



Making a difference...together

**SOUTHERN GULF ISLANDS HARBOURS COMMISSION**  
Notice of Meeting on **Wednesday, December 4, 2024 at 9:30 a.m.**  
Saanich Peninsula Wastewater Treatment Plant Meeting Room,  
9055 Mainwaring Road, North Saanich, 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, Electoral Area Director   |
| B. Mabberley (V. Chair), Galiano Island | R. Fenton, South Pender Island      |
| J. Deschenes, North Pender Island       | R. Schnurr, Piers Island/Swartz Bay |
| M. Davis, Saturna Island                |                                     |

**AGENDA**

- 1. TERRITORIAL ACKNOWLEDGEMENT**
- 2. APPROVAL OF AGENDA**
- 3. ADOPTION OF MINUTES ..... 3**  
*Recommendation: That the minutes of the September 26, 2024 meeting be adopted.*
- 4. CHAIR’S REMARKS**
- 5. SENIOR MANAGER’S REMARKS**
- 6. PRESENTATIONS/DELEGATIONS**  
*The public is welcome to attend Commission meetings in-person.*  
*Delegations will have the option to participate electronically. Please complete the [online](#) application for “Addressing the Board” on our website and staff will respond with details.*  
*Alternatively, you may email your comments on an agenda item to the Southern Gulf Islands Harbours Commission at [achan@crd.bc.ca](mailto:achan@crd.bc.ca)*  
*Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*
- 7. COMMISSION BUSINESS**
  - 7.1. Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment ..... 7**

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

*To ensure quorum, advise **Aggie Chan, [achan@crd.bc.ca](mailto:achan@crd.bc.ca)** if you cannot attend.*

1. *That Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, be introduced and read a first, second, and a third time.*
2. *That Bylaw No. 4655 be adopted.*

**7.2. Southern Gulf Islands Harbours Service 2025 Operating and Capital Budget.....40**

*Recommendation:  
The Southern Gulf Islands Harbours Commission:*

1. *Approve the 2025 operating and capital Budget as presented and that the 2024 actual operating surplus be balanced on the 2024 Capital Reserve Fund transfer, and*
2. *Recommends that the Electoral Areas Committee recommends that the CRD Board approve the 2025 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf Islands Harbours Service as presented.*

**7.3. Southern Gulf Islands Harbours Projects and Operations Update December 2024.....59**

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

**7.4. Public Correspondence.....88**

**8. NEW BUSINESS**

**9. MOTION TO CLOSE THE MEETING**

That the meeting be closed for discussion in accordance with Section (90)(1)(a) of the Community Charter and that personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

**10. RISE AND REPORT**

**11. ADJOURNMENT**

**Next Meeting:** Thursday, February 27, 2025



Making a difference...together

**MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, held Thursday, September 26, 2024 at 9:30 a.m., Saanich Peninsula Wastewater Treatment Plant Meeting Room, 9055 Mainwaring Road, North Saanich, BC**

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**PRESENT: Commissioners:** B. Dearden (Chair), Mayne Island; B. Mabberley (Vice Chair) (EP), Galiano Island; R. Fenton, South Pender Island; M. Davis, Saturna Island; P. Brent, Electoral Area Director; R. Schnurr, Piers Island/Swartz Bay

**Staff:** Stephen Henderson, Senior Manager, Real Estate, SGI Administration and SSI LCC; Dan Robson, Manager, Saanich Peninsula and Gulf Islands Operations; Jared Kelly, Manager, Capital Projects, IWS CRD (EP); Lani O'Dwyer, Technical Services Technician 3, Infrastructure Engineering (EP); Aggie Chan, Senior Administrative Secretary (Recorder)

**REGRETS:** J. Deschenes, North Pender Island

**GUEST:** Robert Fitzgerald, Saturna Island

EP = Electronic Participation

The meeting was called to order at 9:31 am.

