



Making a difference...together

SOUTHERN GULF ISLANDS HARBOURS COMMISSION
 Notice of Meeting on **Friday, January 28, 2022 at 9:30 a.m.**
 Goldstream 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

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES3

Recommendation: That the minutes of the November 18, 2021 meeting be adopted.

3. CHAIR'S REMARKS

4. PRESENTATIONS/DELEGATIONS

Due to limited seating capacity this meeting will be held by 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 Budget7

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.*

**Southern Gulf Islands Harbours Commission
Agenda – January 28, 2022**

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5.2. Project Update – January 202223

***Recommendation:** That the Southern Gulf Islands Harbours Commission receive the report for information.*

5.3. Dock Inspection Reports30

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

5.4. Verbal Updates

5.4.1. Western Canada Marine Response Corp. – Moorage at Galiano and Lyall Harbours

5.4.2. Lyall Harbour – Moorage and Tenants

5.4.3. Wharfinger Compensation

6. NEW BUSINESS

7. ADJOURNMENT

Next Meeting: Friday, March 25, 2022



Making a difference...together

**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION,
held Thursday, November 18, 2021 at 9:00 am, Sooke 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; R. Fenton (EP), South Pender Island; J. Hall (EP), Piers Island/Swartz Bay; D. Howe (EP), Electoral Area Director: B. Mabberley, 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; Lia Xu, Manager, Finance Services; D. Dionne, Administrative Coordinator (Recorder)

EP = Electronic Participation

The meeting was called to order at 9:04 am.

1. APPROVAL OF AGENDA

The following items were added to the agenda:

5.1.1 Bylaw Enforcement

5.2.1 Wharfinger Remuneration

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

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabberley,
That the minutes of the following meetings be adopted:

- September 24, 2021 Special Meeting
- June 25, 2021 Meeting

CARRIED

3. CHAIR'S REMARKS

The Chair would like an update on whether there are any budget or schedule implications related to the damage that occurred at Anson Road due to the recent storm.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMISSION BUSINESS

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

Staff provided an overview of the Operating and Capital Budget.

Staff responded to questions from the Commission regarding:

- Factors associated with moorage being under budget, such as a quieter start to the boating season due to COVID-19.
- One time dock operating cost is budgeted for 2022 due to the transitioning of the Horton Bay dock and start-up of the Anson Road dock.

Discussion ensued regarding Anson Road damage from the recent rain event and impacts on the construction schedule and overall Service budget. Staff advised that visits to the site were completed and a Geo Technical Engineer will be attending the site to assess and make a recommendation on remediation which will allow staff to provide a cost estimate.

Staff further advised that the variance for the setback for the Anson Road dock is going to Islands Trust meeting Monday, November 22 for approval.

Discussion ensued regarding insurance and staff stated that they are keeping the Capital Regional District's (CRD) Insurance Manager apprised of the Anson Road situation. Staff advised that it may be premature to approve the budget today until there is confirmation as to whether any of the costs can be covered under insurance or the State of Emergency declaration.

The Commission noted that the Spanish Hills dock replacement was not included in the budget. Staff advised they would look into the missing budget item.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Mabblerley,
That the Southern Gulf Islands Harbours Commission defer the approval of the budget pending the outcome of the costs associated with remediation of Anson Road project due to damage received from the recent rain event and for reflection of Spanish Hills dock replacement in the budget.

CARRIED

5.1.1. Bylaw Enforcement

There is a 45 foot boat that was towed to Lyall Harbour by the Coast Guard. The owner is refusing to pay moorage and enforcement is required.

Staff are aware of this situation and are attending the site next week. Depending on the response of the owner, this could escalate to ticketing/fines and further legal action.

Discussion ensued regarding enforcement responsibility, manpower and bylaw wording. Staff advised that there are mechanisms in place to allow staff to enforce through the bylaw and where the bylaw is silent there are Acts that can be used to enforce.

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

Staff advised that the bylaw amendment will go to the Electoral Areas Committee and CRD Board for approval in December and would then come into effect January 2022. The Removal and Impoundment Fee schedule was modified to be consistent with the advertised market rates

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent, 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.

CARRIED

5.2.1. Wharfinger Remuneration

Staff advised that wharfinger pay is a staff decision and direction can be taken from the Commission in this regard. It was also noted that with the moorage fees increasing by about 30% in 2022, that translates to a rate increase for the wharfingers. Those wharfingers who are collecting commercial rents will see more compensation at the same 50% ratio from those users.

Staff advised that further consideration on the following is planned:

- Ensuring efficient allocation and management of docks to each wharfinger
- Remuneration for the future Anson Road wharfinger
- Anson Road moorage - a process is being planned to advertise moorage to interested parties in 2022

Discussion ensued regarding a future option of wharfinger's remuneration.

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent, That the Southern Gulf Islands Harbours Commission direct staff to review the implications of providing a single wharfinger per Island and a remuneration process, including a monthly fee schedule and report back to the Commission on the findings.

