



## MINUTES OF PUBLIC MEETING #78

Greater Victoria Harbour Authority  
Held at 9:00 a.m. on 21 October 2011  
Victoria Executive Centre - 915 Fort Street, Victoria BC

**In attendance:**

Jim Allard  
Christopher Causton (via telecon)  
Dave Cowen (via telecon)  
Barbara Desjardins, Vice Chair  
Dermot Loughnane, Chair  
Pamela Madoff  
David Rand, Secretary  
Paul Ridout  
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:**

Chief Robert Sam

**Guests:**

Bob Barlow, Western Stevedoring  
Clark C. Clark, Busker  
Dave Featherby, Transport Canada  
Marg Gardiner, James Bay Neighbourhood Assoc.  
Rob Gialloreto, Tourism Victoria  
Pete Hartman, Hart Corp.  
Scott Hooker, KPMG  
David Marshall, Greater Victoria Chamber of Commerce  
Wayne Marston, Transport Canada  
Greg McAllister, King Bros. Limited  
Brenda McBain, CitySpaces Consulting  
Don Prittie, GVHA Life Board Member  
John Sanderson, GVHA Board Life member  
Brian Scarfe, JBNA  
Wayne Sheeran, Resident  
Lyle Soetaert, VEHS  
Deane Strongitharm, CitySpaces Consulting  
Randy Wright, Tourism Victoria

**1. Call to Order**

The Chair called the meeting to order at 9:55 a.m.

**2. Introductions**

**3. Approval of Agenda**

Add to Presentations - 5 b. - Transport Canada Harbour Safety Review

*Motion – PB/M-2011-10-21-#001* **MOVED and SECONDED THAT** the agenda be approved as amended.

**CARRIED**

**4. Declarations of Conflicts of Interest**

None

**5. Presentations**

**a) Fisherman's Wharf Visioning Project - Update**

Deane Strongitharm and Brenda McBain gave an overview of the project to date.

**Process**

- Engage in early discussions with user groups, neighbours and organizations.
- Prepare a development strategy and facilities plan.
- Obtain stakeholder feedback and additional input.
- Apply to the City for Zoning and Development Permit and Design Guidelines to implement the long term facilities plan.

**Timeline**

Fall 2011- Initial consultation

Winter 2011/12 - Preparation of plan

Spring 2012 - Public review and feedback & zoning application to the City

Fall 2012 Completion of the zoning process

**Phase 1 Consultation Process**

JBNA - September 19 and October 12

FW Floathomes - September 20

Shoal Point Residents - September 21

CFVs - October 3

Annual Moorage - October 4

FW Commercial - October 5

Victoria Esquimalt Harbour Society - October 20

Nearby Residents - October 25

Tourism Victoria//Transport Canada//Chamber of Commerce - mid September to mid October

First Nations (Esquimalt and Songhees), Meetings with CEO, City of Victoria - ongoing

**Current Inventory**

Land and Water Area (total) - 4.45 ha/11 acres

• Upland - 0.93 ha/2.3 acres

• Water Lot - 3.5 ha/8.7 acres

Parking Stalls 142 stalls + 11 loading spaces

Floathomes and Live-aboards 33 + 24 to 30

Floating Retail Commercial Units - 13

Yellow Line – 220 feet

Berths 101

**Planning Principles**

1. Acknowledge the mix of existing water uses, and the facility's distinct character and ambience.
2. Recognize FW for its contributions to and enhancement of the local economy.
3. Future facility plans and uses will reflect and reinforce GVHA's established vision, mandate and priorities that:
  - Support the working harbour and ensure best water, marine and marine-related uses;
  - Support Songhees and Esquimalt First Nations opportunities in the planning process;

- Support commitment to sustainability, and incorporate and balance the social and environmental impacts, while achieving financial sustainability; and
- Act in the best interest of the whole Victoria Harbour.
- 4. Development considerations will be respectful of neighbours.
- 5. Enhance the character of FW and strengthen it as a destination for the community and tourists.
- 6. Encourage and improve linkages between FW and the Victoria/Esquimalt waterfronts, reflecting the City of Victoria's Harbour Walkway objectives.
- 7. Include environmental best practices in the planning and development process.

