



Making a difference...together

SOUTHERN GULF ISLANDS HARBOURS COMMISSION
Notice of Meeting on Thursday, November 18, 2021 at 9:00 a.m.
Goldstream Meeting room, 479 Island Highway, Victoria, BC

For members of the **public who wish to listen to the meeting** via telephone please call **1-833-353-8610** and enter the **Participant Code 1911461 followed by #**. You will not be heard in the meeting room but will be able to listen to the proceedings.

B. Dearden (Chair), Mayne Island
 P. Brent (V. Chair), Saturna Island
 J. Deschenes, North Pender Island
 R. Fenton, South Pender Island

J. Hall, Piers Island/Swartz Bay
 D. Howe, Electoral Area Director
 B. Mabberley, Galiano Island

AGENDA REVISED

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES

Recommendation: That the minutes of the following meetings be adopted:

- September 24, 2021 Special Meeting..... 3
- June 25, 2021 Meeting 8

3. CHAIR'S REMARKS

4. PRESENTATIONS/DELEGATIONS

This meeting will be held without the public present. A phone in number is provided above that will allow the public to listen to the meeting.

Presentation and Delegation requests can be made [online](#) or complete this [printable form](#) (PDF). Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

5. COMMISSION BUSINESS

5.1. Southern Gulf Islands Harbours Service 2022 Operating and Capital Budget..... 13

Recommendation: The Southern Gulf Islands Harbours Commission:

1. Approve the 2022 Operating and Capital Budget as presented;
2. Direct staff to balance the 2021 actual surplus or deficit on the 2021 transfer to the Capital Reserve Fund; and
3. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2022 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf Islands Harbours Service.

*To ensure quorum, advise **Denise Dionne, 250.360.3087** if you cannot attend.*

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5.2. Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw.....29

Recommendation: *The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:*

1. *That Bylaw No. 4469, "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021" be introduced and read a first, second, and a third time.*
2. *That Bylaw No. 4469 be adopted.*

5.3. Anson Road Update [Verbal]

5.4. Southern Gulf Island Dock Reports64

Recommendation: *That the Southern Gulf Islands Harbours Commission receives the Dock Inspection Reports for information.*

6. NEW BUSINESS

7. ADJOURNMENT

Next Meeting: Friday, January 28, 2022



MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION,
held Friday, September 24, 2021 at 9:30 am, Goldstream Meeting Room, 479 Island
Highway, Victoria, BC

PRESENT: Commissioners: B. Dearden (Chair) (EP), Mayne Island; P. Brent (Vice Chair), Saturna Island; J. Deschenes (EP), North Pender Island; B. Mabberley (EP), Galiano Island

Staff: T. Robbins, General Manager; S. Henderson, Manager, Real Estate Services; D. Puskas, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations; D. Dionne, Administrative Coordinator (Recorder)

Also Present: P. Binner, Wharfinger

REGRETS: R. Fenton, South Pender Island; J. Hall, Piers Island/Swartz Bay; D. Howe, Electoral Area Director

EP = Electronic Participation

The meeting was called to order at 9:35 am.

1. APPROVAL OF AGENDA

The agenda was amended to include Item 3.2 Anson Road Discussion.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
 That the agenda be approved as amended.

CARRIED

2. PRESENTATIONS/DELEGATIONS

There were no delegations or presentations.

3. SPECIAL MEETING BUSINESS

3.1. Proposed Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw

Staff provided an overview of the proposed bylaw changes, including proposed fee changes and received input from the Commission on the proposed revisions and fee changes. Staff first reviewed the body of the Bylaw, then revised each Schedule individually.

The following is a synopsis of actions and additional revisions made during the meeting that were not provided in the draft revised bylaw attached to the agenda package.

1. Page 1, add a WHEREAS clause, that includes the mission statement as noted on the Capital Regional District (CRD) signage at the docks, to outline the primary service.
2. Page 2, Definitions, “airport” – staff to confirm whether or not the red triangle symbol is still used.
3. Page 3, Definitions, “length of vessel” – change wording to “overall length of vessel”
4. Page 3, Definitions, “loading zone” – add the words “emergency use” after “...loading and unloading passengers,”
5. Page 3, Definitions, “transient moorage” – Staff to review how this affects emergency use. Staff to have legal review of the Transport Canada Act that states that you cannot deny access to a person in an emergency situation.
6. Page 7, Removal and Impoundment of Vessels, Watercraft, Chattles, and Obstructions – Staff to have legal review of this section for consistency with the Transport Canada Act.

The Commission concluded its discussion of the body of the Bylaw.

CRD staff will review the proposed changes with the legal department, and report back with an amended draft at a subsequent meeting prior to progressing for Board approval.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabblerley,
That the revisions to Bylaw No. 2844, not including the schedules, presented and as amended during the meeting be approved.

CARRIED

The Commission continued its review of Bylaw 2844 by reviewing Schedules B, C, D and E. The following is a synopsis of actions and additional revisions made during the meeting that were not provided in the draft revised bylaw attached to the agenda package.

1. Page 17, Schedule C, Section 2(w) – “... period in excess of 45 days...” align the number of days with Transport Canada
2. Page 17, Schedule C, Section 2 – add (y) Liveboards are not permitted at the docks except at the discretion of the CRD – Staff to obtain legal review of this item

The Commission concluded its review of Schedules B, C, D and E.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabblerley,
That the revisions presented and as amended during the meeting in Schedules B, C, D and E in Bylaw No. 2844 be approved.

CARRIED

The Commission continued its review of Bylaw 2844 by reviewing Schedule A, Fees and Licenses.

The Commission confirmed deleting the following fee structures from the Bylaw.

- Coupon Book – Daily Short-Term Boat Moorage – 20 Coupons
- Monthly Commuter Pass – provides residents 12 hours of dock use at any dock

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The Commission conducted a review of the current fees and proposed using a 30% increase with rounding, to account for inflation and escalating costs since 2012 with consideration of fees at other facilities that may have differing levels of service. The following revisions were proposed:

BOAT MOORAGE - 2 to 12 hours

- day time stay

Current Fee	New Fee
\$ per Lineal Foot	\$ per Lineal Foot
\$ 0.38	\$ 0.50

BOAT MOORAGE - 24 hours

- overnight

Current Fee	New Fee
\$ per Lineal Foot	\$ per Lineal Foot
\$ 0.75	\$ 1

LONG TERM DINGHY STORAGE

Term	Current Fee	New Fee
Monthly	\$ 22.00	\$ 30
Quarterly	\$ 59.25	\$ 80
Annual	\$ 213.25	\$ 280

LONG TERM BOAT MOORAGE - PRE-PAID

Term	Current Fee \$ per Lineal Foot	New Fee \$ per Lineal Foot
Monthly	\$ 4.40	\$ 5.80
Quarterly	\$11.80	\$15.40
Annual	\$42.50	\$55.30

SPRING-LINE RATE MOORAGE

Current Term	Current Fee	New Term	New Fee
Monthly	\$ 65.60	Monthly	\$ 75
months	8	Quarterly	\$ 210
8 month total	\$ 524.80	No Annual	
Summer 4 months	\$ 157.00		

WATER TAXI AND CHARTER BOAT RATE

Current Fee Structure			New Fee Structure	
Landings/month/dock	Monthly	Annual	Monthly	Annual
0-2	\$ -	\$ -	\$ -	\$ -
3-15	\$ 21	\$ 205	\$ 27	\$ 260
16-30	\$ 34	\$ 340	\$ 45	\$ 440
31+	\$ 55	\$ 550	\$ 72	\$ 720

SEAPLANES - Take off / Landings

Number of Landings	Current Fee Per Landing	New Fee Per Landing
1 to 2	\$ 13.50	\$20

SEAPLANES – Take off / Landings Annual

Number of Landings	Current Fee Per Airport	New Fee Per Airport
3 to 48	\$ 205	\$ 270
49 to 200	\$ 405	\$ 520
200 +	\$ 550	\$ 720

RESERVED BERTHS

Current Fee	Proposed Fee
1.5 times the applicable (quarterly and annual) moorage fee	No change

EMERGENCY VESSEL

Current Fee	Proposed Change
A) \$62.50 per year When not performing emergency services, expected to pay the fees	Delete 5(a) of Schedule A 5. <u>EMERGENCY VESSEL MOORAGE FEES</u> (a) A person in control of an emergency services vessel shall purchase a license as prescribed in "Schedule D".

REMOVAL AND IMPOUNDMENT FEES FOR ABANDON BOATS

Current Fee	Proposed Change
Impoundment Fee	\$114.00
Towing Fee	\$170.50
Hauling Out Fee	\$170.50
Fee for Placing on Blocks / Trailer \$/hour	\$170.50
Storage Costs for Vessel - per day per foot	\$4.00
<p>** All costs recovered at the owners' expense.</p> <p>Staff will complete more research on the market rates.</p>	

CRD staff will review the proposed changes with the legal department, and report back with an amended draft at a subsequent meeting prior to progressing for Board approval.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the revisions presented and as amended during the meeting in Schedule A in Bylaw No. 2844 be approved.

CARRIED

3.2. Anson Road Discussion

A discussion about Anson Road took place regarding:

- Management of the toilet facility – staff advised that there is a verbal agreement in place with CRD Parks to pay them a fee to have their contractor come by and pump it out.
- Road approach concerns related to winter conditions – staff advised that the road grade is unable to be changed. Staff will review how to address changing the surfacing.
- Key items needed for assigned spots at Anson Road would be, \$200 deposit, proof of residency, proof of boat ownership and a copy of boat insurance to ensure there are properly insured boats coming into the facility.
- Further discussion is required regarding the potential need for a paid dedicated position to oversee the work of the wharfingers. Add discussion to next agenda.

4. ADJOURNMENT

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the September 24, 2021 special meeting be adjourned at 11:45 am.

CARRIED

CHAIR

SECRETARY



Making a difference...together

MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION,
held Friday, June 25, 2021 at 9:30 a.m., Goldstream Meeting room, 479 Island Highway,
Victoria, BC, Victoria, BC

PRESENT: Commissioners: B. Dearden (Chair) (EP), Mayne Island; P. Brent (Vice Chair) (EP), Saturna Island; J. Deschenes (EP), North Pender Island; D. Howe, Electoral Area Director; B. Mabberley, Galiano Island
Staff: T. Robbins, General Manager; D. Puskas, Manager, Capital Projects; D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations (EP); S. Henderson, Manager, Real Estate Services; D. Dionne, Administrative Coordinator (Recorder)

REGRETS: R. Fenton, South Pender Island; J. Hall, Piers Island/Swartz Bay

EP = Electronic Participation

The meeting was called to order at 9:33 a.m.

1. APPROVAL OF AGENDA

The following items were added as New Business:

- Cetacean Conservation Signage Update
- Lyall Harbour - New Tenant
- Miners Bay Dock
- Inter-Island Water Taxi Pilot

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent,
 That the agenda be approved as amended.

CARRIED

2. ADOPTION OF MINUTES

The minutes were amended for a correction to Item 10.1, in paragraph one and in the first bullet under paragraph two, where it refers to "Galiano Conservation" it should read "Galiano Conservancy".

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
 That the minutes of the April 23, 2021 meeting be adopted as amended.

CARRIED

3. CHAIR'S REMARKS

The Chair stated that there may be a need to hold a special meeting regarding proposed Bylaw 2844 amendments.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMISSION BUSINESS

5.1. Project Update – June 2021

D. Puskas reviewed the project updates as referenced in the staff report and also noted the following additional information:

- Anson Road - A bylaw infraction notice was placed on the retaining wall closest to the shore in the setback area. Staff are preparing the variance application. In speaking with Islands Trust it was an unavoidable setback issue and shouldn't impede the schedule. The Bylaw infraction was a result of a complaint, staff are working to try and expedite the application. It should not result in any major budget impact. Access roads to the neighbour's yards are to remain – that was a design requirement. Staff to follow up with Chair Dearden regarding the purpose of this design requirement.

Discussion ensued regarding process for working with Islands Trust, staff advised that as a courtesy, staff can notify Islands Trust as to when contracts are let or awarded, where they may or may not result in permits.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabblerley,
That the Southern Gulf Islands Harbours Commission receive this report for information.

CARRIED

5.2. West Coast Marine Response Corporation (WCMRC) Update [Verbal]

M. Lawry provided the following updates:

- The equipment that is being considered is based on a pilot project at Whalers Bay which would be the model being used going forward.
- The revised engineering report from Harold overall has not changed, but their recommendation now is that if we were to proceed, how to potentially moor the equipment to the docks and they recommend that there be ongoing discussions and assessments of those facilities.
- Have determined that Port Washington is not suitable, would therefore only be looking at the facilities at Lyall Harbour and Montague Harbour.
- Lyall Harbour – installing one package tied up parallel on the outside.

Discussion ensued and M. Lawry responded to questions from the Commission regarding:

- Locations and number of packages considered to be installed at Montague Harbour and possible challenges getting the ambulance boat in.
- The flexibility of the packages to be moved or installed at a later date or
- Montague Harbour- WCMRC to reevaluate for a second package.
- Anson Road – Staff to send the diagrams to WCMRC to review where a package could be located and see if any additional work might need to be done before completion of construction.
- Staff to review the agreement with WCMRC prior to the deployment of the equipment.

M. Lawry left the meeting

5.3. BC Ferries – Sturdies Bay Update

T. Robbins advised that staff met with BC Ferries at the terminal with their development engineer and went through their design concepts. They've completed their public engagement, included the feedback in their concept plan and incorporated some of the feedback the CRD provided.

MOVED by Commissioner Mabblerley, **SECONDED** by Commissioner Howe,
That the Commission accept the recommendations from BC Ferries and have staff proceed with the changes with BC Ferries to allow for the adjustments to the proposed schedule.

CARRIED

5.4. Bylaw 2844 Discussion [Verbal]

Chair Dearden spoke to the item noting that he and Commissioner Brent reviewed Bylaw 2844 and came up with some suggested revisions. He stated that he would like input from the other Commissioners prior to putting any major changes in place.

Discussion ensued regarding:

- Whether to narrow the scope to be more dock specific
- How to provide more clarity regarding a moorage facility, transient facility and marina
- Allowing a third party organization to manage a facility
- Providing some guidance for the Wharfingers
- Holding a special meeting in September to discuss the possible amendments to the Bylaw
- Timing of the Alternative Approval Process
- Preparing a redline draft that incorporates the input from Chair Dearden and Commissioner Brent for circulation to the whole Commission for their review and further input.
- Possible agreement with Main Island Boaters Association
- Whaler's Bay agreement

Staff to take the Commissions' suggestions and feedback for amending Bylaw 2844, prepare a redline draft with the amendments and circulate it to the Commission through the summer for review and feedback.

Staff to schedule a special meeting in September to present the draft bylaw amendment based on the feedback received through the summer.

5.5. Dock Inspections Reports

D. Robson reported that there was one high maintenance item identified for Port Browning regarding float issues and staff have responded and improved the floatation.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the dock inspection reports be received for information.