CARRIED

5.3. Anson Road Update [Verbal]

Staff will provide the Commission with an update once the Geo Technical Engineer study has been conducted on the damage at Anson Road.

5.4. Southern Gulf Island Dock Reports

Discussion ensued regarding the replacement of notice boards at the facilities where required. Staff advised that they have a list with the details of the different styles and materials for notice boards and can send that out to the Commission for a discussion at the next meeting.

A concern was raised with loose bow rails at Miners Bay.

Discussion ensued regarding:

- The dock's resilience to the wave action.
- Engaging BC Ferries in discussions with respect to an engineering study for the life span of the dock.
- Acknowledging the Miners Bay dock is integral to the flow of services on and off the island.
- Engaging the original engineers (Moffett and Nichol) to comment on the performance of the dock based on their design, and have them provide recommendations to optimize the longevity.

MOVED by Commissioner Brent, **SECONDED** by Commissioner Howe,
That staff be directed to investigate the removal of a portion of Miners Bay dock to mitigate further damage to the dock from incoming rolling waves created by passing ferries.

CARRIED

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Brent,
That the Southern Gulf Islands Harbours Commission receives the Dock Inspection Reports for information.

CARRIED

6. NEW BUSINESS

Staff responded to a request from the Commission for a status of the oil spill response packages from Western Canada Marine Response Corp. (WCMRC). Staff advised that they will follow up on the status of the Custodial Agreement for the Coastal Response Packages.

7. ADJOURNMENT

MOVED by Commissioner Howe, **SECONDED** by Commissioner Brent,
That the meeting be adjourned 11:02 am

CHAIR

SECRETARY

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF FRIDAY, JANUARY 28, 2022**

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 being deferred to 2022 due to the timing of 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.

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 \$2,025,000 of expenditures to be funded by a combination of capital reserve fund, MFA borrowing, capital funds on hand, and other (insurance/provincial funding).

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.

Due to storm damage at the Anson Road facility, remediation work is required to continue with the dock construction. Emergency Management BC funding and insurance funding are being procured to fund a portion of the costs (maximum of 80%) which is reflected in the 2022 5-year capital plan.

Funds for the Spanish Hills project was increased for replacement of a failing float.

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.

Southern Gulf Islands Harbours Commission – January 28, 2022
Southern Gulf Islands Harbours Service 2022 Operating and Capital Budget

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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.

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)

RECOMMENDATIONS

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: Revised 2022 Operating and Capital Budget and 2022 – 2026 Financial Plan

CAPITAL REGIONAL DISTRICT

2022 Budget

Revised

SGI Small Craft Harbour Facilities

January 2022

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
	Sgi 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	\$1,625,000	\$125,000	\$175,000	\$50,000	\$50,000	\$2,025,000
Vehicles	V	\$0	\$0	\$0	\$0	\$0	\$0	\$0
		\$740,000	\$1,625,000	\$125,000	\$175,000	\$50,000	\$50,000	\$2,025,000

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	\$219,200	\$0	\$0	\$0	\$0	\$219,200
Reserve Fund	Res	\$0	\$195,800	\$125,000	\$175,000	\$50,000	\$50,000	\$595,800
		\$740,000	\$1,625,000	\$125,000	\$175,000	\$50,000	\$50,000	\$2,025,000

APPENDIX A

CAPITAL REGIONAL DISTRICT
5 YEAR CAPITAL PLAN
2022 - 2026

<p>Project Number</p> <p>Project number format is "yy-##"</p> <p>"yy" is the last two digits of the year the project is planned to start.</p> <p>"##" is a numerical value. For example, 22-01 is a project planned to start in 2022.</p> <p>For projects in previous capital plans, use the same project numbers previously assigned.</p>	<p>Capital Project Description</p> <p>Briefly describe project scope and service benefits.</p> <p>For example: "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".</p>	<p>Carryforward from 2021</p> <p>Input the carryforward amount from the 2021 capital plan that is remaining to be spent. Forecast this spending in 2022 to 2026.</p>	<p>Project Drivers</p> <p>Maintain Level of Service = Project maintains existing or improved level of service.</p> <p>Advance Board or Corporate Priority = Project is a Board or Corporate priority.</p>
<p>Capital Expenditure Type</p> <p>Study - Expenditure for feasibility and business case report.</p> <p>New - Expenditure for new asset only</p> <p>Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service</p>	<p>Total Project Budget</p> <p>Provide the total project budget, even if it extends beyond the 5 years of this capital plan.</p>	<p>Funding Source Codes</p> <p>Debt = Debenture Debt (new debt only)</p> <p>ERF = Equipment Replacement Fund</p> <p>Grant = Grants (Federal, Provincial)</p> <p>Cap = Capital Funds on Hand</p> <p>Other = Donations / Third Party Funding</p> <p>Res = Reserve Fund</p> <p>STLoan = Short Term Loans</p> <p>WU = Water Utility</p> <p>If there is more than one funding source, use additional rows for the project.</p>	<p>Long-term Planning</p> <p>Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs.</p> <p>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.</p> <p>Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type.</p> <p>Condition Assessment = Assessment that identifies asset replacements based on asset condition.</p>
<p>Capital Project Title</p> <p>Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".</p>	<p>Asset Class</p> <p>L - Land</p> <p>S - Engineering Structure</p> <p>B - Buildings</p> <p>V - Vehicles</p>		<p>Cost Estimate Class</p> <p>Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders.</p> <p>Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning.</p> <p>Class C (±25-40%) = Estimate based on limited site information; used for program planning.</p> <p>Class D (±50%) = Estimate based on little/no site information; used for long-term planning.</p>