**Next Steps**

- Summarize stakeholder feedback and post on website
- Financial analysis of current operations
- Prepare draft facility plan/design guidelines

**Board feedback included:**

- Financial stability #1 priority
- Accessibility to the docks for both customers and the public, need consistent messaging
- Consult with broader boating community re access
- Day surveys for visiting boaters
- Community feedback is significant
- Strike a balance with the fishing fleet

**Action – PB/A-2011-10-21-#001:** The Board recommended that CitySpaces Consulting amend the following - Planning Principles #3 – “Consider-Support Songhees and Esquimalt Nations opportunities in the planning process...”

**b) Harbour Safety Review, Transport Canada (Wayne Marston)**

Wayne Marston who oversees airports in BC, and Victoria's water Airport gave a review of Transport Canada's airport safety management, including:

**Safety Management System (SMS) Phased Implementation**

All airport certificate holders must have a SMS system in place by March of 2012.

**Risk Assessment Team**

- Victoria Harbour Master and staff
- TC – Marine Safety Branch
- Risk specialists and pilots
- NavCanada

**Civil Aviation Regulations (CARS)**

Proactive approach to safety – hazard reporting etc.  
Goals established on an annual basis

**Performance Measurement**

- Airports will be reviewed annually to monitor safety performance goals
- Performance indicators will be reviewed quarterly

**Remaining Audit Process**

- Renewed compliance around emergency planning
- Requirements – safety policies consistent for all airports
- Documenting how safety is managed
- Challenge – designing SMS commensurate with complexities of the operation
  - i.e. - Victoria should be less complex than Vancouver

**Board Feedback included:**

- Inner Harbour Safety concerns of the community

- Transport Canada/Harbour Master communications with the public, where is the accountability
- Quality of life issues with noise and pollution
- Resident's concerns and tracking of complaints

Mr. Marston noted it was possible that Transport Canada's (TC) noise and pollution committee may be re-established to deal with problems associated with floatplanes.

The objective is to be proactive, not reactive to safety oversight, including risk management, investigation and analysis. They are currently building more capacity to increase oversight and identify mitigation strategies to deal with problems.

Dave Featherby, Harbour Master, stated that all complaints are investigated. If the complaint is unfounded, nothing further is done. If more information is required, TC will contact the complainant. He noted that details are being reported and taken seriously by all parties involved.

Randy Wright, Tourism Victoria, stated that the air operators association meet monthly to discuss air safety as well as other harbour issues.

**6. Review/Approve Minutes**

**a) Approve minutes of Public Meeting #77 on August 19, 2011.**

Page 3937, minutes from August 19, 2011, Director's Expense Policy motion – Christopher Causton was opposed.

Janis Ringuette's public input from August 19, 2011 will be amended to more closely reflect what was stated.

***Motion – PB/M-2011-10-21-#002 MOVED and SECONDED THAT the minutes of Public Meeting #77 on August 19, 2011 be approved as amended.***

**CARRIED**

**7. Action Items, Board Motions and Business Arising from Previous Meeting**

The Chair requested an update on action item PB/A – 2011-008-19 - #001 regarding abuse of commercial parking space along the causeway by taxi's, etc.

The Communications Manager reported that a meeting had been held with transportation providers. A committee has been struck to deal with those concerns to find solutions.

**8. Regular Business**

**a) Board Correspondence**

***Motion – PB/M-2011-10-21-#003 - MOVED and SECONDED THAT the correspondence be received as circulated.***

**CARRIED**

**b) Committee Recommendations**

**i) Delegation of Authority Policy**

This policy covers responsibility for oversight and sets out what authority is being delegated, and what limits for the CEO and management. The A & F Committee recommended the policy be brought forward for Board approval.