CARRIED

6. NEW BUSINESS

6.1. Cetacean Conservation Signage

Actions:

- Include language about indigenous harvesting and that the CRD reviews the wording for accuracy.
- Staff to connect the Galiano Conservancy with the Commission members to confirm signage wording for each Island.

6.2. Inter-Island Water Taxi Pilot

T. Robbins advised that there is a group planning to do an inter-island water taxi pilot in September.

Staff will provide the proposed schedule for September and contact details for Chris Hall to the Commission.

6.5. Miners Bay Dock

Actions:

- Staff to have the rails on both sides of Float A at Miners Bay dock painted and install signage to designate emergency/service (transient) moorage only
- Staff include the service dock designation through the bylaw amendment
- Staff to review the process for giving notice to the existing long-term moorage to advise of the expected change in designation of the dock

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the Commission has Miners Bay Float A contain no long-term moorage and that any fixtures not approved by the CRD be removed such as spring lines.

CARRIED

7. ADJOURNMENT

The Commission confirmed cancelling the regular meeting scheduled for August 27, 2021 and instead hold a special meeting in September to consider the proposed amendments to Bylaw 2844. Staff to set up a special meeting in September.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the June 25, 2021 meeting be adjourned at 10:58 a.m.

CARRIED

CHAIR

SECRETARY

DRAFT

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF THURSDAY, NOVEMBER 18, 2021**

SUBJECT **Southern Gulf Islands Harbours Service 2022 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2022 Southern Gulf Islands Harbours Service operating and capital budget and to highlight the changes from the 2021 budget and the proposed 2022 budget figures.

BACKGROUND

The Capital Regional District (CRD) is required by legislation under the Local Government Act (LGA) to prepare an annual Operating and Capital budget and a five-year Financial Plan. CRD staff have prepared the budget and financial plan shown in Appendix A for the Southern Gulf Islands Harbours Service.

The Operating Budget includes the regular annual costs to operate the service. The Capital Expenditure Plan shows the anticipated expenditures for capital projects. These may include purchases of new assets or infrastructure, upgrades or improvements to existing assets or asset review, and study work potentially leading to future capital improvements.

The 2022 budget has been prepared considering:

1. Actual expenditures incurred between 2019 and 2021
2. Anticipated changes in level of service (if any)
3. Maximum allowable tax requisition
4. Annual Cost per parcel

Factors considered in the preparation of the Capital Expenditure Plan included:

1. Available funds on hand
2. Projects already in progress
3. Condition of existing assets and infrastructure
4. Regulatory, environmental, and health and safety factors

Adjustments for surpluses or deficits from 2021 may be made in January 2022. The CRD Board will give approval to the budget and financial plan in March 2022.

The Financial Plan for the years 2023 to 2026 may be subject to change in future years.

BUDGET OVERVIEW

2021 Operating Expense and Revenue Budget

It is projected that operating expenses in 2021 for the Harbours management and dock operations will be approximately \$50,754 under budget primarily due to lower repair and maintenance costs and lower wharfing compensation and travel costs. The lower wharfing compensation costs

is directly related to lower anticipated moorage revenue for the service. Wharfinger compensation is one half of the moorage revenue collected for each dock.

The debt servicing costs will be approximately \$8,795 under budget as the result of the planned new long-term borrowing of \$710,000 in 2021 is deferred to 2022 due to the timing of the long-term Municipal Finance Authority (MFA) debt issuance is earlier than the final adoption of the Loan Authorization Bylaw No. 4408. To facilitate interim financing in support of cash flow requirement for the capital projects before the long-term debt issuance in 2022, short term borrowing will be undertaken through the Temporary Borrowing Bylaw No. 4460. The associated financing costs for temporary borrowing will be monthly variable interest-only payments resulting in lower actual debt costs than budget.

It is projected that 2021 operating revenue, which includes moorage revenue and licensing fees, will be approximately \$22,370 under budget. This results in an estimated net budget surplus of \$37,179. In order to balance the 2021 operating budget, the actual 2021 result can be balanced with 2021 transfer to Capital Reserve Fund.

2022 Operating and Capital Expense and Revenue Budget

The 2022 harbours management operating budget has been increased by \$5,786 over the 2021 budget, primarily as a result of an insurance rate increase and the core inflation.

The 2022 dock operating expense budget has been increased by \$26,184 over the 2021 budget. The increase is primarily due to:

- the transitioning of operations from the Horton Bay Dock to the Anson Road dock on Mayne Island. This includes one-time cost of \$14,500 for start-up costs related to the Anson Road dock to account for CRD staff time to coordinate initial moorage requests and for equipment (e.g. signage).
- increase in wharfinger compensation as a result of moorage rate adjustments proposed for 2022.
- planned continued operation of the Horton Bay dock for the duration of 2022.

Municipal Finance Authority (MFA) Debt

Through Alternative Approval Process (AAP), Loan Authorization Bylaw No. 4408 to borrow up to \$1,180,000 was approved and adopted in 2021 for the planning, study, equipment purchase, and construction of works related to the provision of small craft harbour facilities. The short-term borrowing through Temporary Borrowing Bylaw No. 4460 to facilitate interim financing needs will be undertaken in 2021 until such time as long-term borrowing can be issued by MFA in 2022.

Capital Reserve Fund

The capital reserve fund is to be used to pay for capital expenditures that are not funded by other sources such as grants, divestiture payments, operating budget or debt.

It is proposed that the 2022 Capital Reserve Fund (CRF) transfer be set at \$168,000 in 2022. The reserve fund transfer planning process is influenced by the funding requirement to support the five-year capital plan and guided by Capital Reserve Funding Guidelines endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

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Southern Gulf Islands Harbours Service 2022 Operating and Capital Budget

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A total of \$450,000 will be required from the capital reserve over the next five years to support the capital expenditure plan. The CRF balance at the end of 2021 is projected to be \$159,648.

Capital Expenditure Plan

The 5-year 2022 to 2026 capital plan includes \$1,660,000 of expenditures to be funded by a combination of capital reserve fund, MFA borrowing, and capital funds on hand.

No long-term MFA debt occurred in 2021. As noted above, 2022 to 2026 capital plan has been prepared on the basis that \$710,000 short-term borrowing in the fourth quarter of 2021 will be converted to long term debt and an additional \$470,000 be undertaken for a total of \$1,180,000 in 2022 through MFA. This new debt will partially fund the longer-term capital plan, including expenditures for the construction of the Anson Road Facility (funding split between debt, capital reserve and capital funds on hand); upgrades to the Retreat Cove Dock Facility and Miners Bay upgrades; Port Washington Dock Improvements; and Swartz Bay Improvements and dock replacement.

Table 1 below provides the new debt servicing cost simulation for analytical purposes with the indicative interest rate provided by MFA at the time of simulation.

Table 1 – Future New Debt Simulation

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	20	2022 (Spring)	2042	2032	2.40%	\$710,000	\$28,501	\$17,040	\$45,541
	20	2022 (Fall)	2042	2032	2.40%	\$470,000	\$18,867	\$11,280	\$30,147
Total						\$1,180,000	\$47,368	\$28,320	\$75,688

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). In order to provide the full amount to fund the capital project, this 1% DRF amount is budgeted in operating budget in the year of the initial borrowing (2022). However, there is no principal payment required in the year of borrowing. The simulated long-term MFA debt serving costs are included in the 5-Years financial plan.

Capital Projects Fund

As specific capital projects are approved, the funding revenues for them are transferred into the Capital Project Fund from multiple possible funding sources as applicable, including CRF, grant funding, external contributions and debt. Any funds remaining upon completion of a project are transferred back to the CRF for use on future capital projects or to its original non-CRF funding sources if required.

Parcel Tax

The service is funded by parcel taxes and moorage and licensing fees. All properties within the local service area are responsible for the parcel tax. Table 2 below summarizes the 2022 over 2021 changes for parcel tax.

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Southern Gulf Islands Harbours Service 2022 Operating and Capital Budget

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Table 2 – Parcel Tax Summary

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio*
2021	\$291,104	6,139	\$49.91
2022	\$296,920	6,134	\$50.95
Change (\$)	\$5,816	(5)	\$1.04
Change (%)	2.0%	(0.08%)	2.08%

*Includes the 5.25% admin fee charged by the Ministry of Finance (not CRD revenue)

Users of the service pay dock moorage and licensing fees; the fee revenue budget for 2022 is \$141,240; an increase of \$41,940 from 2021. The projected fee revenue increase is primarily due to:

- the operational start-up of the new Anson Road dock facility and anticipated moorage revenue (\$30,780);
- the moorage rate increase proposed across the service through the Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw (\$11,160)

RECOMMENDATION

The Southern Gulf Islands Harbours Commission:

1. Approve the 2022 Operating and Capital Budget as presented;
2. Direct staff to balance the 2021 actual surplus or deficit on the 2021 transfer to the Capital Reserve Fund; and
3. Recommends that the Electoral Areas Committee recommend that the Capital Regional District Board approve the 2022 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf Islands Harbours Service.

Submitted by:	Dale Puskas, P.Eng., Manager, Capital Projects
Submitted by:	Rianna Lachance, B.Com., C.P.A., C.A., Senior Manager, Financial Services
Concurrence:	Ted Robbins, B. Sc., C. Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

ATTACHMENT

Appendix A: 2022 Operating and Capital Budget and 2022 – 2026 Financial Plan

CAPITAL REGIONAL DISTRICT

2022 Budget

SGI Small Craft Harbour Facilities

NOVEMBER 2021

Service: **1.235 SGI Small Craft Harbour Facilities**

Committee: Electoral Area

DEFINITION:

A local service, established by Bylaw No. 2614, October 6, 1998, in the Southern Gulf Islands Electoral Area to establish, acquire and operate a service of small craft harbour facilities.

SERVICE DESCRIPTION:

The SGI Small Craft Harbour Facilities service funds and operates 12 small craft harbour facilities in the Southern Gulf Islands. The docks are located on Mayne, Galiano, North and South Pender, Saturna, Piers and Vancouver Islands. The service was undertaken by the CRD upon the Federal Government of Canada's divestiture of ownership and operation of small craft harbour facilities. The Federal Government provided 1-time funding of \$1.6 million to the CRD for dock rehabilitation. The service is administered by the Southern Gulf Islands Harbour Commission.

MAXIMUM LEVY:

Greater of \$112,878 or \$0.10 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$353,344.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw No. 2972 in 2002.

FUNDING:

Parcel Tax
Moorage Fees

APPENDIX A

1.235 - SGI Small Craft Harbour Facilities	2021		BUDGET REQUEST				FUTURE PROJECTIONS (Revised)			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2023	2024	2025	2026
<u>OPERATING COSTS</u>										
<u>Management Expenditures:</u>										
Contract for Services	10,170	6,500	10,370	-	-	10,370	10,580	10,790	11,010	11,230
Supplies, Advertising	1,080	2,300	1,100	-	-	1,100	1,120	1,140	1,160	1,180
Travel and Training	7,420	2,100	7,570	-	-	7,570	7,720	7,870	8,030	8,190
Internal Allocations	25,504	33,957	28,100	-	-	28,100	28,664	29,233	29,816	30,414
Insurance	7,950	7,950	10,710	-	-	10,710	11,250	11,810	12,400	13,020
Other Operating Expenses	3,120	8,260	3,180	-	-	3,180	3,240	3,300	3,360	3,420
TOTAL MANAGEMENT EXPENDITURES	55,244	61,067	61,030	-	-	61,030	62,574	64,143	65,776	67,454
*Percentage Increase over prior year						10.5%	2.5%	2.5%	2.5%	2.6%
<u>Dock Expenditures:</u>										
Repairs and Maintenance	61,500	34,990	64,620	-	-	64,620	65,390	66,660	67,950	69,280
Wharfinger Compensation and Travel	56,700	38,465	64,880	-	-	64,880	62,090	63,340	64,610	65,890
Insurance	30,446	28,104	31,200	-	-	31,200	30,240	31,800	33,360	35,040
Electricity	3,130	2,690	2,870	-	-	2,870	2,670	2,720	2,770	2,820
Supplies	4,840	280	4,960	-	-	4,960	4,800	4,920	5,040	5,160
Operating - Other	4,490	-	4,260	-	14,500	18,760	4,380	4,500	4,620	4,740
TOTAL DOCK EXPENDITURES	161,106	104,529	172,790	-	14,500	187,290	169,570	173,940	178,350	182,930
*Percentage Increase over prior year						16.3%	-9.5%	2.6%	2.5%	2.6%
TOTAL OPERATING COSTS	216,350	165,596	233,820	-	14,500	248,320	232,144	238,083	244,126	250,384
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	170,000	207,179	168,800	-	-	168,800	150,000	153,000	156,000	159,000
MFA Debt Reserve Fund	7,100	-	11,800	-	-	11,800	-	-	-	-
MFA Interest	3,195	1,500	15,600	-	-	15,600	28,320	28,320	28,320	28,320
MFA Principal	-	-	-	-	-	-	47,368	47,368	47,368	47,368
TOTAL DEBT / RESERVE	180,295	208,679	196,200	-	-	196,200	225,688	228,688	231,688	234,688
TOTAL COSTS	396,645	374,275	430,020	-	14,500	444,520	457,832	466,771	475,814	485,072
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue- Fees	(99,300)	(76,930)	(141,240)	-	-	(141,240)	(136,780)	(139,370)	(142,000)	(144,700)
Grants in Lieu of Taxes	(6,041)	(6,041)	(6,160)	-	-	(6,160)	(6,280)	(6,410)	(6,540)	(6,670)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
TOTAL REVENUE	(105,541)	(83,171)	(147,600)	-	-	(147,600)	(143,260)	(145,980)	(148,740)	(151,570)
REQUISITION - PARCEL TAX	(291,104)	(291,104)	(282,420)	-	(14,500)	(296,920)	(314,572)	(320,791)	(327,074)	(333,502)
*Percentage increase over prior year Requisition						-3.0%	5.9%	2.0%	2.0%	2.0%

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2022 to 2026

Service No.	1.235	Carry Forward from 2021	2022	2023	2024	2025	2026	TOTAL
	SIG Small Craft Harbour Facilities							

EXPENDITURE

Buildings	B	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	E	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	L	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	S	\$740,000	\$1,260,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,660,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$740,000	\$1,260,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,660,000

SOURCE OF FUNDS

Capital Funds on Hand	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000
Debenture Debt (New Debt Only)	Debt	\$710,000	\$1,180,000	\$0	\$0	\$0	\$0	\$1,180,000
Equipment Replacement Fund	ERF	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	Res	\$0	\$50,000	\$125,000	\$175,000	\$50,000	\$50,000	\$450,000
		\$740,000	\$1,260,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,660,000

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 22-01 is a project planned to start in 2022. For projects in previous capital plans, use the same project numbers previously assigned.
Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset
Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i>
Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan.
Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project.
Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles

Carryforward from 2021 Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.
--

Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. Emergency = Project is required for health or safety reasons. Cost Benefit = Economic benefit to the organization.
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Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition.

Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning.