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	\$116,000	
22-03	New	Anson Road Remediation	Remediation Costs, DFA eligible portion	\$275,000	S	Other	\$0	\$219,200	\$0	\$0	\$0	\$0	\$219,200	
22-03	New		Remediation Costs, DFA ineligible portion		S	Res	\$0	\$55,800	\$0	\$0	\$0	\$0	\$55,800	
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	\$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	\$0	\$0	\$0	\$0	\$0	\$82,000	
20-02	Renewal	Spanish Hills	Decommission the Spanish Hills Dock Facility to maintain level of service.	\$165,000	S	Cap	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$30,000	
20-02	Renewal				S	Res	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000	
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	\$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	\$195,000	
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$125,000	\$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	\$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	\$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	\$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	\$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	\$75,000	
			GRAND TOTAL	\$3,417,000			\$740,000	\$1,625,000	\$125,000	\$175,000	\$50,000	\$50,000	\$2,025,000	

Service: 1.235 SGI Small Craft Harbour Facilities			
Project Number	19-01	Capital Project Title	Anson Road
Capital Project Description	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.		
Project Rationale	This project is for construction of the Anson Road facility, including gravel parking lot, retaining wall, dock approach, main floats and approximately 720 ft of moorage. Funding is a combination of Capital Reserves, funding from DFO and debt borrowing.		
Project Number	22-03	Capital Project Title	Anson Road Remediation
Capital Project Description	Remediation Costs, DFA eligible portion		
Project Rationale	This project is for remediation on the Anson Road retaining wall and parking lot due to the November 14 & 15th, 2021 storm event. Funds are required for engineering assessment, project management, and construction remediation. Funding will be a combination of Capital Reserves and insurance/provincial disaster remediation relief funding if approved.		
Project Number	19-02	Capital Project Title	Retreat Cove
Capital Project Description	Upgrades to the Retreat Cove Dock Facility to maintain level of service.		
Project Rationale	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.		
Project Number	19-03	Capital Project Title	Horton Bay
Capital Project Description	Decommission the Horton Bay dock after construction of the Anson Road facility.		
Project Rationale	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
Capital Project Description	Upgrades to the Spanish Hills Dock Facility to maintain level of service.		
Project Rationale	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. Added funds for replacement of a float.		
Project Number	20-04	Capital Project Title	Miners Bay Upgrades
Capital Project Description	Upgrades to the Miners Bay wharhead and approach upgrades.		
Project Rationale	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 supply and install an additional float.				
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	160,169	133,169	158,169	136,169	242,169
Transfer from Ops Budget	207,179	168,800	150,000	153,000	156,000	159,000
Transfer to Cap Fund	(552,000)	(195,800)	(125,000)	(175,000)	(50,000)	(50,000)
Interest Income*	14,495					
Ending Balance \$	160,169	133,169	158,169	136,169	242,169	351,169

