

DATE: August 3, 2017

TO: Chair and Directors
Electoral Areas Services Committee

FROM: Ann MacDonald
Acting Chief Administrative Officer

RE: Hornby Island – Shingle Spit Boat Launch

FILE: 6130-01

Purpose

The purpose of this report is to seek approval to add the existing boat launch at Shingle Spit to the Hornby Island Parks Service.

Policy Analysis

The Hornby Island Community Parks and Greenways Service Amending Bylaw No. 385, 2015, enables the Comox Valley Regional District (CVRD) to plan for, acquire and develop community parks on Hornby Island.

Planning on Hornby Island is completed by the Islands Trust.

Executive Summary

Presently, an unmaintained boat ramp is used by the community at Shingle Spit. This is the only boat ramp on Hornby Island and in 2012 BC Ferries did not renew their license with the province for use of this boat ramp. Since this time various community discussions have been underway to determine how to obtain the boat ramp as a community asset. The boat ramp is also important to community in the case of an emergency where the island needs to be evacuated. In 2017, Hornby Island Residents and Ratepayers Association (HIRRA) officially requested the CVRD consider adding the boat launch to the parks service.

This report seeks approval to apply for a license of occupation from the province to shift the responsibility of the existing boat launch to the CVRD. This would have a net community benefit of ensuring the boat launch is maintained and upgraded for the term of the licence by the CVRD parks service. A separate boat ramp committee is envisioned to function under HIRRA. This is a similar model to the Bill Mee boat ramp committee on Denman Island.

Adding the boat launch to the CVRD parks service could add capital costs of approximately \$15,000 for minor upgrades including kick rails to the structure or \$70,000 for a one time upgrade to fully resurfaced boat launch. Overtime the roadway and parking area could also use some improvements and no cost analysis has been done for these upgrades. Minor capital improvements for signage and risk management are also anticipated. Staff would report back with a plan and would recommend the capital funding source to be Community Works Funds. The boat launch committee has also indicated they could raise up to \$10,000 in funds.

Recommendation from the Acting Chief Administrative Officer:

THAT Hornby Island Community Parks and Greenways Service apply to the Ministry of Forests Lands, and Natural Resource Operations for the responsibility of the Shingle Spit Boat Launch to be transferred to the Comox Valley Regional District (CVRD) through a Licence of Occupation;

AND FURTHER THAT staff work with Hornby Island Residents and Ratepayers Association (HIRRA) to establish a boat launch committee by updating the HIRRA operating contract;

AND FINALLY THAT staff report back to the Electoral Areas Services Committee with a capital upgrade plan for the boat ramp to be funded through Community Works Funds, fundraising and grants.

Respectfully:

A. MacDonald

Ann MacDonald
Acting Chief Administrative Officer

Background/Current Situation

The boat launch was built many years ago and was believed to be upgraded in the 1970's. Up until 2012 the boat launch was part of the BC ferries License of Occupation. No recent upgrades were completed and for the most part the boat launch continued to function for the community with minor degradation during it's time with BC ferries.

In 2014 a group of Hornby Island residents wanted to ensure this asset remained in the community and began a series of inquiries on how to achieve this. A number of meetings were held and ideas tested with the CVRD and other organizations. One idea that gained momentum was adding the boat launch to the Ford Cove Harbour Authority. Unfortunately, this initiative never materialized.

Conversations continued for the next few years and in May 2017 HIRRA decided to pass a motion to ask the CVRD to include the boat ramp in the Hornby Island Parks and Greenways Service as shown in Appendix A.

Options

Staff have identified the following options for the board's consideration:

1. Proceed with a License of Occupation (LoO) to the Ministry of Forests Lands and Natural Resource Operations (MFLNRO) to add the existing boat ramp to Hornby Island parks and greenways service.
2. Ask HIRRA to apply for the LoO and consider providing funding through Grant-in-Aid program
3. Apply for LoO and establish a new boat launch service within the CVRD
4. Do not proceed with a MFLNRO LoO and instead direct HIRRA to work directly with the province for a solution.

Staff are recommending option 1 at this time.

Financial Factors

In early February of 2017, the extent and condition of the existing boat launch was assessed by parks staff. During this assessment, staff found that the boat ramp still functions well at medium to high tides. On numerous occasions staff also witnessed the boat launch being used and noted minimal upgrades of kickrails would help make this launch safer. Improving the turning radius onto the top of the ramp would also benefit the users.

Staff also consulted with a couple of concrete pre-fabrication companies and an engineering firm to get a better understanding of possible solutions to upgrade the facility. The following three informal recommendations were made;

- Consider adding pre-cast slabs to resurface the ramp,
- Consider a concrete lift to the entire structure,
- Functions well as is for the use levels but the addition of kick rail and minor concrete skim coat repairs would be beneficial.

More information and pictures of the boat ramp can be found in Appendix B.

The range of work expected is between \$15,000 and \$70,000 given the existing condition of the boat ramp. A capital plan for improvements and risk management will need to be prepared in conjunction with the HIRRA parks committee for implementation in 2018/19 pending the approvals. The capital plan would be dependent on funding. Community works funds would be the recommended funding source along with any grants or fundraising completed by the community.

Reserve funding is also available although the HIRRA parks committee has indicated they would not be supportive of current reserves be expended on the boat launch.