Service #: 1.235
Service Name: SGI Small Craft Harbour Facilities

Project List and Budget														
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward from 2021	2022	2023	2024	2025	2026	5 - Year Total	
19-01	New	Anson Road	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	\$1,445,000	S	Debt	\$116,000	\$116,000	\$0	\$0	\$0	\$0	\$0	\$116,000
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$185,000	S	Debt	\$0	\$185,000	\$0	\$0	\$0	\$0	\$0	\$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	\$100,000	S	Debt	\$82,000	\$82,000	\$0	\$0	\$0	\$0	\$0	\$82,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	\$75,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to the Miners Bay wharfhead and approach upgrades.	\$277,000	S	Debt	\$277,000	\$277,000	\$0	\$0	\$0	\$0	\$0	\$277,000
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	\$195,000	S	Debt	\$0	\$195,000	\$0	\$0	\$0	\$0	\$0	\$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$125,000	\$0	\$0	\$0	\$125,000
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	\$250,000	S	Res	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-05	New	Piers Island Additional Float	Installation of an additional float at the Piers Island dock.	\$135,000	S	Debt	\$135,000	\$135,000	\$0	\$0	\$0	\$0	\$0	\$135,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	\$90,000	S	Debt	\$0	\$90,000	\$0	\$0	\$0	\$0	\$0	\$90,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.	\$175,000	S	Debt	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	\$100,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.		S	Res	\$0	\$0	\$75,000	\$0	\$0	\$0	\$0	\$75,000
GRAND TOTAL				\$3,052,000			\$740,000	\$1,260,000	\$125,000	\$175,000	\$50,000	\$50,000	\$1,660,000	

Service: 1.235 SGI Small Craft Harbour Facilities			
Project Number	19-01	Capital Project Title	Anson Road
Project Rationale	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.		
Project Number	19-02	Capital Project Title	Retreat Cove
Project Rationale	Upgrades to the Retreat Cove Dock Facility to maintain level of service. This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. Due to the quickly deteriorating condition of the Sturdies Bay facility, this project has been delayed to 2021.		
Project Number	19-03	Capital Project Title	Horton Bay
Project Rationale	Decommission the Horton Bay dock after construction of the Anson Road facility. This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure.		
Project Number	20-02	Capital Project Title	Spanish Hills
Project Rationale	Upgrades to the Spanish Hills Dock Facility to maintain level of service. This project includes works to maintain the current level of service as recommended in DFO commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and repairs to the gangway. Funding are required for staff to retain a contractor to carry out the works.		
Project Number	20-04	Capital Project Title	Miners Bay Upgrades
Project Rationale	Upgrades to the Miners Bay wharfhed and approach upgrades. Additional works were highlighted during the completion of the 2018 upgrade works including the required to replace the wharf head decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant has been submitted and unsuccessful in 2020, funding through borrowing is required.		

APPENDIX A

Project Number	21-01	Capital Project Title	Port Washington	Capital Project Description	Dock improvements outlined from the 18-01 Inspections project.
Project Rationale	This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.				
Project Number	21-02	Capital Project Title	Inspections	Capital Project Description	Detailed inspections including underwater inspection.
Project Rationale	Dock inspection, repair and maintenance is an iterative process that requires periodic review of the facilities and re-evaluation of proposed work plans and residual life estimates. This budget is for a "Top Side and Underwater " inspection and will be used to re-evaluate the 5 Year capital Program. Due to recent inspections and resulting works this project has been deferred until 2023.				
Project Number	21-03	Capital Project Title	ANNUAL PROVISIONAL: Dock Improvements	Capital Project Description	An annual provisional fund is required to address unplanned dock safety issues.
Project Rationale	Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.				
Project Number	21-05	Capital Project Title	Piers Island Additional Float	Capital Project Description	Installation of an additional float at the Piers Island dock.
Project Rationale	This project is to complete the Piers Island Additional Float replacement. Design, environmental assessment and majority of permitting is complete. Funds are required to retain a contractor to				
Project Number	22-01	Capital Project Title	Hope Bay	Capital Project Description	Dock improvements outlined from the 18-01 Inspections project.
Project Rationale	This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.				
Project Number	22-02	Capital Project Title	Swartz Bay Improvements & Dock Replacement	Capital Project Description	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.
Project Rationale	This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that float B had rotting frame indicating requirement to replace the float.				

Reserve Schedule (Revised)

Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund - Bylaw 2719

Surplus money from the operation of small craft harbour facilities services may be paid from time to time into the reserve fund.
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Reserve Cash Flow

Fund: 1054 Fund Centre: 101467	Estimated	Budget				
	2021	2022	2023	2024	2025	2026
Beginning Balance	490,495	159,648	278,448	303,448	281,448	387,448
Transfer from Ops Budget	207,179	168,800	150,000	153,000	156,000	159,000
Transfer to Cap Fund	(552,000)	(50,000)	(125,000)	(175,000)	(50,000)	(50,000)
Interest Income*	13,974					
Ending Balance \$	159,648	278,448	303,448	281,448	387,448	496,448

<u>Assumptions/Background:</u>

* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included. Also offset with Realized Loss (Gain).

1.235 - SGI Small Craft Harbour Facilities

Capital Projects

Updated @ Nov 1st, 2021

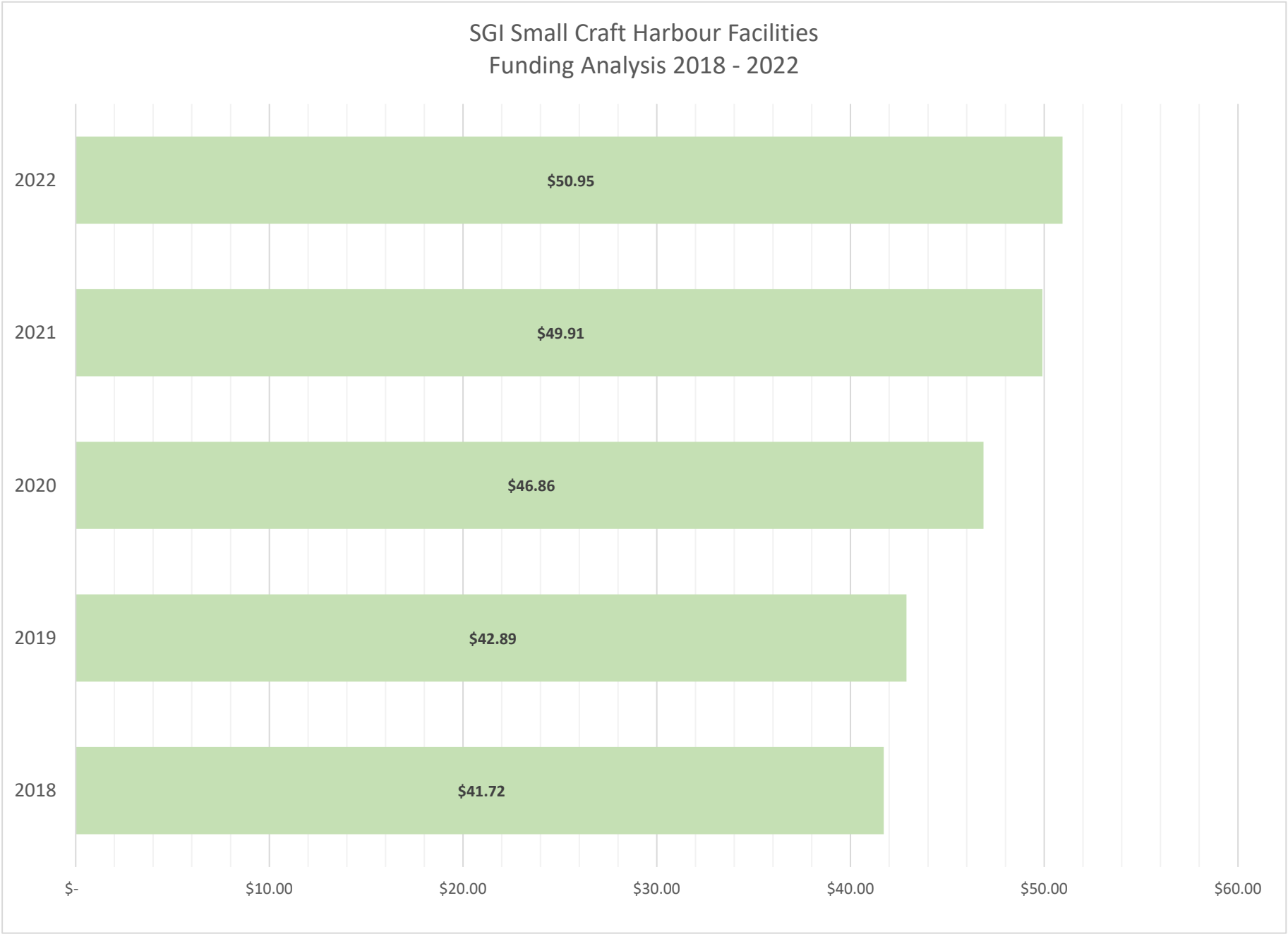
Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds
2017	CX.124.2001	OPEN	Dock Infrastructure Engineering Review-Piers (17-01)	524,700	364,945	159,755
2017	CX.124.2003	OPEN	Dock Infrastructure Engineering Review-Miners (17-04)	837,000	809,242	27,758
2017	CX.124.2004	OPEN	Dock Infrastructure Engineering Review-Lyall (18-04)	677,000	611,340	65,660
2019	CX.120	OPEN	Anson Road Dock Phase 1 (19-01)	1,445,000	948,899	496,101
2019	CX.142	OPEN	Horton Bay Decommissioning (19-03)	100,000	18,246	81,754
2019	CX.154	OPEN	SGI Spanish Hills Dock Upgrades (20-02)	75,000	-	75,000
2020	CX.155	OPEN	SGI Harbours Docks Various Repairs (20-03)	50,000	26,727	23,273
			Totals	3,708,700	2,779,399	929,301

Service:	1.235	SGL Small Craft Harbour Facilities
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<u>Year</u>	<u>Parcels</u>	<u>Parcel Tax</u>	<u>Tax per Parcel</u>
2012	5,889	\$271,930.00	\$48.60
2013	6,141	\$260,470.00	\$44.64
2014	6,146	\$242,680.00	\$41.56
2015	6,163	\$240,570.00	\$41.08
2016	6,155	\$241,860.00	\$41.36
2017	6,157	\$241,860.00	\$41.34
2018	6,163	\$244,280.00	\$41.72
2019	6,140	\$250,190.00	\$42.89
2020	6,139	\$273,347.00	\$46.86
2021	6,139	\$291,104.00	\$49.91
2022	6,134	\$296,920.00	\$50.95

Change from 2021 to 2022

\$1.04
2.08%



Southern Gulf Island Harbours
Revenues & Expenditures by Dock

	2021									2022 Budget		Revenue	Exp
	Revenue			Expenditures			Surplus/(Deficit)			Revenue	Expenditures	2022 over 2021	2022 over 2021
	Budget	Estimated	% Rem	Budget	Estimated	% Rem	Budget	Estimated	% Rem				
		Actual			Actual			Actual					
Piers Island	3,560	3,200	10.1%	10,212	5,942	41.8%	(6,652)	(2,742)	58.8%	4,720	10,890	1,160	678
Swartz Bay	5,590	7,500	-34.2%	10,222	9,702	5.1%	(4,632)	(2,202)	52.5%	7,410	11,170	1,820	948
Montague Harbour	12,200	10,300	15.6%	15,642	8,992	42.5%	(3,442)	1,308	138.0%	16,180	17,580	3,980	1,938
Sturdies Bay	2,540	650	74.4%	9,262	5,667	38.8%	(6,722)	(5,017)	25.4%	700	8,460	-	802
Pt Washington	3,560	6,400	-79.8%	11,052	10,322	6.6%	(7,492)	(3,922)	47.7%	7,150	13,000	3,590	1,948
Miners Bay	5,590	7,200	-28.8%	12,132	11,762	3.0%	(6,542)	(4,562)	30.3%	7,410	13,110	1,820	978
Port Browning	19,320	12,800	33.7%	18,702	13,242	29.2%	618	(442)	171.5%	16,900	17,320	-	1,382
Hope Bay	6,610	7,000	-5.9%	11,862	10,542	11.1%	(5,252)	(3,542)	32.6%	8,760	12,990	2,150	1,128
Retreat Cove	5,590	7,000	-25.2%	10,442	7,042	32.6%	(4,852)	(42)	99.1%	7,410	11,390	1,820	948
Lyall Harbour	8,640	5,080	41.2%	13,692	9,132	33.3%	(5,052)	(4,052)	19.8%	6,500	12,670	-	1,022
Horton Bay	4,320	7,700	-78.2%	13,432	7,592	43.5%	(9,112)	108	101.2%	7,000	7,430	2,680	6,002
Spanish Hills	3,560	2,100	41.0%	10,212	4,592	55.0%	(6,652)	(2,492)	62.5%	2,100	9,580	-	632
Anson Road	11,220	-	100.0%	14,242	-	100.0%	(3,022)	0	100.0%	42,000	41,700	30,780	27,458
Total	92,300	76,930	16.7%	161,106	104,529	35.1%	(68,806)	(27,599)	59.9%	134,240	187,290	41,940	26,184
Commercial Customer Revenues	7,000	-								7,000			
Grand Total Fee Revenue	99,300	76,930								141,240		41,940	

**846REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF THURSDAY, NOVEMBER 18, 2021**

SUBJECT Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation Bylaw

ISSUE SUMMARY

To advance Bylaw No. 4469, "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021", to revise certain portions and fees included in Bylaw No. 2844, "Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000".

BACKGROUND

Under Order-in-Council 100/97, dated January 24, 1997, and within the *Capital Regional District Regulation*, the Capital Regional District was granted the additional power to establish, acquire, and operate a service of small craft harbour facilities, and established the service under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998".

Under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", the Regional Board established a system of regulations and operations of the function of Small Craft Harbours in the Southern Gulf Islands. The service is administered by the Southern Gulf Islands Harbours Commission, established under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw No. 1, 2000".

At the September 24, 2021 meeting of the Southern Gulf Islands Harbours Commission the existing bylaw was reviewed and recommendations were made to progress with amending the bylaw and return for approval of the changes.

Bylaw No. 2844 has not been updated since 2012. Suggested changes, both from the Commission and CRD staff, include:

- Replacement of the role of the "Ports Manager" with CRD generally;
- Revision of fees, charges, and license language, including increases to insurance requirements;
- Updating of certain provisions of the bylaw, such as calculation of the length of vessels, emergency use of facilities, and the ability to dispose of the vessels and obstructions by means other than public auction.

ALTERNATIVES

Alternative 1:

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

Southern Gulf Islands Harbours Commission – November 18, 2021
Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation
Bylaw

2

1. That Bylaw No. 4469, "Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021" be introduced and read a first, second, and a third time.
2. That Bylaw No. 4469 be adopted.

Alternative 2:

That the report be referred back to staff for additional information.

IMPLICATIONS

Governance Implications

The current bylaw has not been updated since 2012 and was in need of some revisions. The new bylaw will ease the administration of the facilities, modernize the language, and provide new insurance amounts and fee schedule. The insurance rates and fee schedule have not been changed since 2012 and are revised to be more consistent with industry standards and to account for inflation and cost escalations associated with operating the service. Updated fees will continue to be collected from the users of the facilities. Combined, these changes will further improve the ability to manage the service and increase the financial resources available.