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. APPROVAL OF AGENDA**

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

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Mabberley, **SECONDED** by Commissioner Fenton, That the minutes of the February 29, 2024 meeting be adopted.

**CARRIED**

**4. CHAIR'S REMARKS**

The Chair made the following remarks:

- It is nice to be back. A few things need to be taken care of, but we are in good shape

**5. SENIOR MANAGER'S REMARKS**

No remarks.

**6. PRESENTATIONS/DELEGATIONS**

**MOVED** by Commissioner Director Brent **SECONDED** by Commissioner Maberley,  
That guest Robert Fitzgerald to attend and speak at this meeting.

**CARRIED**

- Bob Fitzgerald, owner-operator of Saturna Point Holdings:
  - On behalf and as a member of the liaison committee.
  - During a recent meeting, the RCMP (Royal Canadian Mounted Police) brought forward their concern about the lack of dedicated space for their vessel at the dock and at times, had to occupy the ambulance spot during their visits.
  - Request to re-assign some short-term moorage space for the RCMP's use.

Staff confirmed they have communicated with the RCMP and the WCMRC (Western Canada Marine Response Corporation). The WCMRC is coordinating with the RCMP to set aside a portion of their dock for RCMP-only use.

**Mr. Fitzgerald left the meeting at 9:43 a.m.**

## 7. COMMISSION BUSINESS

### 7.1. Southern Gulf Islands Harbours Projects and Operations Update September 2024

The Commission received the report for information. There is no recommendation.

Staff provided a summary of the project updates and noted the following additional information:

**19-02 | Retreat Cove** – Deferred to 2025. Funding will be reviewed in the November budget meeting. Invitation to tender is ready to go out. Contract will be awarded after budget approval.

**19-03 | Horton Bay** – Guarantee period ending in February 2025, any issues should be reported promptly.

**23-01 | Miners Bay Upgrades** –Contract to decommission the gas line has been awarded to Porter Petroleum. The remaining components (railings and decking) will need an engineer's approval. Works to be completed before the end of 2024.

**21-01 | Port Washington** – Guarantee period over.

**21-03 | Annual Provision** – Completed project: Piers Island and Swartz Bay gangway deck replacement with mini-mesh. Further discussion on other maintenance items that were observed during the deck replacement.

**21-05 | Piers Island Additional Float** – After resubmission of the application, the DFO (Department of Fisheries and Oceans) reapproved the project. Previous quote was from 2019. PIM (Pacific Industrial & Marine Ltd) is targeting to finish work within the winter fisheries window. A re-evaluation of the quote will be finalized shortly.

**21-02 | SGIH Inspections** – Draft report for anchor dock inspections was reviewed by the commission in February. Report was finalized in July. Top side inspections on docks without anchors (except those with recent repairs and renovation) were completed with the remaining funds. Detailed discussion to be held during the budget meeting.

### **OPERATIONAL UPDATES**

- Piers/Swartz: Request for proposals for wharfingers services closed on June 5th. Service contract awarded to G. Plant.
- Montague: A vessel left after a notice was given due to unpaid fees. A mooring buoy was installed as a temporary moor for any impounded vessel.
- Miners Bay: A derelict vessel was moved to the mooring buoy at Montague. The vessel has been registered on the Deadboat Society's list. Continuous monitoring of its condition as staff plans the steps of disposal.
- Piers Island: Power washing and gangway replacement are completed.
- Spanish Hills: Roller guides and anchor chain adjustment are completed.
- Horton Bay: Bolt rail tightening is completed.
- Sturdies Bay: Half of the BC ferry dock is condemned and closed. BC Ferries project date is expected to be amended.
- Port Washington: Railing, bolt rail, and structural bullets tightening on the airplane dock are completed.
- Lyall Harbour: Waves were observed coming over the dock. Repair to Float B is needed. To be completed and funded with provisional funds.