<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 @
Jan 19, 2022

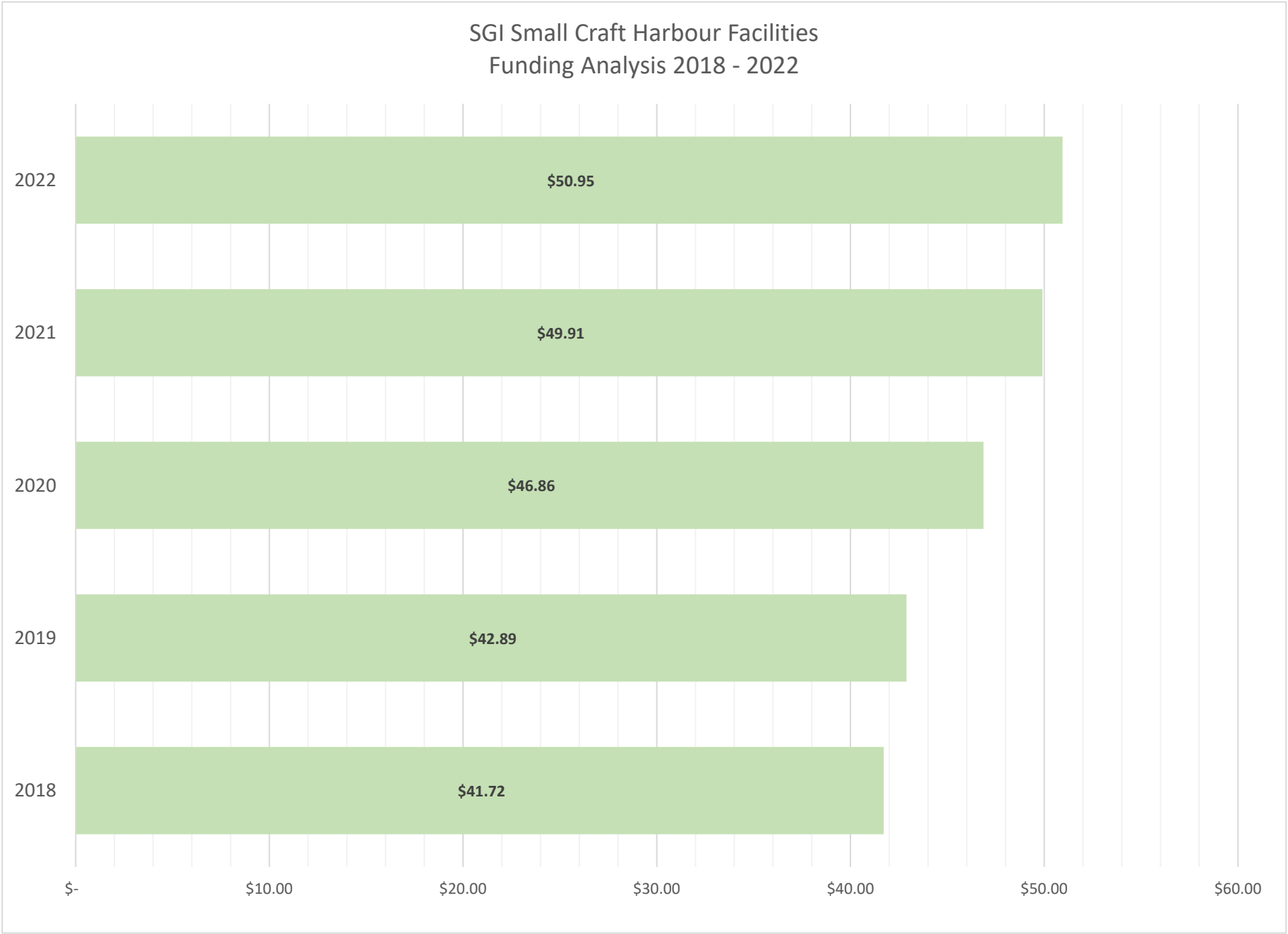
Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds
2017	CX.124.2001	OPEN	Dock Infrastructure Engineering Review-Piers (17-01)	524,700	364,945	159,755
2017	CX.124.2003	OPEN	Dock Infrastructure Engineering Review-Miners (17-04)	837,000	809,242	27,758
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	959,043	485,957
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	2,789,543	919,157

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%



APPENDIX A

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 Actual	% Rem	Budget	Estimated Actual	% Rem	Budget	Estimated Actual	% Rem				
Piers Island	3,560	3,200	10.1%	6,652	2,742	58.8%	(3,092)	458	114.8%	4,720	6,170	1,160	(482)
Swartz Bay	5,590	7,500	-34.2%	4,632	2,202	52.5%	958	5,298	-453.0%	7,410	3,760	1,820	(872)
Montague Harbour	12,200	10,300	15.6%	3,442	(1,308)	138.0%	8,758	11,608	-32.5%	16,180	1,400	3,980	(2,042)
Sturdies Bay	2,540	650	74.4%	6,722	5,017	25.4%	(4,182)	(4,367)	-4.4%	700	7,760	(1,840)	1,038
Pt Washington	3,560	6,400	-79.8%	7,492	3,922	47.7%	(3,932)	2,478	163.0%	7,150	5,850	3,590	(1,642)
Miners Bay	5,590	7,200	-28.8%	6,542	4,562	30.3%	(952)	2,638	377.1%	7,410	5,700	1,820	(842)
Port Browning	19,320	12,800	33.7%	(618)	442	171.5%	19,938	12,358	38.0%	16,900	420	(2,420)	1,038
Hope Bay	6,610	7,000	-5.9%	5,252	3,542	32.6%	1,358	3,458	-154.6%	8,760	4,230	2,150	(1,022)
Retreat Cove	5,590	7,000	-25.2%	4,852	42	99.1%	738	6,958	-842.8%	7,410	3,980	1,820	(872)
Lyll Harbour	8,640	5,080	41.2%	5,052	4,052	19.8%	3,588	1,028	71.3%	6,500	6,170	(2,140)	1,118
Horton Bay	(9,112)	108	101.2%	9,112	(108)	101.2%	(18,224)	216	101.2%	(430)	430	8,682	(8,682)
Spanish Hills	(6,652)	(2,492)	62.5%	10,212	4,592	55.0%	(16,864)	(7,084)	58.0%	(7,480)	9,580	(828)	(632)
Anson Road	(3,022)	-	100.0%	14,242	-	100.0%	(17,264)	-	100.0%	300	41,700	3,322	27,458
Total	54,414	64,746	-19.0%	83,586	29,699	64.5%	(29,172)	35,047	220.1%	75,530	97,150	21,116	13,564
Commercial Customer Revenues	7,000	-								7,000			
Grand Total Fee Revenue	61,414	64,746								82,530		21,116	



SGIHC 22-02

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF FRIDAY, JANUARY 28, 2022**

SUBJECT Project Update – January 2022

ISSUE SUMMARY

To update the Southern Gulf Islands Harbours Commission on current capital project progress.