The Board recommended a friendly revision to the policy adding the necessary asterisks to commercial licences and leases, and changing the amended date to October 21, 2011.

***Motion – PB/M-2011-10-21-#004 - MOVED and SECONDED THAT the Board adopts the updated Delegation of Authority with friendly amendments.***

**CARRIED**

### **c) Management Reporting**

#### **i) CEO's Report**

##### *Looking Back*

- Continued outreach with customers
- Ongoing community introductions
- Met with both Chief Thomas and Chief Sam
- Open dialogue JBNA
  - Harbour pathway
  - Harbour management
  - Noise measurement

##### *Going Forward*

- Hosting open houses
- Meeting with causeway artists and performers
- Engaging with larger cruise related groups
- Meeting with cruise lines at the end of November
- OP breakwater safety assessment
- Comprehensive sustainability plan
- SO<sup>2</sup> monitoring : 2011 cruise season

### **Year End Financial Reports – Manager of Finance & Property FY-2010/11**

Revenues:	\$6,594,833	(5.5% over budget)
Expenses:	\$6,629,597	(4.0% over budget)
Net result:	-\$34,764	(budget: -\$123,024)

Cash re-invested in capital assets: \$1,806,090

#### Capital Improvements:

- Ogden Point mooring dolphin and dredging project
- Fisherman's Wharf reconfiguration

#### Properties

- Victoria Marine Fuel – 5 year operating agreement
- PCC Water Lot –3 year lease renewal
- Trotac Building – RFP for new tenant for February 1, 2012
- Garage at Ogden Point – 1-yr contribution to Victoria Marine Rescue Society
- SeaQuest Explorers – 1 year pilot project in partnership with Norwegian Cruise Lines to offer dinner cruises to passengers
- New floathome Mexican restaurant at Fisherman's Wharf

#### Communications

- Completed
  - Member agency presentations – CRD, PCC
- In Progress
  - End of season client meetings
  - Property, marinas, cruise, OP service providers
  - JBNA/GVHA working groups
  - Community Advisors
  - Social media strategy
- Upcoming
  - Public Open House: November 17, Pier B 5 – 7pm
  - Lighted Ship Parade: December 3, 2011

#### Environment

- |  |            |
|--|------------|
| • Projects                               | Completion |
| • Shore Power feasibility study underway | Dec 2011   |
| • Noise measurement report               | Nov 2011   |

- Traffic counts (City of Victoria) completed
- Air monitoring report (Ministry of Environment) Jan 2011
- Cruise eco awards program Apr 2011

### Operations

- Cruise Season
  - 206 calls (219 in 2010)
  - 5 lost calls due to weather = (approximately 10,000 passengers)
  - Passengers: 439,544=107% occupancy (441,330 in 2010=103%)
  - Crew: 179,020
  - August: 4 millionth passenger
- Ship Hold Cleaning:
  - MV Little Prince
  - POS Glory
- New waste/recycling offloading system optimizes resources and reduces traffic
- Sep/Oct Events:
  - Great Canadian Food Fight: Oct 13 – 15 (warehouse storage)
- Fisherman's Wharf
  - 3 customer bases:
  - Float homes = 33
  - Pleasure vessels = 58 (91% occupancy)
  - Fishing boats = 11 homeports + 12 transient
  - Tuna offloading upgrades
- Inner Harbour Summer Season
  - Resurgence of large vessel
  - Transient vessels: TBD
  - International Busker Festival and new cycling events
- Sep/Oct Events:
  - Classic Boat Festival
  - Eagle Wing end of season
  - Total events: 13 (2 new events: Cycling and Busker Festivals)

### Maintenance & Infrastructure

- Ogden Point
  - Landscaping improvements
  - Developing signage program
  - Walkway improvements
- Fisherman's Wharf
  - Electrical improvements (west end)
  - Expanded common areas (supports commercial activity)
  - Good year for fish offloading
- Inner Harbour
  - Float improvements
- Ogden Point
  - Upgrade to the boat ramp
- Fisherman's Wharf
  - Floating washroom upgrades
- Inner Harbour
  - Wharf St washrooms
  - Wharf St float upgrades

Board feedback included:

- Scope of Wharf street float upgrades

The Manager of Operations stated that the Wharf Street float upgrades include repairs and maintenance.