**\*Staff Jared Kelly left the meeting at 10:30 am**

### **7.2. Southern Gulf Islands Moorage Rates 2025**

Discussion of moorage rate adjustment to account for inflation and keep pace with maintenance costs. The last moorage rate adjustment was in 2022. An increase of 10 – 20% to be brought forward in the budget for approval at the next meeting.

Discussion of reviewing the free moorage duration as set in the bylaw from 2 hours to 3 or 4 hours.

**\*Commissioner Davis left the meeting at 10:56 am**

### **8. COMMISSION MEMBERSHIP**

Commission membership vacancies will be advertised in community papers and online platforms for the communities to submit their nominations for consideration.

### **9. NEW BUSINESS**

Discussion of concerns of moorage-user contracts not being signed and potential liability issues for the service.

Correspondence: Email from a community member requesting improvement to access for launching and retrieval of small boats and recreational water sports equipment at Barnacle Road, Swartz Bay Dock. The location is outside CRD's lease area. Staff to direct the community member to send the request to The District of North Saanich.

Request for movie copyright licence at Port Washington is being processed.

Discussion of the community's request for a covered bench to be installed at Piers Island.

#### 10. MOTION TO CLOSE THE MEETING

**MOVED** by Director Brent, **SECONDED** by Commissioner Fenton,  
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3,  
Personal Information Under Section 90 (1)(a) .

**CARRIED**

The Commission moved into closed session at 11:17 am.

#### 11. RISE AND REPORT

The Commission rose from its closed session at 11:33 a.m. without report.

#### 12. ADJOURNMENT

**MOVED** by Director P. Brent, **SECONDED** by Commissioner Davis,  
That the September 26, 2024 meeting be adjourned at 11:34 a.m.

**CARRIED**

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CHAIR

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SECRETARY



**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
MEETING OF WEDNESDAY, DECEMBER 4, 2024**

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**SUBJECT**     **Bylaw No. 4655: Southern Gulf Islands Small Craft Harbours Regulation Amendment**

**ISSUE SUMMARY**

To advance Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, to revise 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”.

At the September 26, 2024 meeting of the Southern Gulf Islands Harbours Commission the existing fees were discussed and staff have prepared an amending bylaw with a proposed increase of 15%, with variations due to rounding, for the different moorage and related fees, and are returning for approval of the changes. Bylaw No. 2844 has not been amended since December 2021 which was effective January 1<sup>st</sup>, 2022. The 2024 changes include a revision of moorage and related fees and the amendment is intended to be effective January 1<sup>st</sup>, 2025.

**ALTERNATIVES**

*Alternative 1*

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

1. That Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

*Alternative 2*

That the report be referred to staff for additional information.

**IMPLICATIONS**

*Governance Implications*

The fee schedule has not been changed since 2022 and is 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, moorage and fees have been increased by 15% (inclusive of applicable taxes), with variations due to rounding. They have not been amended for 3 years. This includes an increase in the duration of how long short-term free moorage is permitted from 2 hours to 3 hours.

**CONCLUSION**

Bylaw No. 4655 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 for 3 years. Updating the bylaw will ensure industry appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair and operate the docks.

**RECOMMENDATION**

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

1. That Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”, be introduced and read a first, second, and third time.
2. That Bylaw No. 4655 be adopted.

Submitted by:	Stephen Henderson, BSc, P.G.Dip. Eng., MBA, Senior Manager, Real Estate Services & Southern Gulf Islands Administration
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Chief Financial Officer, GM Finance & IT
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENTS**

Appendix A: Bylaw No. 4655, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”

Appendix B: Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, unofficial consolidation redlined showing changes

Appendix C: Southern Gulf Islands Harbours Proposed Rates (2025)

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 4655**

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**A BYLAW TO AMEND THE HARBOURS FEES AND CHARGES BYLAW (BYLAW NO. 2844)**

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**WHEREAS:**

- A. Under Bylaw No. 2844, “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000”, the Regional Board established a commission to acquire and operate small craft harbour facilities; and
- B. The Bylaw requires updating to revise the existing fee schedule which has been in place since 2022; and
- C. The Board wishes to amend Bylaw No. 2844 to ensure industry-appropriate moorage rates and fees are being charged and provide additional funds to maintain, repair and operate the services.