Fee Modifications

In general, fees have been increased by 30% (inclusive of applicable taxes), rounding-up. Fees have not been adjusted for 10 years. Coupon books and monthly commuter passes, which were difficult to administer and not regularly used, have been eliminated. Fees for emergency vessel use, when acting in an emergency, are no longer payable. Licenses are still required. Fees for removal and impoundment of obstructions and abandoned boats have been increased, and may substitute the actual cost plus 10% for administration where necessary.

Legal Implications

Additional powers relating to sale of vessels, chattels, or obstructions have been inserted, permitting the CRD to sell or dispose of the vessel by methods other than public auction. Such disposal methods may be preferred if CRD undertakes enforcement on its own or if working with BC Bailiffs. Minor modifications have been made to make clear the bylaw applies to all leased, licensed, or operated facilities of the Service.

CONCLUSION

Bylaw No. 4469 amends "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000" to update language and fees that have not been updated in nearly 10 years. Updating the bylaw will ease the administration, modernize the language and ensure industry appropriate levels of insurance coverage by licensed users and enable additional funds to be available to maintain, repair and operate the docks.

Southern Gulf Islands Harbours Commission – November 18, 2021
Amendments to Bylaw 2844, Southern Gulf Islands Small Craft Harbours Regulation
Bylaw

3

RECOMMENDATIONS

The Southern Gulf Islands Harbours Commission recommends the Electoral Areas Committee recommend to the Capital Regional District Board:

1. That Bylaw No. 4469, “Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021” be introduced and read a first, second, and a third time.
2. That Bylaw No. 4469 be adopted.

Submitted by:	Stephen Henderson, BSc, P.G.Dip. Eng., MBA, Manager of Real Estate Services
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

/SNC

ATTACHMENTS

- Appendix A: Bylaw 4469, “Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021”
- Appendix B: Bylaw 2844, “Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000”, unofficial redline showing changes.

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 4469**

**A BYLAW TO AMEND THE REGULATIONS OF THE SOUTHERN GULF ISLANDS SMALL CRAFT
HARBOURS SERVICE (BYLAW NO. 2844)**

WHEREAS:

- A. Under Order-in-Council 100/97, dated January 24, 1997, and within the *Capital Regional District Regulation*, the Capital Regional District was granted the additional power to establish, acquire, and operate a service of small craft harbour facilities, and established the service under Bylaw No. 2614, "Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998";
- B. Under Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000", the Regional Board established a system of regulations and operations of the function of Small Craft Harbours in the Southern Gulf Islands;
- C. The Board wishes to amend Bylaw No. 2844 to update fees and charges; modernize language; and make certain other changes to the operation and regulation of the service;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled hereby enacts as follows:

- 1. Bylaw No. 2844, "Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000" is hereby amended as follows, with the effective date of January 1, 2022:
 - (a) By re-numbering section 1, Definitions In This Bylaw, to section 1.1, and making the following replacements and insertions in alphabetical list order:
 - i. Replacing the definition of "abandoned" with:

"abandoned" means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of 45 days or within a 30 day notice period failure to remove the vessel under its own power for a period of at least 1 hour in the presence of the wharfinger or CRD;
 - ii. Replacing the definition of "airport" with:

"airport" means a dock or portion of a dock designated for use by seaplanes and identified by a red triangle on the dock surface, or yellow painted tie rail or other identifying marking;
 - iii. Replacing the definition of "authorized personnel" with:

"authorized personnel" includes the wharfingers, Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;
 - iv. Replacing the definition of "dock" with:

"dock" means a landing pier for vessels and watercraft, including a wharf, floating or fixed structures, and includes those facilities listed in Schedule "B";
 - v. Replacing the definition of "explosive" with:

“explosive” has the same meaning as in the *Explosives Act*, RSC 1985, c E-17;

- vi. Inserting as “overall length of vessel”:

“overall length of vessel” means the overall measurement of the vessel’s length, including bowsprit and engine, and includes any other extensions or attachments of the vessel from the bow or stern, including pod engines, tenders, or attachments.

- vii. Replacing the definition of “liquor” with:

“liquor” has the same meaning as in the *Liquor Control and Licensing Act*, SBC 2015 c 19 of British Columbia;

- viii. Replacing the definition of “loading zone” with:

“loading zone” means that area of a dock used solely for loading and unloading, emergency use, passengers, supplies or freight and identified by a yellow painted tie-rail or other identifying marking;

- ix. Inserting the definition of “Service”:

“Service” means the CRD service established under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”;

- x. Removing the definition of “Ports Manager”;

- xi. Replacing the section reference in the definition of “resident” from 52 of the *Local Government Act* to section 67 of the *Local Government Act*;

- xii. By inserting the definition of “transient moorage”:

“transient moorage” means that area of a dock used solely for short-term moorage of not greater than 3 consecutive days, or 7 days in a month, and identified by a blue painted tie-rail or other identifying markings;

- xiii. By inserting into the definition of “wharfinger” after “a person contracted”, the words “or appointed”;

- (b) By inserting as section 1.2, Application, the following:

1.2. This bylaw applies to all docks, waterlots and other facilities or lands owned, operated, leased, or licenced by CRD for the purposes of the Service.

- (c) By amending section 9, Noisy Activities, after the words “at a dock”, the following words “or while in the waterlot around a dock,”;

- (d) By amending section 11, Signs, to remove the words “or the Ports Manager”;

- (e) By replacing section 28, Responsibility, with the following:

For the purpose of these regulations, the person having charge of a vessel or watercraft is deemed to be responsible for the vessel or watercraft and the action of its crew or passengers, as directed by signage at the facility.

- (f) In sections 30 and 31, Dock Management, replacing the words “Ports Manager” when they appear with “CRD”;

- (g) In section 34, Abandonment, replacing the first occurrence of the words "Ports Manager" when they appear with "CRD or wharfinger" and the second appearance with "wharfinger".
- (h) In sections 35, 36, 37, and 38, Obstruction, replacing "Ports Manager" whenever it appears with "CRD";
- (i) In section 39, Removal and Impoundment of Vessels, Watercraft, Chattels and Obstructions, replacing "Ports Manager" with "CRD and wharfinger" and replacing "wharf" with "dock";
- (j) In section 41:
 - i. replacing "Ports Manager" whenever it appears with "CRD";
 - ii. inserting, after "public auction" whenever it appears ", other means preferred by CRD,";
 - iii. inserting into 41(2), after "if the identity of the owner is not determined" the words "or if delivery under 41(1) cannot be confirmed";
- (k) In section 43, inserting after the words "public auction" the words "or means preferred by CRD," and inserting as a new sentence at the end of the paragraph "The failure to post such a sign or ensure it remains posted shall not impair the CRD's ability to recover fees, costs, or expenses under this bylaw nor shall it impair the ability to remove, impound, sell, or otherwise dispose of vessels, chattels, and obstructions.
- (l) In section 44, inserting after the words "impound and auction" the words "or otherwise dispose of".
- (m) Replacing the heading of sections 45 to 48, Public Auction, with the heading "Public Auction and Sale";
- (n) In section 45 and 47, Public Auction and Sale, replacing the words "Ports Manager" with "CRD";
- (o) In section 47, inserting after the word "auction" the words "or that other means are preferred by CRD to dispose of the property, such as private sale or sale through a broker";
- (p) Replacing the heading of section 49, Ports Manager and Wharfinger, with the heading "CRD and Wharfinger";
- (q) Replacing section 49(1) with the following:

The wharfinger, under the direction of the CRD, is responsible for the operational oversight and administration of the docks and may post notices and give such orders, in respect of the operation of the dock, as are authorized by these regulations.
- (r) In section 49(2), (3), and (4), replacing the words "Ports Manager" with "CRD";
- (s) In section 49(5), replacing the words "Ports Manager" with "wharfinger";
- (t) By replacing all references to the following schedules, where they appear, with corrected references as follows:
 - i. Schedule A or "Schedule A" shall be replaced with "Schedule A";
 - ii. Schedule B or "Schedule B" shall be replaced with "Schedule B";
 - iii. Schedule C or "Schedule C" shall be replaced with "Schedule C";
 - iv. Schedule D or "Schedule D" shall be replaced with "Schedule D";
 - v. Schedule E or "Schedule E" shall be replaced with "Schedule E";

- (u) By replacing Schedules "A" and "B" with the Schedules "A" and "B" attached to this bylaw, as applicable.
- (v) Revising Schedule "C", Moorage License Agreement, as follows:
 - i. In 2(d), removing references to the "Ports Manager";
 - ii. In 2(k), replacing "one million dollars" with "two million dollars" for proof of comprehensive liability insurance;
 - iii. In 2(l), replacing "Ports Manager" with "CRD" and replacing "impound, store, or auction" with "impound, store, auction, sell by other means preferred by CRD, or dispose of";
 - iv. In 2(q), inserting after "overboard" the words ", discharged,";
 - v. In 2(r), replacing "Ports Manager" with "Coast Guard and CRD";
 - vi. In 2(s), 2(w), and 2(x), replacing "Ports Manager" with CRD;
 - vii. In 2(x), replacing the words "impound, store, or auction" with "impound, store, auction, sell by other means preferred by CRD, or dispose of";
 - viii. Inserting as 2(y) the sentence "Live-aboards are not permitted at the docks unless authorized in writing by the CRD."
 - ix. Replacing the reference to "Ports Manager" in the "Issued per CRD" signature block with "CRD";
- (w) Revising Schedule "D", Water Taxi, Charter Boat, Emergency Services Vessel or Business Moorage License Agreement, as follows:
 - i. In 2(d), removing references to the "Ports Manager";
 - ii. In 2(k), replacing "two million dollars" with "three million dollars" for proof of comprehensive liability insurance;
 - iii. In 2(l), replacing "Ports Manager" with "CRD" and replacing "impound, store, or auction" with "impound, store, auction, sell by other means preferred by CRD, or dispose of";
 - iv. In 2(r), inserting after "overboard" the words ", discharged,";
 - v. In 2(s), replacing "Ports Manager" with "Coast Guard and CRD";
 - vi. In 2(t), 2(x), and 2(y), replacing "Ports Manager" with CRD;
 - vii. In 2(y), replacing the words "impound, store, or auction" with "impound, store, auction, sell by other means preferred by CRD, or dispose of";
 - viii. Replacing the reference to "Ports Manager" in the "Issued per CRD" signature block with "CRD";
- (x) Revising Schedule "E", Seaplane License Agreement, as follows:
 - i. In 2(c), removing references to "Ports Manager";
 - ii. In 2(e), removing references to "Ports Manager";
 - iii. In 2(n), inserting after "overboard" the words ", discharged,";
 - iv. In 2(o), replacing "Ports Manager" with "Coast Guard and CRD";
 - v. In 2(s), replacing "Ports Manager" with "CRD";
 - vi. Replacing the reference to "Ports Manager" in the "Issued per CRD" signature block with "CRD";

2. This bylaw may be cited for all purposes as “Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 8, 2021”.

READ A FIRST TIME THIS	th	day of	20__
READ A SECOND TIME THIS	th	day of	20__
READ A THIRD TIME THIS	th	day of	20__
ADOPTED THIS	th	day of	20__

CHAIR

CORPORATE OFFICER

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

FEES AND LICENSES

1. DEFINITIONS

"charter boat" means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

"dinghy" means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, 300 pounds;

"emergency service vessel" means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

"length" means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

"month" means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

"moorage" means a charge for mooring;

"quarter" means three months;

"reserved berth" means a section of a dock identified by a 'Reserved' sign on the tie-rail;

"resident" means person who satisfies the conditions of residency established in section 67 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

"short-term zone" means a section of a dock identified by a "short-term zone" sign on the tie rail;

"springline" means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

"water taxi" means any vessel or watercraft used to transport passengers or material for a fee.

2. MOORAGE FEES (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day:

\$0.5 per lineal foot per day.

- (ii) Moorage Fees from 12+ to 24 hours or overnight:

\$1 per lineal foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$5.80 per lineal foot per month.
- (ii) The prepaid quarterly moorage fee is \$15.40 per lineal foot per quarter.
- (iii) The prepaid annual moorage fee is \$55.30 per lineal foot per year.
- (iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.
- (v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(c) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

- (i) The prepaid monthly moorage fee is \$30.00.
- (ii) The prepaid quarterly moorage fee is \$80.00.
- (iii) The prepaid annual moorage fee is \$280.00.

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

- (i) Monthly fee is \$75.00 per month.
- (ii) Quarterly fee is \$210 per quarter.

(e) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

- (a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in Schedule "D" a license at a cost of \$62.50 per annum in addition to the fees set out in section 3(b) and (c) below.

(b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings/month/dock	Monthly Fee	Annual Fee
0-2	No charge	N/A
3-15	\$27.00	\$260.00

16-30	\$45.00	\$440.00
31+	\$72.00	\$720.00

(ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.

- (c) The moorage fees for water taxis or charter boats are the same as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.
- (d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in Schedule "B" using the same vessel no landing fees are required on the second dock.

4. SEAPLANES

- (a) The loading and unloading fee for casual use by seaplanes is \$20.00 per landing in excess of 2 landings per airport per year.
- (b) A person in control of a seaplane shall obtain from the CRD a license prescribed in Schedule "E" for a fee of \$62.50 per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3 – 48	\$270
49 – 200	\$520
200+	\$720

- (c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the CRD or wharfinger may make an adjustment to the fee based on actual usage.
- (d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

- (a) A person in control of an emergency services vessel shall apply for a license as prescribed in Schedule "D" each year.
- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in Schedule "A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable (quarterly and annual) moorage fee as prescribed in Schedule "A".