BACKGROUND

The Southern Gulf Islands Harbours (SGIH) service area is comprised of 12 dock facilities among five islands within the Southern Gulf Islands. Through the service's five-year capital plan, the Capital Regional District (CRD) executes capital projects to maintain the level of service, improve service, and conduct major repairs.

Currently, there are seven projects underway in various stages of completion. The projects and their status are detailed below.

Piers Island Upgrades

No update.

Miners Bay Upgrades

Staff are working with Moffatt & Nichol to assess the options for addressing the float deflection.

Horton Bay Decommission

This project is on hold until Anson Road is complete.

Spanish Hills

The 5-year plan has been corrected to include the float replacement, procurement will close after Capital Regional District (CRD) Board approval in March 2022.

SGIH Docks Various Repairs

No update.

Anson Road Dock Project

The remediation costs will be substantially covered by insurance in the interim while the Emergency Management BC Disaster Recovery Fund application is under review. The 2022 5-year Capital Plan presented in the budget report contains the relevant budget information.

The dock works contract is being executed with Pacific Industrial Marine (PIM) for the supply and construction of the floats and approach material, staff are working with PIM to coordinate the

Southern Gulf Islands Harbours Commission – January 28, 2022
Project Update – January 2022

2

remediation work for the retaining wall and gravel parking lot repairs. PIM intends to carry out the repairs and dock construction at the same time.

Facility Signage

At its November 18, 2021 meeting, the Commission requested that staff summarize the signage at all the facilities. A summary document is attached with photos of each facility for reference (Appendix A).

ALTERNATIVES

Alternative 1

That the Southern Gulf Islands Harbours Commission receives this report for information.

Alternative 2

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

RECOMMENDATION

That the Southern Gulf Islands Harbours Commission receives this report for information.

Submitted by:	Dale Puskas, P. Eng., Manager, Capital Projects
Concurrence:	Ted Robbins, B.Sc., C. Tech., General Manager, Integrated Water Services

ATTACHMENT:

Appendix A: Notice Boards for Dock Facilities

APPENDIX A

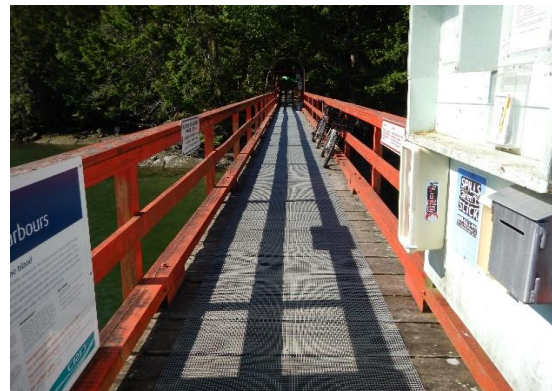
NOTICE BOARDS FOR DOCK FACILITIES

HOPE BAY DOCK



Wooden Notice Board, Aluminum Welcome sign and wooden location sign.

HORTON BAY DOCK



Wooden Notice Board and Aluminum Welcome sign across from notice board. No picture of location sign.

LYALL HARBOUR DOCK



Wooden Notice Board and Aluminum Welcome sign, no wooden location sign.

MINERS BAY DOCK



Wooden Notice Board, Aluminum Welcome sign, and wooden location sign.

MONTAGUE HARBOUR DOCK



Wooden Notice Board, Aluminum Welcome sign, and wooden location sign.

PIERS ISLAND DOCK



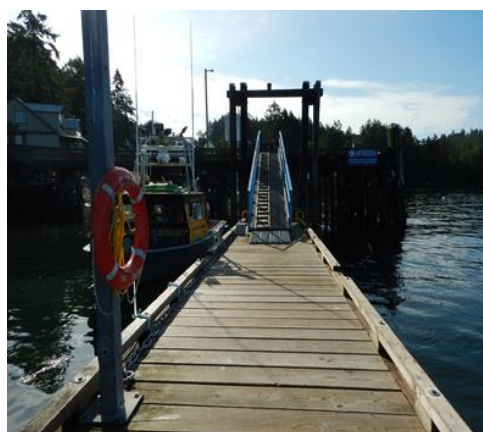
Aluminum Notice Board, Aluminum Welcome sign and no wooden location sign.

PORT BROWNING DOCK



Wooden Notice Board and Aluminum Welcome sign, no wooden location sign.