The CEO thanked Western Stevedoring and King Bros. for a successful cruise season.

**ii) Fisherman's Wharf Visioning Project**

- Objective
  - To develop a Marina Development Strategy and Facility Plan building on the unique character
- Status
  - Consultation has been received favourably by all groups – Phase 1 almost complete
  - Next steps – analysis based on consultation results

**Fisherman's Wharf Visioning - Project Plan**

	2011					2012									
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Start up and prepare consultation plan	█	█	█												
Phase 1 consultation with key stakeholders		█	█												
Financial and SWOT Analysis			█	█											
Report to GVHA Board					█										
Develop marina development strategy			█	█	█	█	█	█	█						
Phase 2 consultation with key stakeholders									█	█					
Zoning application and CALUC submission									█	█					
City of Victoria's rezoning process										█	█	█	█	█	█

Board feedback included:

- Scope of washroom upgrades at Fisherman's Wharf
- Fisherman's Wharf Visioning regular updates
- Financial stability and oversight from the A & F Committee

The Manager of Operations stated that the washrooms are not large enough and need work on the insides. The Fisherman's Wharf Visioning project is on time and on budget, and CitySpaces will report back to the Board on a regular basis.

**iii) Sustainability Management**

**Objective**

- Research, development and implementation of programs and initiatives that ensure responsible management of GVHA properties

**Key Elements**

- Sustainability Framework
- Clean Air/Noise Management Strategy
- Transportation Strategy
- Environmental Programs
- Green Energy Strategy

**Completion Date ...**

- April 2014
- Ongoing
- April 2013 and beyond
- Ongoing
- December 2012

#### iv) Ogden Point Breakwater – Access & Safety

##### Objective

- Assess the best option for balancing safety and access to the breakwater

##### Key Elements

- ◆ Safety ◆ Accessibility ◆Aesthetics

##### Status

- Developing a Breakwater Safety and accessibility strategy
- Assessing mitigation options and funding sources

##### Board feedback included:

- Breakwater safety a priority for GVHA staff and public
- Significant community asset, but risks involved
- Current signage informs public the breakwater is not accessible after sunset
- Financial impact could be huge, maintenance costs need to be factored in

Management has opinions from our legal advisors and insurers. More investigation of the matter will be done and reported back to the Board.

In response to a Board query, the Manager of Operations reported that he received the HRV design and quote for the ventilation system for Western Stevedoring's office building.

#### 9. Input from the Public

**Marg Gardiner, JBNA**, recounted an experience she had with reporting an incident to Transport Canada. She stated that the response to the incident validated a widely held lack of confidence in the supervision of airport activities in Victoria Harbour.

Concerns were voiced about the lack of information regarding quality of life and health issues around floatplane emissions during Transport Canada's earlier presentation on harbour safety.

**Brian Scarfe, JBNA**, inquired about the proposed water shuttle from Ogden Point to Fisherman's Wharf and the potential for moving passengers via water instead of buses.

The CEO stated that the water shuttle proposal will be a pilot project, and is being looked at one step at a time. Discussions are being advanced and although premature at this time, are positive.

**Kira Starr, University of Victoria student**, requested she be able to use director's names and meeting information for a report.

#### 10. Other Business

None.

#### 11. Adjournment

**Motion – PB/M-2011-10-21-#005 - 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 11:36 a.m.



David Rand, Secretary