7. REMOVAL AND IMPOUNDMENT

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

(a)	Impoundment Fee	\$150 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$275 or actual cost
(c)	Hauling Out Fee per hour	\$275 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$275 or actual cost
(e)	Storage Costs for Vessel (rate per day per foot)	\$5.25 or actual cost

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "B"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours

DOCKS ADMINISTERED BY THE CRD IN THE SOUTHERN GULF ISLANDS

- GALIANO ISLAND: Sturdies Bay
 Montague Harbour
 Retreat Cove
 Spanish Hills
- MAYNE ISLAND: Miners Bay
 Horton Bay
 Anson Road
- NORTH PENDER ISLAND: Port Washington
 Browning Harbour
 Hope Bay
- PIERS ISLAND: Piers Island
- SATURNA ISLAND: Lyall Harbour
- VANCOUVER ISLAND: Swartz Bay

**CAPITAL REGIONAL DISTRICT
BYLAW NO. 2844**

**CAPITAL REGIONAL DISTRICT
SOUTHERN GULF ISLANDS SMALL CRAFT HARBOURS
REGULATION BYLAW NO. 1, 2000**

*A Bylaw to Regulate Docks Operated by the Capital Regional District on the
Southern Gulf Islands*

For technical enquiries regarding this bylaw, please contact:

CRD, Manager of Southern Gulf Island Small Craft Harbours
Telephone 250.360-3000

For reference to original bylaws and amendments, or for further details,
please contact Legislative Services, Capital Regional District,
625 Fisgard Street, PO Box 1000, Victoria, BC V8W 2S6

CAPITAL REGIONAL DISTRICT

BYLAW NO. 2844

Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw

WHEREAS the Capital Regional District has established the local service to acquire and operate small craft harbour facilities;

NOW THEREFORE, the Capital Regional District Board in open meeting assembled, enacts as follows:

1.1. DEFINITIONS IN THIS BYLAW

- “abandoned” means leaving a vessel or watercraft at a dock without payment of moorage for a period in excess of 45 days or within a 30 day notice period failure to remove the vessel under its own power for a period of at least 1 hour in the presence of the ~~w~~Wharfinger or ~~Ports Manager~~CRD-;
- “airport” means a dock or portion of a dock designated for use by seaplanes and identified by a red triangle on the dock surface, or yellow painted tie rail or other identifying marking;
- “authorized personnel” includes the ~~Ports Manager~~, wharfingers, RCMP-Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;
- “berth” means a location at a dock where a vessel or watercraft may be moored;
- “Board” means the Board of Directors of the Capital Regional District;
- “business” means a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit;
- “Commission” means the Southern Gulf Islands Harbours Commission as established by the Southern Gulf Islands Harbour Commission Bylaw, 2002, whose duties include planning, acquisition, development, restructure maintenance and operation of said harbours to serve the residents of the Southern Gulf Islands;
- “CRD” means the Capital Regional District;
- “dangerous goods” means dangerous goods as defined in section 1 of the *Transport of Dangerous Goods Act*;
- “dock” means a landing pier for vessels and watercraft, including a wharf, floating or fixed structures, and includes those facilities listed in Schedule “B”;
- “emergency personnel” includes any person, group or organization required by provincial or federal statute to respond to emergency situations;
- “emergency vehicle” means police vehicle, ambulance or fire department vehicle;
- “explosive” has the same meaning as in the *Explosives Act*, RSC 1985, c E-17;

CRD Bylaw No. 2844

2

Southern Gulf Islands Small Craft Harbours Regulations

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- “overall length of vessel” means the overall measurement of the vessel’s length, including bowsprit and engine, and includes any other extensions or attachments of the vessel from the bow or stern, including pod engines, tenders, or attachments.
- “liquor” has the same meaning as in the *Liquor Control and Licensing Act*, SBC 2015 c 19 of British Columbia;
- “loading zone” means that area of a dock used solely for loading and unloading, emergency use, passengers, supplies or freight and identified by a yellow painted tie-rail or other identifying marking;
- “moor” means to secure a vessel or watercraft by means of lines, cables or anchors;
- “Service” means the CRD service established under Bylaw No. 2614, “Small Craft Harbour Facilities Local Service Establishment Bylaw No. 1, 1998”;
- “Southern Gulf Islands Electoral Area” means the area of land defined as the Southern Gulf Islands Electoral Area in the Capital Regional District Letters Patent;
- “proof of residency” means:
 - (a) a British Columbia drivers license containing an address in the Southern Gulf Islands Electoral Area; or
 - (b) a real property tax notice issued under the *Local Government Act* or the *Taxation (Rural Area) Act* to an address in the Southern Gulf Islands Electoral Area; or
 - (c) a utility bill issued for the supply of electricity, natural gas, water, telephone services or ~~eo-axle~~ cable services to an address in the Southern Gulf Islands Electoral Area;
- ~~“Ports Manager” means the person contracted by the CRD to manage the operation of all docks overseen by the Commission;~~
- “resident” means a person who satisfies the conditions of residency established in section ~~52-67~~ of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;
- “raft” means the mooring of one vessel or watercraft along side another;
- “seaplane” means an aircraft on floats whether operated privately or commercially;
- “springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line;
- “transient moorage” means that area of a dock used solely for short-term moorage of not greater than 3 consecutive days, or 7 days in a month, and identified by a blue painted tie-rail or other identifying markings;
- “vessel” means any ship or boat or any other description of vessel which is or can be propelled by machinery, except a seaplane, and used or designed to be used in navigation;
- “watercraft” means any ship or boat or any other description of vessel that is not propelled by machinery and is used or designed to be used in navigation;
- “wharfinger” means a person contracted or appointed by the CRD to collect moorage and to conduct day to day operation of a dock or docks.

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APPLICATION

1.2. ~~This bylaw applies to all docks, waterlots and other facilities or lands owned, operated, leased, or licenced by CRD for the purposes of the Service.~~

ENFORCEMENT POWERS

2. All authorized personnel may enforce this bylaw in the course of their duties.
3. Any authorized personnel may order a person who does anything contrary to this bylaw to leave a dock immediately, or within a period of time specified by the authorized personnel, and every person so ordered shall comply with the order and leave the dock immediately or within the specified time period.
4. No person shall hinder, oppose, molest or obstruct authorized personnel in the discharge of their duties.
5. Authorized personnel and emergency personnel, while acting in the course of their duties, as well as emergency vehicles, are exempt from the provisions of this bylaw.

FINES

6. A person who contravenes this bylaw commits an offence and is liable on conviction to a fine of not less than \$50.00 and not more than the maximum prescribed by the *Offence Act*.

PUBLIC CONDUCT

7. No person shall obstruct or interfere with any person, vessel or watercraft lawfully using a dock.
8. No person shall behave in a disorderly, dangerous or offensive manner including, but not limited to, diving or jumping from a dock, wharf or pier or swimming in the water-lot around the dock.

NOISY ACTIVITIES

9. No person shall while on or moored at a dock, ~~or while in the waterlot around a dock,~~ make or cause noises or sounds including the playing of musical instruments, radios, tape players, compact disc players or similar devices or operate any equipment, vehicles, vessels, watercraft or machinery which disturbs or tends to disturb the quiet, peace, enjoyment and comfort of other persons.

LIQUOR

10. No person shall possess an open container of liquor on a dock.

SIGNS

11. No person shall place, post or erect a sign on a dock unless with permission of the CRD ~~or the Ports Manager.~~

DAMAGE

12. No person shall remove, destroy or damage any dock or structure or sign attached to a dock.
13. No person shall remove, destroy or damage any notices, rules or regulation posted on a dock by or under the authority of the CRD.

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14. No person shall deposit or leave any garbage, refuse, empty or broken bottles, cans, paper, animal excrement or other waste material on a dock or in the water surrounding a dock.

STORAGE

15. No person shall store any material of any kind, including a watercraft, to or on the surface of a dock unless it is designated by a sign as a storage area.

LOADING ZONE

16. No person shall cause a vessel or watercraft to be left unattended at a loading zone.
17. No person shall cause a vessel or watercraft to remain moored in a loading zone for a period in excess of 15 minutes and every person not in possession of a valid ~~"Schedule D"~~ "D" licence shall immediately vacate a loading zone to make room for a person in possession of a ~~"Schedule D"~~ "D" licence.

AIRPORT

18. No person shall moor to an airport, except where the airport includes a loading zone.
19. Notwithstanding section 18, where an airport includes a loading zone, the person having control of a vessel or watercraft being moored in the airport which includes the loading zone shall immediately vacate the loading zone upon the approach of an aircraft intending to use the airport.

VEHICLES

- 20.
- (1) No person shall drive a vehicle on a dock except for the express purpose of loading or unloading or the vehicle is being used for the purpose of repairing or maintaining the dock.
 - (2) Despite section 20.(1), the CRD may cause to be posted a sign prohibiting a person from driving a vehicle on a dock for any purpose.
21. No person shall park a vehicle or leave a vehicle unattended on a dock.

COMMERCIAL SERVICES

22. No person shall sell, expose or display for sale any goods or materials including refreshments, or conduct any business on a dock except where authorized by the CRD.
23. Persons conducting any business authorized by the CRD shall obtain and pay for a license in accordance with ~~Schedule A~~ "A".

CONSTRUCTION

24. No person shall build upon or place any structure on a dock except where authorized by the CRD.

FEES

- 25.

- (1) A person in control of a vessel or watercraft, which is moored at a dock for less than two hours in any 24-hour period, shall not pay a moorage fee.
- (2) A person in control of a vessel or watercraft moored at a dock in excess of two hours but less than 12 hours in a 24 hour period shall pay to the CRD the moorage fees prescribed in ~~“Schedule A”~~ “Schedule A” section 2(a)(i), shall pay with a coupon as prescribed in ~~“Schedule A”~~ “Schedule A” section 2(b) or shall pay with a commuter pass as prescribed in ~~“Schedule A”~~ “Schedule A” section 2(c).
- (3) A person in control of a vessel or watercraft moored at a dock in excess of 12 hours in any 24-hour period or after 8 p.m. shall pay to the CRD the moorage fees prescribed in ~~“Schedule A”~~ “Schedule A” section 2(a)(ii).
- (4) A person in control of a vessel or watercraft moored at a dock shall pay to the CRD all applicable moorage fees within two hours of mooring the vessel or watercraft to a dock.
- (5) A person in control of a vessel or watercraft who is a resident of the Southern Gulf Islands Electoral Area and can show proof of residency to the CRD and who intends to moor at a dock in excess of 24 hours may obtain from the CRD a monthly, quarterly or annual license as prescribed in ~~“Schedule C”~~ “Schedule C” and pay to the CRD the moorage fees as prescribed in ~~“Schedule A”~~ “Schedule A” section 2(d), (e) or (f) whichever section is applicable.
- (6) A person in control of a seaplane, water taxi, emergency vessel, or charter vessel or watercraft, intending to use a dock shall obtain from the CRD a license as prescribed in Schedules “D” or “E” and pay to the CRD the fees prescribed in ~~“Schedule A”~~ “Schedule A” section 3, section 4 or section 5 whichever section is applicable.”

DANGEROUS GOODS

26. No vessel or watercraft carrying dangerous goods or explosives shall moor at a dock for longer than is necessary to effect immediate loading or unloading.
27. No vessel or watercraft carrying dangerous goods or explosives moored at a dock shall be left unattended.

RESPONSIBILITY

28. For the purpose of these regulations, the person having charge of a vessel or watercraft is deemed to be responsible for ~~the~~ vessel or watercraft and the action of its crew ~~or passengers, as directed by signage at the facility.~~

RESERVED BERTH

29. At the discretion of the CRD, a section of dock may be reserved for the exclusive use of a vessel or watercraft on condition that the person in control of the vessel or watercraft obtain a license from the CRD prescribed in Schedule C or D and pay to the CRD the moorage fees prescribed in ~~Schedule A~~ “Schedule A”, section 6.

DOCK MANAGEMENT

30. In order to facilitate the proper management, control and use of a dock, the CRD may establish specific mooring conditions to various sections of a dock, and a Wharfinger or ~~Ports Manager~~ CRD may order a vessel or watercraft to move or alter its position.

31. The wharfinger or ~~Ports Manager~~CRD, at their discretion, may order that any vessel or watercraft is not allowed to moor to the dock.
32. When required by limited mooring space any person in charge of a vessel or watercraft may raft the vessel or watercraft provided that no more than two vessels or watercrafts are rafted or such lower or higher number of vessels or watercrafts as specified by the CRD and sign posted at the dock.

ABANDONMENT

33. No person shall abandon a vessel or watercraft at a dock.
34. Where the ~~Ports Manager~~CRD or wharfinger believes a vessel or watercraft has been abandoned at a dock, and has made reasonable efforts to obtain the name and address of the owner or person last in charge of the vessel or watercraft, the ~~Ports Manager~~wharfinger shall make a report to the CRD with recommendations for the removal of the abandoned vessel or watercraft.

OBSTRUCTION

35. The ~~Ports Manager~~CRD or a wharfinger may direct the position, time, place and manner in which a vessel or watercraft may be moored, loaded or unloaded at a dock.
36. Except as permitted by the ~~Ports Manager~~CRD or wharfinger, no person shall moor a vessel or watercraft at a dock in such a manner as to unduly obstruct the movement of other vessels or watercraft.
37. Except as permitted by the ~~Ports Manager~~CRD or wharfinger, the lines fastening a vessel or watercraft to a dock shall not cross the dock or be attached to anything other than the fastenings provided for the purpose.
38. Except as permitted by the ~~Ports Manager~~CRD or wharfinger, no person shall:
 - (1) use the surface of a dock for any major maintenance or repair work; or
 - (2) do any other thing in such a manner as to impede the use of the dock.

REMOVAL AND IMPOUNDMENT OF VESSELS, WATERCRAFT, CHATTELS, AND OBSTRUCTIONS

39. The ~~Ports Manager~~CRD and wharfinger is authorized to remove and impound, or cause to be removed and impounded, any vessel, chattel or obstruction that occupies a ~~wharf~~dock or waterlot in contravention of this Bylaw. —
40. Any vessel, chattel or obstruction removed and impounded under this section may be recovered by the owner upon presenting proof of ownership and upon payment in full of all costs incurred by the CRD in removing and impounding (including storing) and any fines owing by the owner under this Bylaw.
41. If a vessel, chattel or obstruction is removed and impounded, the ~~Ports Manager~~CRD shall make reasonable efforts to obtain the name and address of the owner of the vessel, chattel or obstruction and:
 - (1) If the name and address of the owner is determined, the ~~Ports Manager~~CRD shall give written notice delivered in person to the owner or sent by registered mail to the owner advising the owner of the removal and impoundment, the sum payable to release the vessel, chattel or obstruction and the date for sale by public auction, other means preferred by CRD, or disposition under section 42,

as applicable, if unclaimed; or

- (2) if the identity of the owner is not determined or if delivery under 41(1) cannot be confirmed, the ~~Ports Manager~~CRD shall cause a notice to be posted at the relevant wharf advising of the removal and impoundment, the sum payable to release the vessel and the planned date for sale by public auction, other means preferred by CRD, or disposition under section 42, as applicable, if unclaimed.

42. The fees, costs and expenses payable by the owner of a vessel, chattel or obstruction removed and impounded under this section are set out in Schedule "A" to this Bylaw.
43. A sign at each wharf shall notify the public that vessels, chattels and obstructions occupying the wharf and surrounding waterlot in contravention of this Bylaw, may be removed and impounded by or on behalf of the CRD at the cost of the owner and may be sold at public auction or means preferred by CRD, or otherwise disposed of if unclaimed. The failure to post such a sign or ensure it remains posted shall not impair the CRD's ability to recover fees, costs, or expenses under this bylaw nor shall it impair the ability to remove, impound, sell, or otherwise dispose of vessels, chattels, and obstructions.
44. The CRD may engage the services of a bailiff to remove, impound and auction or otherwise dispose of vessels, chattels and other obstructions under this section and sections 45 to 48.