PORT WASHINGTON DOCK



Wooden Notice Board, Aluminum Welcome sign, and wooden location sign.

RETREAT COVE DOCK



Wooden Notice Board, Aluminum Welcome sign, and wooden location sign.

SPANISH HILLS DOCK



No Notice Board, no Aluminum Welcome sign and no wooden location sign.

STURDIES BAY DOCK



Wooden Notice Board and Aluminum Welcome sign, no wooden location sign.

SWARTZ BAY DOCK



Aluminum Notice Board, Aluminum Welcome sign and no wooden location sign.

ANSON ROAD DOCK – UNDER CONSTRUCTION

The contractor is to supply, deliver and install the Aluminum Notice Board, the CRD will have to supply the Aluminum Welcome sign.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE:

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
	The railings are painted, there are no current issues in this area.

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, there are no apparent issues.
	The floats are in fair condition, no issues to report. The pilings are in good condition with minimal wear and the pile wells are mostly in good condition with one pile well having a piece of UHMW breaking due to the insufficient size of the piece that was installed, with the same in all of the pile wells. Replacing the UHMW in all pile wells with a more robust size is recommended.

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting recent repair & upgrade <input checked="" type="checkbox"/> Life Rings / Heaving Lines good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) Sept '22 & Nov '22 <input type="checkbox"/> Unpaid Moorage

COMMENTS/INSTRUCTIONS	The lighting has been repaired and the light heads have been upgraded to LED.
	Recommend replacing the UHMW in the pile wells with a more robust dimension of this material.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE:

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 checked="" type="checkbox"/> Rates Posted
	The railings are painted and the decking is in good condition. The notice board is painted and in good condition. There are no issues of concern at this time.

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.
	There is a possible flotation issue with the float under the gangway and inspection is recommended.
	The group of pilings next to the gangway (no pile well, both sides) are all showing minimal wear except for the first piling in the NW corner, it is showing roughly 20% wear.
	The end pilings and pile wells 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 '22	

COMMENTS/INSTRUCTIONS	An inspection of the flotation is recommended.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE:

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
	Railings are unpainted and all the decking and bull rails are in good condition.			

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 in good condition, railings are unpainted.</p> <p>There is no notice board, no notices or rates are posted. A sign identifying this dock as a CRD facility is lacking, providing this signage is required. The old Dpt. of Fisheries is still mounted to the railing, removal is recommended.</p>			

GANGWAY FLOATS	The gangway is old and replacement is recommended.			
	The float is still providing service but it is old and has flotation issues that are likely not repairable and replacement of this float is recommended.			

OTHER INSPECTIONS	<input type="checkbox"/> Lighting	N/A	<input type="checkbox"/> Life Rings / Heaving Lines	N/A
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Oct '22	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>A notice board is required.</p> <p>The approved CRD Harbours sign is required for this dock.</p> <p>Removal of the old Fisheries Sign is required.</p> <p>Replacement of the gangway is recommended.</p> <p>Replacement of the float is recommended</p>			
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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 large steel bollard requires yellow paint.</p> <p>The railings are unpainted, pressure washing is recommended to help preserve the life cycle of this part of the facility.</p> <p>The notice board requires a make over and is still in good shape otherwise.</p>			

GANGWAY FLOATS	<p>This old gangway is "massive" but built is such a way that makes servicing the roller and bearings very difficult. Replacement with a modern Aluminum gangway with a Mini Mesh decking is recommended. The school boat and the mail boat are using this facility on a daily basis, a new gangway would be an asset to the facility and the community.</p> <p>The float requires pressure washing. There are still lose bull rail bolt issues, a more thorough inspection and repair is recommended.</p> <p>The pilings and pile wells are in good condition with minimal wear showing.</p> <p>The lighting requires a complete inspection and repair/upgrade. A 12volt motion sensor light was temporally installed until an electrician is able to attend to this work.</p>			

OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	temporary repair for the float	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June '22	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>The bollard requires yellow paint.</p> <p>Pressure washing of the unpainted railings and the float are required.</p> <p>The notice board requires cleaning and painting.</p> <p>Inspection and tightening of the bull rail bolts is recommended.</p> <p>The lighting requires repair or upgrade.</p> <p>Replacing the old gangway is recommended.</p>			

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-05

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 mud great is cleared but due to the new decking being so tightly installed, it restricts any drainage for a good 10 or 12 feet. Why this was done like this and is there an easy solution, I don't know. The railings require painting. There are still a few deck boards with developing rot that require monitoring for future 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 railings require painting and the notice board also requires painting or replacement. The lamp standard also requires painting.</p>			

