselves along or lean against as they walk?"

Aesthetics

"Having no railings is part of what makes (the breakwater) a unique experience."

"Handrails would change the simplicity..."

"The breakwater is too special to change"

"please don't let the breakwater be ruined with benches, bands and railings."