(Bylaw 3586)

PUBLIC AUCTION AND SALE

45. Any vessel, chattel or obstruction not claimed by its owner, including where the ~~Ports Manager~~CRD has been unable to determine the owner's identity, within 30 days of notice under section 41 may be sold at a public auction and such auction shall be advertised at least once in a newspaper distributed at least bi-monthly in the Southern Gulf Island Electoral Area.
46. The proceeds of such auction sale shall be applied firstly to the cost of the sale, secondly to all unpaid fees, costs and expenses levied in accordance with this Bylaw.
47. If any vessel, chattel or obstruction is not offered for sale or purchased at public auction under this section, the expenses incurred in the removal, impoundment or disposal, are recoverable as a debt due to the CRD from the owner.
48. If the ~~Ports Manager~~CRD considers that a vessel, chattel or obstruction removed and impounded from a wharf is of insufficient value to warrant an auction or that other means are preferred by CRD to dispose of the property, such as private sale or sale through a broker, subsequent to the Commission's approval by resolution, the ~~Ports Manager~~CRD may dispose of the vessel, chattel or obstruction if unclaimed after 2 months following notice under section 41 and any money obtained through such disposition shall be dealt with in accordance with section 40.

PORTS MANAGERCRD AND WHARFINGER

- 49.
- (1) The ~~wharfinger~~~~Ports Manager~~, under the direction of the CRD, is responsible for the operation al ~~oversight and~~ administration ~~and management~~ of the docks and may post ~~signs~~ notices and give such orders, ~~either orally or in writing~~, in respect of the operation of the dock, as are authorized by these regulations.
- (2) No person shall contravene:
- (a) an order of the ~~Ports Manager~~CRD or a wharfinger given under subsection (1); or

CRD Bylaw No. 2844

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Southern Gulf Islands Small Craft Harbours Regulations

- (b) the directions or instructions on any sign posted under subsection (1).
- (3) Where a vessel, watercraft or goods are not removed from a dock immediately after the removal thereof is ordered by the ~~Ports Manager~~CRD or a wharfinger, the ~~Ports Manager~~CRD or wharfinger may have the vessel, watercraft or goods removed from the dock at the owner’s expense.
- (4) An order of the ~~Ports Manager~~CRD prevails over an order of a wharfinger.
- (5) The ~~wharfinger~~ ~~Ports Manager~~ is authorized to administer and sign on behalf of the CRD the License Agreements contained in Schedules “C”, “D” and “E”.
- (6) The Wharfingers are authorized to administer and sign on behalf of the CRD the License Agreement contained in Schedule “C”.

SEVERANCE

50. If a section, subsection, sentence, clause or phrase of this Bylaw is for any reason held to be invalid, by the decision of any Court, such decision shall not affect the validity of the remaining portions of this Bylaw.

SCHEDULES

51. Schedules “A” to “E” inclusive of this Bylaw are attached hereto and form part of this Bylaw.

CITATION

52. This Bylaw may be cited as “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”.

READ A FIRST TIME THIS	22nd	day of	November	2000
READ A SECOND TIME THIS	22nd	day of	November	2000
READ A THIRD TIME THIS	22nd	day of	November	2000
ADOPTED THIS	13th	day of	December	2000.

Christopher M. Causton
CHAIR

Carmen I. Thiel
SECRETARY

SCHEDULE "A"
Bylaw No. 2844

Capital Regional District Southern Gulf Islands Harbours
FEES AND LICENSES

1. **DEFINITIONS**

“charter boat” means any vessel or watercraft used to transport passengers who have paid a fee for tourism services including, but not limited to, fishing, whale watching, sightseeing or diving;

“dinghy” means an open boat with a maximum length of 12 feet, excluding outboard motor, having a beam of no more than 6 feet and a motor of not more than 25 horsepower and the dry weight/hull weight is at, or under, ~~250~~ 300 pounds;

“emergency service vessel” means a police, fire, search and rescue, or ambulance vessel and any other vessel acting in the aforementioned capacities;

“length” means the overall length of a vessel or watercraft as determined by the Ports Manager or wharfinger;

“month” means a period commencing on a date in one month and terminating on the day immediately preceding the same date in the next month or, if there is no corresponding date in the next month, terminating on the last day of that month;

“moorage” means a charge for mooring;

“quarter” means three months;

“reserved berth” means a section of a dock identified by a ‘Reserved’ sign on the tie-rail;

“resident” means person who satisfies the conditions of residency established in section 52 of the *Local Government Act* in respect of the Southern Gulf Islands Electoral Area;

“short-term zone” means a section of a dock identified by a “short-term zone” sign on the tie rail;

“springline” means a special moorage arrangement where the vessel is bow tied to the dock and stern tied to an approved, weighted pulley line.

“water taxi” means any vessel or watercraft used to transport passengers or material for a fee.

Schedule "A" to Bylaw No. 2844 (cont'd.)

2. **MOORAGE FEES** (All moorage fees include applicable taxes)

- (a) (i) Moorage Fees from 2 to 12 hours, normally commencing and ending between **8:00 AM** and **8:00 PM** of the same day;

\$0.5 per lineal foot per day.

BOAT LENGTH			BOAT LENGTH		
FEET	METRES	FEE	FEET	METRES	FEE
5 to 6	to 1.8	\$2.50	33 to 34	to 10.4	\$12.75
7 to 8	to 2.4	\$3.00	35 to 36	to 11.0	\$13.50
9 to 10	to 3.0	\$3.75	37 to 38	to 11.6	\$14.25
11 to 12	to 3.7	\$4.50	39 to 40	to 12.2	\$14.75
13 to 14	to 4.3	\$5.25	41 to 42	to 12.8	\$15.75
15 to 16	to 4.9	\$6.00	43 to 44	to 13.4	\$16.50
17 to 18	to 5.5	\$6.75	45 to 46	to 14.0	\$17.25
19 to 20	to 6.1	\$7.50	47 to 48	to 14.6	\$18.25
21 to 22	to 6.7	\$8.25	49 to 50	to 15.2	\$18.75
23 to 24	to 7.3	\$9.00	51 to 52	to 15.8	\$19.50
25 to 26	to 7.9	\$9.75	53 to 54	to 16.5	\$20.25
27 to 28	to 8.5	\$10.50	55 to 56	to 17.1	\$21.00
29 to 30	to 9.1	\$11.25	57 to 58	to 17.7	\$21.75
31 to 32	to 9.8	\$11.75	59 to 60	to 18.3	\$22.50

- (ii) Moorage Fees from 12+ to 24 hours or overnight:-

\$1 per lineal foot.

BOAT LENGTH			BOAT LENGTH		
FEET	METRES	FEE	FEET	METRES	FEE
5 to 6	to 1.8	\$5.00	33 to 34	to 10.4	\$25.50
7 to 8	to 2.4	\$6.00	35 to 36	to 11.0	\$27.00
9 to 10	to 3.0	\$7.50	37 to 38	to 11.6	\$28.50
11 to 12	to 3.7	\$8.75	39 to 40	to 12.2	\$30.00
13 to 14	to 4.3	\$10.25	41 to 42	to 12.8	\$31.25
15 to 16	to 4.9	\$11.50	43 to 44	to 13.4	\$32.75
17 to 18	to 5.5	\$13.50	45 to 46	to 14.0	\$34.50
19 to 20	to 6.1	\$14.75	47 to 48	to 14.6	\$36.00
21 to 22	to 6.7	\$16.25	49 to 50	to 15.2	\$37.50
23 to 24	to 7.3	\$18.00	51 to 52	to 15.8	\$38.75

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25 to 26	to 7.9	\$19.25	53 to 54	to 16.5	\$40.50
27 to 28	to 8.5	\$21.00	55 to 56	to 17.1	\$41.75
29 to 30	to 9.1	\$22.50	57 to 58	to 17.7	\$43.50
31 to 32	to 9.8	\$24.00	59 to 60	to 18.3	\$44.75

Schedule "A" to Bylaw No. 2844 (cont'd.)

(b) Moorage Coupon Book Fees

A Moorage Coupon Book contains 20 coupons. Each coupon entitles a person who is a resident in control of a vessel or watercraft to moor for a single 12-hour continuous period. Coupons may not be used to pay for two consecutive 12-hour periods. The following will be charged for each coupon book:

Vessel or Watercraft Length:

Up to 16 ft.	Over 16 ft. up to 20	Over 20 ft. up to 24	Over 24 ft. up to 28	Over 28 ft. up to 32
\$54.00	\$62.50	\$74.50	\$88.00	\$102.00

(c) Monthly Commuter Pass

A Monthly Commuter Pass, entitling a person who is a resident in control of a vessel or watercraft to moor for up to 12 hours in a 24-hour period at any dock operated by the CRD, may be purchased for the following fees:

(i) \$2.25 per lineal foot per month.

(ii) If the resident currently has prepaid long-term moorage at a dock operated by the CRD the fee is \$1.50 per lineal foot per month.

(db) Prepaid Long-Term Moorage Fees

(i) The prepaid monthly moorage fee is ~~\$5.580~~ ~~4.40~~ per lineal foot per month. ~~(need to add taxes).~~

(ii) The prepaid quarterly moorage fee is ~~\$165.0040~~ ~~44.80~~ per lineal foot per quarter. ~~(need to add taxes).~~

(iii) The prepaid annual moorage fee is ~~\$6055.30~~ ~~42.50~~ per lineal foot per year. ~~(need to add taxes).~~

(iv) Despite subsections (i), (ii) and (iii), no person in control of a vessel or watercraft shall moor at a Short-Term Zone or at the Swartz Bay dock for longer than 72 consecutive hours in a 30-day period.

(v) Where a resident has obtained a monthly, quarterly or annual moorage license prescribed in "~~Schedule C~~" Schedule "C", that resident may apply for a monthly, quarterly or annual moorage for the same vessel at a second dock for an additional payment of one half the moorage fee paid at the first dock.

(ec) Long-term moorage fees for a dinghy bow-tied at a dock area posted with a sign saying "dinghies only" shall be as follows:

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- (i) The prepaid monthly moorage fee is \$2230.00.
- (ii) The prepaid quarterly moorage fee is \$59.2580.00.
- (iii) The prepaid annual moorage fee is \$213.25280.00.

Schedule "A" to Bylaw No. 2844 (cont'd.)

(d) Springline Moorage Fees

Where a springline moorage system has been approved by the CRD the following rates will apply for boats up to 14 feet in length and 8 feet wide:

- (i) Monthly fee is \$75.00 per month.
- (ii) Quarterly fee is \$210 per quarter.
- (i) Annual fee is \$800 (formerly a fee of \$682.30 per year as per below).
- (i) Four month period from May 15th to September 15th each year is \$157.50
- (ii) When permitted, any additional period is \$65.60 per month.

(ge) Short-Term Zone Fees

Where a short-term zone exists on a dock, the daily rate will apply. No monthly, quarterly or annual rates are available for these zones.

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES

- (a) A person in control of a water taxi or charter boat mooring or landing at a dock shall obtain from the CRD in the form prescribed in "Schedule D" a license at a cost of \$62.50 per annum in addition to the fees set out in section 3(b) and (c) below.
- (b) (i) Loading and Unloading Water Taxis and Charter Boats:

Landings/month/dock	Monthly Fee	Annual Fee
0-2	No charge	N/A
3-10	\$20.50	\$205.00
11-15	\$27.00	\$260.00
16-30	\$45.00	\$440.00
31+	\$72.00	\$720.00
10+ 16-30	\$34.00	\$340.00
31+	\$55.00	\$550.00

- (ii) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the ~~Ports Manager~~ CRD or wharfinger may make an adjustment to the fee based on actual usage.
- (c) The moorage fees for water taxis or charter boats are the same as prescribed in ~~"Schedule A"~~ "Schedule A" sections 2(a)(i) and (ii), 2(b), 2(c) and 2(d) except the monthly, quarterly and annual fees, moorage coupon books and commuter passes are available only to an operator of a water taxi or charter boat who is a resident of the Southern Gulf Islands Electoral Area.
- (d) Where a person has obtained a license to operate a water taxi or charter boat and pays monthly or annual landing fees and provides a regularly scheduled published service between two docks listed in "Schedule B" using the same vessel no landing fees are required on the second dock.

Schedule "A" to Bylaw No. 2844 (cont'd.)

4. SEAPLANES

- (a) The loading and unloading fee for casual use by seaplanes is ~~\$13.50~~ \$20.00 per landing in excess of 2 landings per airport per year.
- (b) A person in control of a seaplane shall obtain from the CRD a license prescribed in ~~"Schedule E"~~ "Schedule E" for a fee of \$62.50 per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

Landings per year per Airport	Annual Fee per Airport
3 – 2448 <u>48</u>	\$205.00 <u>\$400.270</u>
24+49 – 200 <u>49 – 200</u>	\$410.00 <u>\$1,000.520</u>
200+	\$720
200 +	\$550.00

- (c) The prepaid annual fee is based on estimated annual usage. Actual usage is subject to audit and the ~~Ports Manager~~ CRD or wharfinger may make an adjustment to the fee based on actual usage.
- (d) Seaplane Moorage Fees: Not Available

5. EMERGENCY VESSEL MOORAGE FEES

- (a) A person in control of an emergency services vessel shall ~~purchase~~ apply for a license as prescribed in ~~"Schedule D"~~ "Schedule D" ~~at a cost of \$62.50 per annum~~ each year.
- (b) Emergency Service Vessels, when not performing emergency services, shall be subject to the same moorage fees as prescribed in ~~"Schedule A"~~ "Schedule A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).
- (c) Emergency Service Vessels, while actively performing emergency services, will not be subject to the fees prescribed in ~~"Schedule A"~~ "Schedule A" sections 2(a)(i) and (ii), 2(b), 2(c) or 2(d).

6. RESERVED BERTHS

The moorage fee for reserved berths is 1.5 times the applicable ~~(quarterly and annual)~~ moorage fee as prescribed in ~~"Schedule A"~~ "Schedule A". ~~OR DO WE DELETE??~~

7. REMOVAL AND IMPOUNDMENT -

The following fees, costs and expenses shall be paid by the owner of a vessel, chattel or obstruction removed, detained or impounded pursuant to Sections 39 to 44 of this Bylaw:

- | | | |
|-----|---|---|
| (a) | Impoundment Fee | \$144 150.00 OR ACTUAL COST |
| (b) | Towing Fee per hour (for towing or removal to storage location) | \$170.50 275 OR MARKET ACTUAL COST WHICHEVER IS GREATER? |
| (c) | Hauling Out Fee per hour | \$170.50 275 OR MARKET ACTUAL COST WHICHEVER IS GREATER? |
| (d) | Fee for Placing on Blocks/Removal from Trailer (fee per hour) | \$170.50 275 OR MARKET ACTUAL COST WHICHEVER IS GREATER? |
| (e) | Storage Costs for Vessel (rate per day per foot) | \$4.00 5.25 OR MARKET ACTUAL COST WHICHEVER IS GREATER? |

At CRD's option, it can select the fee or the actual cost, whichever is greater. "Actual cost" is the actual cost if provided directly by CRD or by a third party contractor, calculated on a cost recovery basis, including any applicable fees, charges, or taxes. CRD may charge an additional 10% on top of fees or actual costs to cover administrative tasks and time spent.