Annual maintenance costs for this project is considered to be under \$1,000 as most of the site is surrounded by bedrock and roadways. The boat launch would probably benefit from a spring and fall cleaning. Maintenance of the boat launch would be funded through the parks and greenways maintenance budget and a minor increase to the tax requisition is anticipated.

Legal Factors

Transferring responsibility for the boat launch will require approval from MFLNRO. Ongoing maintenance of the boat ramp and all inherent risks associated with the launch would become the responsibility of the CVRD.

As the function of the community boat ramp progresses it is essential that it does not fall into a commercial marina category by adding moorage or other commercial activities. The municipal insurance association (MIABC) does not insure commercial marinas and the CVRD would have to seek out additional insurance.

Regional Growth Strategy Implications

Planning on Hornby Island is completed by the Islands Trust.

Intergovernmental Factors

This proposal would involve interaction with MFLNRO due to the boat launch being located on the foreshore of Hornby Island which is under their jurisdiction. Staff discussions to date with MFLNRO have been favourable for the LoO. Informal discussions with Recreation and Trails BC indicated they were not interested in managing a boat launch on Hornby Island.

EMCOM the contractor for Ministry of Transportation and Infrastructure (MOTI) also uses the boat ramp for gravel delivery. Further conversations around maintenance and funding for improvements will be undertaken with MOTI.

Interdepartmental Involvement

This work has been led by the parks staff within the Community Services Branch. Community Services staff will work with Finance and Corporate Services to complete the agreements.

Citizen/Public Relations

This initiative has been at the request of HIRRA who are supportive of the boat ramp being under the umbrella of the CVRD parks department. No public relations concerns are expected.

Prepared by:

D. DeMarzo

Doug DeMarzo, MCIP, RPP
Manger of parks

Concurrence:

T. Ian Smith

Ian Smith, MCE
General Manager of Community Services

Attachments: Appendix A – “HIRRA request letter”
Appendix B – “Shingle Spit boat ramp overview”



Hornby Island Residents' and Ratepayers' Association
P.O. Box 16, Hornby Island B.C. V0R 1Z0

May 13, 2017

To: Doug DeMarzo, Manager of Parks, Comox Valley Regional District

At the Hornby Island Residents' and Ratepayers' Association recent Annual General Meeting, the following motion was made:

- a) **M/S/C John Struthers/Joanne Ovitsland** "That HIRRA write a letter to the CVRD formally requesting that the Boat Ramp come under the Parks and Greenways Service."

Therefore, I am writing to formally request that the Hornby Island Boat Ramp be included in Hornby Island's Parks and Greenways Service agreement with the CVRD. Specific elements of the Boat Ramp project are anticipated to be:

- Application for and holding of tenure for Hornby Island's only functional boat ramp, located near the ferry landing at Shingle Spit,
- Engineering assessment and recommendations for repair of the above Boat Ramp,
- Repair and restoration of the above Boat Ramp to ensure public access and safety,
- Ongoing maintenance and improvement of the above Boat Ramp to ensure ongoing public access and safety,

Please let me know if there are further steps that HIRRA needs to take to facilitate bringing the Boat Ramp into our control and care, with appropriate funding for its ongoing maintenance.

Sincerely,

Reina LeBaron, Administrator

on behalf of the HIRRA Executive

Appendix B – Shingle Spit boat launch



Size – 3.8m by 39m

Risk – narrow ramp needs kick rails with 1.4 m drop at high point

Eng assessment -Dock options
–concrete overlay, pre-fab slab, combination of above

Cost
15,000 - 70,000
6,000 eng
6,000 permits and monitoring

Other Considerations
-vehicle movements
-boat parking is limited



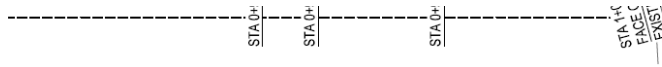
Base to 5.4m



5.4m to 9.9m

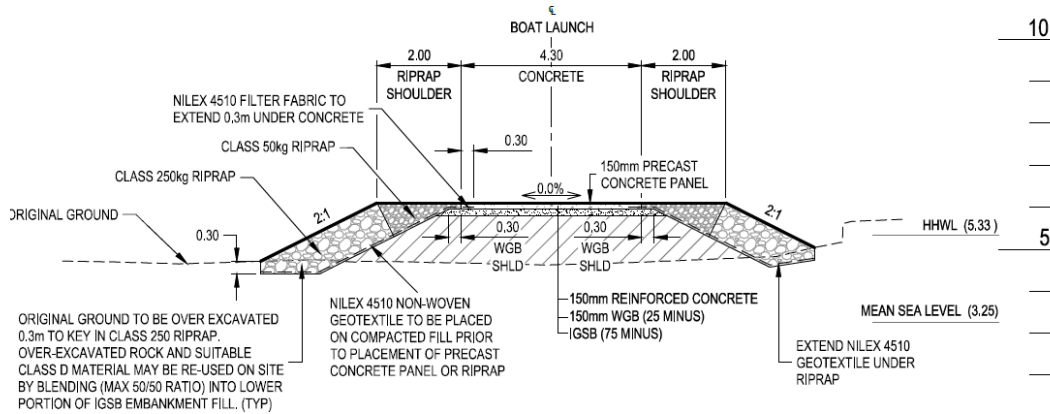


9.9m to 38m



C.I.P. CONCRETE SLAB GRADING DETAIL

1:100



SECTION B

1:100