GANGWAY FLOATS	<p>A small transition plate is recommended for the transition between the wharfhead and gangway. The gangway is in reasonable condition and the roller bearings require servicing. Painting is also recommended. This is a well used gangway by the mail delivery boat and upgrading the surface of the gangway is recommended.</p> <p>Float "A" is missing several sections of rub board, there is a fair bit of action affecting this float in bad weather and the rub boards are constantly falling off. It was reported by the last contractor that did repairs on this float that it was in its "final days". Surprisingly the bull rail bolts are all tight but there is some minor flotation issue in the middle of the float.</p> <p>The connecting chains to "B" float are also in their final days and require replacement. The ends of each float are also well worn and require new rub boards and decking.</p> <p>Float "B" is in reasonable condition, there are a few lose bull rail bolts but there are no boats tied to this float for</p>			
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting		<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Sept 2022	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>All railings require painting, also the light standard and the notice board (unless it is replaced).</p> <p>A small transition plate is required for the top of the gangway.</p> <p>There are several sections of rub board that require replacement on "A" float.</p> <p>The connecting chains along with new rub boards and decking between at each end of A & B float require replacement.</p> <p>The steel flanges on "C" float that are used to connect the chains from "A" float require immediate replacement.</p> <p>Minor tightening of bull rail bolts is recommended.</p> <p>Pressure washing all floats / bull rails is required ASAP</p>			
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If more comments are required, additional page will be attached.

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-05

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
	The mud grate requires modification to allow for proper drainage. The railings require painting. There are a number of deck boards that have rot issues and replacement will be required in the near future, monitoring is recommended. Pressure washing is recommended. The notice board requires replacement, it is rotten beyond repair.

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. Float "A" has some minor flotation issues, there is a visible hump and twist to the float. Inspection of the flotation is recommended. The recent repair to the flotation at the end of this float under the gangway is stable. The pilings and pile wells are in good condition with moderate wear (age) to the UHMW rub boards. Float "B" pilings and pile wells are in good condition with minimal wear showing. Float "C" is in good condition, there is a slight "consistent" dip at the end that connects to "B" float. The pilings and pile wells are in good condition with minimal wear showing. Pressure washing the decking and the bull rails of all 3 floats is required.
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input checked="" type="checkbox"/> Life Rings / Heaving Lines	12v motion sensor <input checked="" type="checkbox"/>	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Unpaid Moorage	Nov 2022 <input type="checkbox"/>	

COMMENTS/INSTRUCTIONS	A New notice board is urgently required. The mud grate requires modification. The approach railings require painting. Inspection of the flotation on "A" float is recommended. Pressure washing is required for the approach and all floats and bull rails.
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-05

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 approach is in good condition, the railings and bull rails are unpainted.</p> <p>The notice board is falling apart and replacement is urgently 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 numerous deck boards with developing rot and replacement will be required. Monitoring the condition is recommended. There are no other concerns and the structure appears to be stable and safe.</p>

GANGWAY FLOATS	<p>Gangway "A" is in poor condition. One of the roller bearings broke off but a temporary repair has been made.</p> <p>There has been an existing bend in the structure at the top of the framework and this has pushed the end closer to the hinge and the edge of the wharfhead bull rail. There is a slight twist to the gangway. There is considerable deterioration due to rust at the bottom end of the gangway. Future replacement of this gangway is recommended.</p> <p>Float "A" on the surface appears to be in reasonable condition but there are loose bull rail bolts and sections of rub boards that have fallen off, indicating considerable movement in the structure of the float. Inspection and repair is required.</p> <p>There are pilings at the wharfhead end of the float but the other end is anchored. These anchor chains require inspection. The pilings and pile wells are showing minimal wear.</p> <p>Float "B" gangway railings require painting and replacement of the kick board. Servicing of the roller bearings is</p>
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input type="checkbox"/> Requires inspection & upgrade <input checked="" type="checkbox"/> Life Rings / Heaving Lines <input type="checkbox"/> 2 x good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Nov 2022 <input type="checkbox"/> Unpaid Moorage

COMMENTS/INSTRUCTIONS	<p>This facility requires some serious attention soon.</p>

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-10

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 of the decking, bull rails and railings is recommended.</p> <p>There are a few deck boards that have developing rot, monitoring for future replacement is recommended.</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 requires new expanded metal non skid. The gangway is an older style and the roller bearings are unserviceable as the roller shaft is welded to the the side of the structure. Future replacement of this gangway is recommended.</p>			
	<p>The float is in fair condition, there are a few deck boards with developing rot and monitoring for future replacement is recommended. The pilings are all in good condition, there are no pile wells as the float design keeps it in position and UHMW rub boards provide abrasion protection.</p> <p>Pressure washing of the float is recommended.</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 '22	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>Pressure washing of the approach is recommended.</p> <p>Pressure washing of the float is also recommended.</p> <p>The expanded metal grating on the gangway requires replacement.</p> <p>Monitor rot in the approach and float deck boards for future replacement.</p>

Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-05

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>A section of bull rail has rotted away, there is no serious structural concern at this time. The non-skid mesh is in tact on the decking and any rotten planking is covered and marginally supported.</p> <p>Basically the appearance isn't pretty but things are still holding together.</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 old but in reasonably good condition. The planking is rotting away and will soon require new boards, there is only so much patching possible at this point.</p> <p>The dinghy float has rot issues, the flange board that is next to the float and where the chains are attached has separated from the body of the float. The dinghy float is still attached and will likely remain like this for awhile.</p> <p>The main floats are low in the water but still provide the service required.</p>
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting <input type="checkbox"/> Life Rings / Heaving Lines	working <input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates) <input type="checkbox"/> Unpaid Moorage	Jan 2022, the housing is broken <input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>The gangway decking is the only concern at this point, some form of repair is recommended.</p>
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE:

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 approach is in fair condition, the conveyor belt non skid that was laid down is a concern as it may ice up if there is too much snow and might be difficult to plow.</p> <p>There are numerous deck boards that have extreme rot in them and require a plywood patch. I instructed Nico to attend to this as it is right in the area where the Ambulance unloads the patients. Proper and timely replacement of these rotten boards is required.</p> <p>The notice board is rotten and 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 more areas of rot in the planking in this area. This area is becoming a safety hazard. Action is recommended.</p>			

GANGWAY FLOATS	<p>Float "A" gangway is in fair condition, the wooden "ladder rungs" and likely the planking require replacement or replacing with Mini Mesh decking would be sensible as it has a longer life cycle cost compared to wood and is a superior non skid decking, requiring minimal year round maintenance. The float is in fair condition, there is considerable wear with the bull rails and future replacement is recommended. The pilings are in mostly good condition with minimal wear with a few that have more wear but unless they are checked at a low tide, an accurate view is not possible. There are 6 pilings in each of the 4 Dolphins, making a fairly robust footing. Pressure washing the float is required.</p> <p>Float "B" gangway is in good condition. The conveyor belt non skid mat along one side requires removal and expanded aluminum mesh attached as this is a better surface than the existing steel grating. The length of this gangway reduces the steepness of the angle at a low tide and the Medic's are finding it much easier to maneuver.</p>			
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	good	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	2 x Jan 2022, June 2022	<input type="checkbox"/> Unpaid Moorage	

COMMENTS/INSTRUCTIONS	<p>The conveyor belt mating may be an issue if we get a lot of snow, it may cause a problem if the approach requires snow removal. Monitoring the situation is recommended. The Medics would like it removed from the gangway on "B" float. Covering the existing steel grating with expanded metal is recommended if the steel is too slippery. There are several very rotten deck boards in a critical area where the Ambulance loads and unloads, replacement is required and temporary patches will be applied by Nico.</p> <p>The notice board is rotten and replacement is required.</p> <p>Pressure washing "A" float is required.</p> <p>The decking on the "A" float gangway requires upgrading.</p>			
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-04

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>The bull rails require pressure washing where needed. The 2 lights on the wharfhead are out.</p> <p>No other apparent issues.</p>			

GANGWAY FLOATS	<p>The gangway is in good condition, no apparent issues.</p> <p>Float "A" and the bull rails require pressure washing. The first group of pilings (2x2) have minimal wear visible. the 2nd group of pilings (3x3) have minimal wear visible. The float is low in the water, half of the rub board is under water at this point. there is insufficient flotation for this likely waterlogged float.</p> <p>The old rusty steel transition plate between floats A & B requires immediate replacement. It is a tripping hazard. Float "B" is also low in the water where it meets float A, requires more flotation. The pilings and pile wells have minimal wear visible. This float and bull rails requires Pressure washing. The light is on 24/7.</p> <p>Float "C" is in good condition, flotation is good and pressure washing is recommended.</p>			
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OTHER INSPECTIONS	<input checked="" type="checkbox"/> Lighting	Inspect and replace/upgrade bulbs	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	2 x good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June 2022	<input checked="" type="checkbox"/> Unpaid Moorage	43' power boat (barge) has no power

COMMENTS/INSTRUCTIONS	<p>All the floats and bull rails require pressure washing along with some areas of bull rail on the wharfhead.</p> <p>Both A & B floats have flotation issues and are low in the water.</p> <p>The steel transition plate between float A & B requires immediate replacement, it is a tripping hazard.</p> <p>The lighting requires a complete inspection and possible upgrade to LED heads.</p>			
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 2021-12-10

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
	The railings require blue paint, and the concrete structure is 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	<p>The gangway and decking is showing its age. The roller bearings require servicing. Considering the use of this facility by the Ambulance service and the effort required to bring a patient up this gangway in the aged condition that it is in, replacement of this gangway is highly recommended. I was informed that at a low tide, the Medic's require an extra person to help move a patient on this gangway at the cost of \$1000.00. A 50' Aluminum gangway with Mini Mesh decking would improve the current potential safety issue that the current gangway is presenting. Float "A" is near the end of its serviceable life. The current state that it is in is unrepairable and replacement is required.</p> <p>Float "B" is in good condition with no apparent issues.</p>
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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 '22

COMMENTS/INSTRUCTIONS	Painting the approach railings blue is required. Replacement of float "A" is required. Replacement of the gangway is recommended. Roller bearings require service.
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