SCHEDULE "B"
Bylaw No. 2844
(Bylaw 2905, 3295, 3417, 3586, 3651, 3814)

Capital Regional District Southern Gulf Islands Harbours
DOCKS ADMINISTERED BY THE CRD IN THE SOUTHERN GULF ISLANDS

- GALIANO ISLAND: Sturdies Bay
Montague Harbour
Retreat Cove
Spanish Hills
- MAYNE ISLAND: Miners Bay
Horton Bay (By Agreement)
Anson Road
- NORTH PENDER ISLAND: Port Washington
Browning Harbour
Hope Bay
- PIERS ISLAND: Piers Island
- SATURNA ISLAND: Lyall Harbour
- ~~SOUTH PENDER ISLAND~~ ~~Bedwell Harbour (By Agreement)~~
- VANCOUVER ISLAND: Swartz Bay

SCHEDULE "C"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651)

Capital Regional District Southern Gulf Islands Harbours
MOORAGE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____
Address _____ City _____ Prov. _____
Postal Code _____ Telephone (home) _____ (cell) _____

("the Licensee")

Name of Vessel _____ Registration No. _____

Length _____ Port of Registry _____ Boat Make _____

("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ ("the Dock")

For the period of _____ to _____ ("the Term")

Emergency Contact _____ Phone _____

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 ("the Bylaw"), the CRD grants the Licensee permission to moor the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel;
 - d. The Licensee must obey all orders of the CRD, ~~Ports Manager~~ and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, ~~Ports Manager~~ or the wharfingers;
 - e. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - f. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - g. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - h. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

Schedule "C" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. When requested the Licensee must provide proof of comprehensive liability insurance in the amount of not less than ~~one-two~~ **million dollars** per single occurrence and regardless of whether proof is requested the Licensee must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the ~~Ports Manager~~**CRD** has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, ~~or auction,~~ sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- o. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- p. The Licensee shall at all times keep the Vessel in a sanitary, clean and tidy condition, in all respects to the entire satisfaction of the CRD;
- q. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, ~~or discharged,~~ or left on the Dock except in the receptacles provided for such a purpose;
- r. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the ~~Ports Manager~~**Coast Guard and CRD** or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- s. When required by the ~~Ports Manager~~**CRD** or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- t. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- u. The Licensee must not moor to an airport, except where the airport includes a loading zone. The Vessel must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- v. The Licensee and his/her guests shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- w. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the ~~Ports Manager~~**CRD**, the Vessel will be deemed to be abandoned;
- x. Where the ~~Ports Manager~~**CRD** believes a Vessel has been abandoned as defined in Section "w" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, ~~or auction,~~ sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- y. Live-aboards are not permitted except at the docks unless authorized in writing by at the discretion of the CRD.

Signature of Licensee _____ Date _____

Issued per CRD _____ Date _____

(~~Ports Manager~~**CRD** or wharfinger)

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information contained on this form is collected under the authority of the Local Government Act and is subject to the Freedom of Information and Protection of Privacy Act. The personal information will be used for purposes associated with the issuing of this license agreement and for the management of docks operated by the CRD. Enquiries about the collection or use of information in this form can be directed to the Freedom of Information and Protection of Privacy contact: Capital Regional District, Senior Coordinator, FOIPP (250) 360-3000.

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SCHEDULE "D"
Bylaw No. 2844

(Bylaw 3417, 3586, 3651)

Capital Regional District Southern Gulf Islands Harbours
WATER TAXI, CHARTER BOAT, EMERGENCY SERVICES VESSEL OR BUSINESS MOORAGE AND
LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____
Address _____ City _____ Prov. _____
Postal Code _____ Telephone (home) _____ (cell) _____
("the Licensee")

Name of Vessel _____ Registration No. _____
Length _____ Port of Registry _____ Boat Make _____
("the Vessel")

For permission to moor the Vessel to a dock or docks operated by the CRD and known as:

_____ ("the Dock")

For the period of _____ to _____ ("the Term")

Moorage Fees Paid \$ _____

1. In consideration of the payment of the fees as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 ("the Bylaw"), the CRD grants the Licensee permission to moor or land the Vessel at the Dock during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid fees and receive a pro rata refund of the prepaid fees.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Vessel where such person is not included in the Agreement;
 - c. All fees are payable in advance of berthing the Vessel. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - d. The Licensee must obey all orders of the CRD, ~~Ports Manager~~ and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, ~~Ports Manager~~ or the wharfingers;
 - e. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Vessel and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Vessel, its contents or any of its occupants;
 - f. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Vessel or Licensee at the Dock;
 - g. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;
 - h. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
 - i. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;

CRD Bylaw No. 2844

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Southern Gulf Islands Small Craft Harbours Regulations

Schedule "D" to Bylaw No. 2844 (cont'd.)

- j. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Vessel at the Dock;
- k. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Dock by the Licensee in the amount of not less than ~~two~~ three million dollars per single occurrence and must maintain said policy for the duration of the Term;
- l. The Licensee affirms that the Vessel is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Vessel afloat. Where the Vessel is unfit or poses a risk to the Dock, and the ~~Ports Manager~~ CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, ~~or auction~~, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- m. In the event that the Vessel runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Vessel or goods at the Licensee's expense and risk.
- n. The Licensee is responsible for the actions of his or her crew, agents and/or employees;
- o. The CRD reserves the right to rearrange the position of the Vessel while moored at the Dock or as necessary for the efficient operation of the marina facility, or for other causes such as safety or emergency or for any other reason, without previous notice to the Licensee and at the Licensee's expense and risk;
- p. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- q. The Licensee must comply with any direction from the CRD regarding the position, time, place and manner in which in which a vessel or watercraft may be moored, loaded or unloaded at a dock;
- r. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- s. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the ~~Ports Manager~~ Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Vessel or any act or omission of the Licensee;
- t. When required by the ~~Ports Manager~~ CRD or a wharfinger, the Licensee must raft the Vessel alongside another vessel, provided that no more than two vessels are rafted, or such lower or higher number as specified by the CRD or any sign posted at the Dock;
- u. The Licensee must not leave the Vessel unattended in a loading zone, and must not remain moored in a loading zone for more than 15 minutes;
- v. The Licensee must not moor to an airport, except where the airport includes a loading zone. Vessels must not be left unattended in a loading zone and the Licensee must vacate the loading zone immediately on the approach of an aircraft intending to use the airport;
- w. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- x. If the Vessel is moored at the Dock without payment of moorage fees for a period in excess of 45 days or, within a 30 day notice period the Vessel is not removed from the Dock under its own power for a period of at least one hour in the presence of a wharfinger or the ~~Ports Manager~~ CRD, the Vessel will be deemed to be abandoned;
- y. Where the ~~Ports Manager~~ CRD believes a Vessel has been abandoned as defined in Section "x" above, and has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Vessel, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Vessel from the Dock and impound, store, ~~or auction~~, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.

Signature of Licensee _____ Date _____

Issued per CRD _____
(~~Ports Manager~~ CRD) Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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CRD Bylaw No. 2844

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Southern Gulf Islands Small Craft Harbours Regulations

SCHEDULE "E"
Bylaw No. 2844

(Bylaw 3586, 3651)

Capital Regional District Southern Gulf Islands Harbours
SEAPLANE LICENSE AGREEMENT ("the Agreement")

This non-assignable license is granted by the Capital Regional District ("the CRD") on: _____
(date)

TO: Name _____
Address _____ City _____ Prov. _____
Postal Code _____ Telephone (home) _____ (cell) _____
("the Licensee")

For permission to moor the Seaplane to any dock or portion of a dock operated by the CRD that has been designated for use by seaplanes and identified by a red triangle on the dock surface ("**the Airport**")

For the period of _____ to _____ ("**the Term**")

Annual Fee Paid \$ _____

1. In consideration of the payment of the annual fee as prescribed in Schedule "A" of Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000 ("**the Bylaw**") the CRD grants the Licensee permission to land the Seaplane at an Airport during the Term. The Licensee may on 30 days notice, cancel use of any unused portion of prepaid annual fee and receive a pro rata refund of the prepaid annual fee.
2. In consideration of this license, the Licensee agrees that:
 - a. No transfer or assignment of the Agreement or of any rights hereunder will be made by the Licensee;
 - b. Any reference to the Licensee in this Agreement will be deemed to be a reference also to the person in charge of the Seaplane where such person is not included in the Agreement;
 - c. The Licensee shall not land, moor, load or unload the Seaplane at any dock other than a designated Airport. The Licensee must comply with any direction from the CRD, ~~Ports Manager~~ and the wharfingers regarding the position, time, place and manner in which in which a Seaplane may be moored, loaded or unloaded at an Airport;
 - d. All fees are payable in advance of berthing the Seaplane. Prepaid annual fees as prescribed in Schedule "A" of the Bylaw are based on estimated annual usage. Actual usage is subject to audit and the CRD may make an adjustment to the fee based on actual usage;
 - e. The Licensee must obey all orders of the CRD, ~~Ports Manager~~ and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, ~~Ports Manager~~ or the wharfingers;
 - f. The Licensee acknowledges that moorage fees paid to the CRD are only for the rental of the water space occupied by the Seaplane and in no way creates a tenancy or any obligation on the part of the CRD or any of its employees or agents for the care, custody and/or safety of the Seaplane, its contents or any of its occupants;
 - g. The Licensee must comply with and conform to the requirements of all lawful rules, regulations and bylaws of local government or any other government enactment in any manner affecting the Seaplane or Licensee while at a dock or docks owned by the CRD, including those portions designated as an Airport ("**the Dock**");
 - h. The CRD may terminate this Agreement immediately in the event of any failure to comply with the Bylaw or any other local government, provincial or federal enactment which applies;

Schedule "E" to Bylaw No. 2844 (cont'd.)

- i. The CRD reserves the right to terminate this Agreement immediately in the event of an emergency, or for any reason on 30 days notice to the Licensee. In the event of a termination by the CRD, the CRD shall provide a pro rata refund of prepaid fees.
- j. The Licensee releases and must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which the Licensee or anyone else may incur, suffer or allege by reason of the use of the Dock by the Licensee or by any person carrying on at the Dock any activity in relation to the Licensee's use of the Dock;
- k. The Licensee must indemnify and save harmless the CRD, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, liability, fees (including legal fees on a solicitor and own client basis) or loss which may be caused to the CRD by the presence of the Seaplane at the Dock;
- l. The Licensee must provide proof of a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Seaplane by the Licensee in the amount of not less than five million dollars per single occurrence and must maintain said policy for the duration of the Term;
- m. The Licensee must not do or permit to be done anything which may damage or injure the Dock and the Licensee must, at the Licensee's own expense, maintain and repair the Dock whenever it is damaged as a result of the permission hereby given, other than ordinary wear and tear as determined by the CRD;
- n. No garbage, refuse, empty or broken bottles, cans, paper, animal excrement, litter or other waste material will be thrown overboard, or discharged, or left on the Dock except in the receptacles provided for such a purpose;
- o. No gasoline or other flammable liquids, oily rags, or other combustible material will be stored or left on the Dock. Any spillage of environmentally hazardous substances must be reported immediately to the Ports Manager Coast Guard and CRD or a wharfinger, and cleaned up immediately by and at the expense of the Licensee. The Licensee must indemnify the CRD from and against any and all costs including penalties and fines associated with the containment and cleanup of any environmentally hazardous substances that originate from the Seaplane or any act or omission of the Licensee;
- p. The Licensee must not leave the Seaplane unattended in an Airport, and must not remain moored in an Airport for more than 30 minutes;
- q. The Licensee shall not carry or permit to be carried on any activity that, in the opinion of the CRD, may be detrimental to the safety or enjoyment of others using the CRD's facilities, or be deemed a nuisance or disturbance, including but not limited to diving or jumping from a dock, wharf or pier or swimming in the water-lot around the Dock;
- r. The CRD may, at its discretion, determine whether the Seaplane is too large, too heavy or is otherwise unsuitable to use or occupy an Airport.
- s. The Licensee affirms that the Seaplane is fit for its intended purpose, does not pose an environmental risk to the Dock or the area surrounding the Dock, and shore power is not required to keep the Seaplane afloat. Where the Seaplane is unfit or poses a risk to the Dock, and the Ports Manager CRD has made reasonable efforts to contact the Licensee or such other person as may reasonably take control of the Seaplane, the CRD may, at its discretion and at the Licensee's own cost and risk, remove the Seaplane from the Dock and impound, store, or auction the Seaplane in accordance with the Bylaw.
- t. In the event that the Seaplane runs aground, sinks or if goods fall overboard in the area of the Dock, the Licensee must remove such forthwith. If the Licensee fails to do so, the CRD may remove the Seaplane or goods at the Licensee's expense and risk.

Signature of Licensee _____

Date _____

Issued per CRD _____
(Ports Manager CRD)

Date _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-07

DOCK FACILITY: **Montague Harbour, Galiano Island**INSPECTOR: **Peter Binner**WHARFINGER: **Erik Meden**

APPROACH	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	Railings are painted, notice board is clean and the light fixture lens has been cleaned and the lights are working again.

WHARF HEAD	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	N/A

GANGWAY FLOATS	The gangway is in good condition, no issues.
	The floats are showing no concerning issues. The pilings are showing minimal wear and the the pile wells are in good condition except for the useless strips of UHMW that were installed. Replacement of these pieces is recommended and the width should be a minimum of 5" (130mm) wide and 5/8" (20mm) thick.
	Signage is required limiting the number of boats that can be rafted at this dock, which is TWO (2) as stated in the By Law.

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input type="checkbox"/> repaired / working <input checked="" type="checkbox"/> Life Rings / Heaving Lines <input type="checkbox"/> good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Jan 2022, Sept 2022 <input type="checkbox"/> Unpaid Moorage <input type="checkbox"/>

COMMENTS/INSTRUCTIONS	Signage stating the rafting limit is required.
	Replacing the UHMW in the pile wells is required.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-07

DOCK FACILITY: **Retreat Cove, Galiano Island**INSPECTOR: **Peter Binner**WHARFINGER: **Kiyoshi Okuda**

APPROACH	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	Railings are painted, bull rails are unpainted. Deck boards are in good condition. The notice board is painted and things are all in good condition

WHARF HEAD	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	N/A

GANGWAY FLOATS	The gangway is painted and in good condition.
	The end of the float on the shore side under the gangway has become lower in the water, inspecting the flotation is recommended.
	The deck boards, bull rails are in good condition but there are a few of the bolts that require tightening.
	The pilings next to the gangway, 1 piling is showing 20%-25% wear and the others (5) are showing minimal wear. The pilings and pile wells at the other end are all showing minimal wear.

OTHER INSPECTIONS	<input type="checkbox"/> Lighting <input type="checkbox"/> Life Rings / Heaving Lines	N/A	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Unpaid Moorage	Aug 2022	

COMMENTS/INSTRUCTIONS	Inspection of the flotation at the end of the float under the gangway is recommended.
	Tightening the bull rail bolts on the float is recommended.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-07

DOCK FACILITY: **Spanish Hills, Galiano Island**INSPECTOR: **Peter Binner**WHARFINGER: **Dan White**

APPROACH	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	N/A			

WHARF HEAD	<input checked="" type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	<p>All railings and bull rails are unpainted and are in good condition. The deck boards are also in good condition.</p> <p>There is no notice board or life ring.</p>			

GANGWAY FLOATS	<p>The gangway is painted but it is old and future replacement is recommended. The guide rails also require replacement. A skirt at the bottom of the gangway is also recommended.</p>	
	<p>The float is old and the decking is still holding up but the flotation is poor and the float is low in the water, future replacement is recommended.</p>	

OTHER INSPECTIONS	<input type="checkbox"/> Lighting	N/A	<input type="checkbox"/> Life Rings / Heaving Lines	N/A
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Jan 2022	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	A notice board and life ring are required.
	Future replacement of the gangway is recommended along with the guide rails.
	A skirt is recommended for the bottom end of the gangway.
	Future replacement of the float is recommended.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE:
INSPECTOR: **Peter Binner**

DOCK FACILITY: **Sturdies Bay, Galiano Island**
WHARFINGER: **Kiyoshi Okuda**

APPROACH	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	N/A			

WHARF HEAD	<input checked="" type="checkbox"/> Signage	<input checked="" type="checkbox"/> Envelope Supply	<input checked="" type="checkbox"/> Notices Posted	<input checked="" type="checkbox"/> Rates Posted
	<p>The railings and bull rails are unpainted. The deck boards are in good condition but Pressure washing will be required this winter.</p> <p>The notice board requires painting. The light is on all the time and the photo cell requires inspection.</p> <p>The bollard requires yellow paint.</p>			

GANGWAY FLOATS	The gangway decking is showing signs of rot , monitoring is recommended. There is no way to service the roller bearings without lifting this heavy gangway. The roller bed is also showing signs of wear.			
	The float is again flexing in the middle and the bull rail bolts are becoming lose.			
	The pilings and (4) pile wells are in good condition, showing minimal wear.			
	The decking is good and for the most part, the bull rails are in good condition except where the service boats land.			

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	requires inspection	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June 2021	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	The bollard requires yellow paint.			
	The railings and bull rails and the main traffic areas of the wharfhead will require pressure washing this winter.			
	The float will also require pressure washing.			
	The bull rail bolts require tightening but I would suspect that there are others issues causing the problems.			


Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-06

DOCK FACILITY: **Hope Bay, Pender Island**INSPECTOR: **Peter Binner**WHARFINGER: **Peter Binner**

APPROACH	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>The railings require painting, the bull rails can be left unpainted. There are a few deck boards that have developing rot and are being monitored for replacement.</p>

WHARF HEAD	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>The railing require painting, the bull rails can be left unpainted. The light standard requires painting and the notice board also requires painting.</p> <p>The removable railing for the crane was repaired and requires painting.</p>

GANGWAY FLOATS	<p>A small apron at the wharfhead end of the gangway is required. The gangway is painted, there is some developing rust at the bottom end but is otherwise in reasonable condition.</p>
	<p>"A" float is holding up but it is showing its age. The internal issues (excessive flexing) are causing the rub boards to break off and there is aprox. 40' missing on the Plumber Sound side. The chains connecting "A" to "B" float require replacement along with new deck boards on each float at this transition. The pilings at the gangway end are in good condition as are the pile wells.</p>
	<p>"B" float is in reasonably good condition, the bull rail bolts are tight, deck boards are good. the pilings and pile wells are in good condition with minimal wear. A nut has fallen off one of the bolts that make up the top cross member support at the very end of the float. Replacement is required.</p>
	<p>"C" float is in good condition, minor bull rail bolt tightening is recommended. The pad eyes require replacement, </p>

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input type="checkbox"/> Lamp standard requires paint <input checked="" type="checkbox"/> Life Rings / Heaving Lines <input type="checkbox"/> good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Oct 2022 <input type="checkbox"/> Unpaid Moorage <input type="checkbox"/>

COMMENTS/INSTRUCTIONS	<p>The railings require painting. The notice board requires painting.</p> <p>Pressure washing the whole facility may be required this winter.</p> <p>Rub boards require replacement. Minor bull rail tightening is recommended.</p> <p>The connecting chains between float "A" & "B" along with the end deck boards require replacement. There is a lot of movement here during the winter storms and replacement of these chains is Highly Recommended!</p> <p>The pad eyes on "C" float require replacement.</p> <p>A small transition plate is recommended at the top of the gangway.</p>
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-08

DOCK FACILITY: **Port Browning, Pender Island**INSPECTOR: **Peter Binner**WHARFINGER: **Claude Kennedy**

APPROACH	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>The mud grate requires modification to allow for drainage. The railings require painting. Pressure washing is recommended this winter. There are still a number of deck boards with developing rot and monitoring for replacement is recommended.</p> <p>The notice board is falling apart and replacement is long overdue. I have patched it up but it won't last long.</p>

WHARF HEAD	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	N/A

GANGWAY FLOATS	<p>The gangway is painted and in good condition.</p> <p>"A" float is showing signs of flotation issues and requires inspection to resolve the problem. The pilings and pile wells have minimal wear but the UHMW rub boards require replacement.</p> <p>"B" float pilings and pile wells are in good condition. The yellow dinghy zone has fresh paint. The deck boards and bull rails are in good condition.</p> <p>"C" float is in good condition, deck boards and bull rails are good. The loading zone has fresh yellow paint. The pilings and pile wells are showing minimal wear.</p>
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input checked="" type="checkbox"/> Life Rings / Heaving Lines	motion sensor 12 volt <input type="checkbox"/> Unpaid Moorage	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Nov 2021	

COMMENTS/INSTRUCTIONS	<p>The mud grate requires attention regarding proper drainage.</p> <p>The railings require painting.</p> <p>THE NOTICE BOARD REQUIRES REPLACEMENT.</p> <p>"A" float has flotation issues that require attention.</p> <p>New UHMW is recommended for the pile wells on "A" float (under the gangway).</p>
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-08

DOCK FACILITY: **Port Washington, Pender Island**INSPECTOR: **Peter Binner**WHARFINGER: **Rod MacLean**

APPROACH	<input checked="" type="checkbox"/> Signage	<input checked="" type="checkbox"/> Envelope Supply	<input checked="" type="checkbox"/> Notices Posted	<input checked="" type="checkbox"/> Rates Posted
	<p>The railings and bull rails are unpainted. The deck boards are in good condition. The notice board is rotten and falling apart, replacement is required.</p>			

WHARF HEAD	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	<p>There are a number of deck boards that have rot issues, replacement will be required as this becomes more serious.</p>			

GANGWAY FLOATS	<p>Gangway "A" requires painting. There is considerable rust at the bottom end. The roller bearings require replacement and the lose guide rail requires re-fastening. "A" float has lose bull rail bolts in the middle area. There is a missing rub board in this area due to the flexing of the structure. The bolts require tightening and the float requires inspection for any structural issues that may be developing. The seaplane landing / loading zone has been painted with yellow paint and new signage installed. Gangway "B" requires painting and the roller bearings require replacement. "B" float has a section of broken bull around the pilings next to the gangway (south side). There are 2 missing rub boards on this side that require replacement, There are a few bull rail bolts require tightening. The old rub board material in the pile wells are old and cracking, replacement is recommended. Otherwise, the pilings and pile wells are in reasonable condition. At the end of this float where it connects to "C" float, the float is very low in the water</p>			
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	requires inspection	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	2x good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Nov 2021	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>The notice board requires replacement. The deck boards on the wharfhead require monitoring for deterioration. The lighting system requires inspection and likely an upgrade of equipment. Both gangways require maintenance and painting. The roller bearings require replacement on both gangways and a guide rail requires re-fastening on "A" float. "A" float has lose bull rail bolts and likely structural issues that require inspection. There is a missing section of bull rail on "A" float and 2 sections on "B" float that require replacement. There is an area of broken bull rail around the pilings next to the gangway on "B" float that requires replacement</p>			
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-08

DOCK FACILITY: **Piers Island**INSPECTOR: **Peter Binner**WHARFINGER: **Mike Smart**

APPROACH	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	<p>The railings and bull rails are unpainted, pressure washing is recommended this winter.</p> <p>There is some minor rot in a section of bull rail otherwise the decking and bull rails are in reasonable condition.</p>			

WHARF HEAD	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	N/A			

GANGWAY FLOATS	<p>The aluminum expanded metal non-skid on the gangway is getting old and replacement is recommended.</p> <p>The gangway roller bearings are impossible to replace as the wheel shaft is welded to the frame, the bearings are inside the frame.</p>			
	<p>The float decking and bull rails are old but still in reasonable condition. The pilings are in good condition, there are no pile wells.</p>			
	<p>The notice board is aluminum and in good condition.</p>			

OTHER INSPECTIONS	<input type="checkbox"/> Lighting	N/A	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Aug 2022	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>Pressure washing is required for this facility.</p>
	<p>Replace the aluminum expanded metal non-skid on the gangway.</p>

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-07

DOCK FACILITY: **Horton Bay, Mayne Island**INSPECTOR: **Peter Binner**WHARFINGER: **Richard Jarco**

APPROACH	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>There is a section of bull rail that has fallen off, there is no longer support for the railing at the very beginning of the approach. This section is over the ground and rather obvious that the support with the railing is compromised.</p> <p>The lighting has failed and the possible repair is being looked into.</p> <p>The deck boards are showing more signs of rot but the expanded aluminum grating is holding things together for the moment. The railings are also in poor condition.</p>

WHARF HEAD	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	N/A

GANGWAY FLOATS	<p>The deck boards on the gangway are deteriorating and patching is required but it may be too late for this to solve the problem. The gangway itself is in reasonably good condition and could be re-furbished to use as a replacement in another location.</p> <p>The dinghy float has a rotten stringer/rub board and is lashed to the main float, seems to be working for the moment.</p> <p>All floats are stable but low in the water.</p>
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input type="checkbox"/> Life Rings / Heaving Lines	Lighting has failed <input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Unpaid Moorage	Jan 2022 case is broken <input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	Repair the lighting
	Monitor the rot on the gangway or replace the deck boards. Hope everything holds up for the next few months.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 10/7/21

DOCK FACILITY: **Miners Bay, Mayne Island**INSPECTOR: **Peter Binner**WHARFINGER: **Neil Jensen**

APPROACH	<input checked="" type="checkbox"/> Signage	<input checked="" type="checkbox"/> Envelope Supply	<input checked="" type="checkbox"/> Notices Posted	<input checked="" type="checkbox"/> Rates Posted
	<p>The railings and bull rails are painted, the deck boards are in good condition except in the area near the entrance to the gangway to "B" float and around the notice board. There are a number of boards with developing rot that will require replacement and monitoring is recommended .</p> <p>The notice board has rot issues and repair or replacement is required.</p>			

WHARF HEAD	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	<p>The wharfhead is slowly being covered with patches where the boards are rotting. At this time there are only a few boards that require patching. There is an area at the entrance to "A" float, around the light standard that has considerable rot in the surrounding boards. The base of the light standard is bolted through one of these rotten boards but hopefully the bolts go through the underlying stringers.</p>			

GANGWAY FLOATS	<p>Gangway "A" requires new decking and anti-skid grating.</p> <p>Float "A" - The pilings (6 in the pile well) next to the gangway (NE side), the 3 inside pilings are showing 20% wear. The pilings on the other side of the gangway are all showing minimal wear. Both pile wells are in good condition with minimal wear. The float will require pressure washing this winter. The bull rails are worn, future replacement is recommended but the deck boards are in reasonably good condition.</p> <p>The pilings and pile wells at the end of the float are all showing minimal wear.</p> <p>Gangway "B" is in good condition. The request for the expanded metal grating, by the Emergency Medics on the island, is still required. Winter is coming and they could refuse to use the dock if this is not installed.</p> <p>Float "B"- Surprisingly, the float appears to be fairly stable. There are no cracked or broken tiles but the bull rail bolts on the west side of the float, in the middle area are loose and are sticking up a good 1/2" . These require</p>			
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	repaired and working	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June 2022 x 2, Jan 2022	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>The notice board requires repair or replacement.</p> <p>Gangway "A" decking requires upgrading.</p> <p>Pressure washing Float "A" is required this winter.</p> <p>Tighten loose bull rail bolts on "B" float</p> <p>Neil Jensen is no longer the wharfinger.</p>			

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-09

DOCK FACILITY: **Lyall Harbour, Saturna Island**INSPECTOR: **Peter Binner**WHARFINGER: **Veronica Voss, Jeremiah Sylvester**

APPROACH	<input type="checkbox"/> Signage	<input type="checkbox"/> Envelope Supply	<input type="checkbox"/> Notices Posted	<input type="checkbox"/> Rates Posted
	N/A			

WHARF HEAD	<input checked="" type="checkbox"/> Signage	<input checked="" type="checkbox"/> Envelope Supply	<input checked="" type="checkbox"/> Notices Posted	<input checked="" type="checkbox"/> Rates Posted
	<p>There are no apparent issues with the wharfhead.</p> <p>The notice board is in reasonable condition.</p>			

GANGWAY FLOATS	<p>The gangway is in good condition, no issues.</p> <p>"A" float is low in the water, roughly half of the rub board is under water on the whole float. There is an accumulation of trash/junk at the end of the float by the gangway that likely belongs to the owner of the boat tied to the dock. The owner should be notified and the material removed.</p> <p>The pilings are showing minimal wear except for the one by the Kayak float that had some excessive wear due to the previous kayak float not being properly tied to the float. The old steel transition plate between "A" & "B" has preformed its duty and retirement is required.</p> <p>"B" float is also low in the water where it connects to "A" float. The deck boards, bull rails and bolts are all in good condition. The pilings and pile wells are all showing minimal wear.</p>	
	+	

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	requires inspection	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	2 x good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June 2022	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>Monitor the flotation issues with floats A & B.</p> <p>Replacement of the old transition plate between A & B is required. It is becoming a safety issue with rusty parts breaking off causing a tripping hazard. The attachment flange has also deteriorated and securing this in place is a problem.</p> <p>More Short and Long Term signage is required.</p>



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-10-08

DOCK FACILITY: **Swartz Bay**INSPECTOR: **Peter Binner**WHARFINGER: **Mike Smart**

APPROACH	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>The railings are painted red and require blue paint. The aluminum notice board is in good condition. There are no visible issues with the concrete approach.</p>

WHARF HEAD	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>N/A</p>

GANGWAY FLOATS	<p>The gangway decking requires replacement, and due to the importance of this dock as the hub for the ambulance boat that services all the gulf islands, installing the highly recommended "Mini Mesh" decking is highly recommended.</p>
	<p>There is an area under the gangway where the bull rail has been broken and the ladder is also bent. The float has lost the bottom flange support on both sides due to rot. It is still holding together, one rub board is missing in this area. Future replacement of this float is recommended.</p>
	<p>"C" float is in good condition but the anchor chains still require adjustment.</p>

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input type="checkbox"/> Life Rings / Heaving Lines	good <input type="checkbox"/> Unpaid Moorage
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Aug 2022

COMMENTS/INSTRUCTIONS	<p>The red railings on the approach require blue paint.</p>
	<p>Resurfacing the gangway with Mini Mesh is highly recommended.</p>
	<p>"A" float requires replacement.</p>
	<p>The anchor chains require adjustment.</p>