**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 an effective date of January 1, 2025:
  - (a) By replacing the word “two” in sections 25(1) and 25(2) with the word “three”;
  - (b) By replacing Schedule “A” in its entirety with the Schedule “A” attached to this bylaw.
- 2. This bylaw may be cited for all purposes as “Capital Regional District Southern Gulf Islands Small Craft Harbours Regulation Bylaw No. 1, 2000, Amendment Bylaw No. 9, 2024”.

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:

\$0.60 per lineal foot per day.

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

\$1.15 per linear foot.

- (b) Prepaid Long-Term Moorage Fees
  - (i) The prepaid monthly moorage fee is \$6.70 per lineal foot per month.
  - (ii) The prepaid quarterly moorage fee is \$18.00 per lineal foot per quarter.
  - (iii) The prepaid annual moorage fee is \$64.00 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 \$35.00.
  - (ii) The prepaid quarterly moorage fee is \$90.00.
  - (iii) The prepaid annual moorage fee is \$325.00.
- (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 \$87.00 per month.
  - (ii) Quarterly fee is \$242.00 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 \$70.00 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	\$31.00	\$300.00
16-30	\$52.00	\$510.00
31+	\$85.00	\$830.00

(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 \$23.00 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 \$70.00per 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	\$310.00
49 – 200	\$600.00
200+	\$830.00

(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	\$175.00 or actual cost
(b)	Towing Fee per hour (for towing or removal to storage location)	\$320.00 or actual cost
(c)	Hauling Out Fee per hour	\$320.00 or actual cost
(d)	Fee for Placing on Blocks/Removal from Trailer (fee per hour)	\$320.00 or actual cost
(e)	Salvage Fee \$/hour	\$490.00 or actual cost
(f)	Storage Costs for Vessel (rate per day per foot)	\$6.05 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.

**CAPITAL REGIONAL DISTRICT  
BYLAW NO. 2844**

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

(As Amended by Bylaws No. 2905, 3233, 3295, 3417, 3586, 3651, 3814, 4469)

*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**

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**Capital Regional District Southern Gulf Islands Harbours Commission Regulation Bylaw**  
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**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 wharfinger or 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 wharfingers, Royal Canadian Mounted Police and Capital Regional District bylaw enforcement officers;

[Bylaw 4469]

- “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”;

[Bylaw 4469]

- “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;
- “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;

[Bylaw 4469]

- “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”;

[Bylaw 4469]

- “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 cable services to an address in the Southern Gulf Islands Electoral Area;
- “resident” means a 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;

[Bylaw 4469]

- “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;

[Bylaw 4469]

- “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.

[Bylaw 4469]

#### 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.

[Bylaw 4469]

#### 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.

[Bylaw 4469]

#### 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.

[Bylaw 4469]

## 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.
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" licence shall immediately vacate a loading zone to make room for a person in possession of a Schedule "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".

#### 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~~three 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~~three hours but less than 12 hours in a 24 hour period shall pay to the CRD the moorage fees prescribed in Schedule "A" section 2(a)(i), shall pay with a coupon as prescribed in Schedule "A" section 2(b) or shall pay with a commuter pass as prescribed in 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" 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" and pay to the CRD the moorage fees as prescribed in 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" 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.

[Bylaw 4469]

## 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”, 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 CRD may order a vessel or watercraft to move or alter its position.
31. The wharfinger or CRD, at their discretion, may order that any vessel or watercraft is not allowed to moor to the dock. *[Bylaw 4469]*
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 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 wharfinger shall make a report to the CRD with recommendations for the removal of the abandoned vessel or watercraft. *[Bylaw 4469]*

## OBSTRUCTION

35. The 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 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 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 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.
- [Bylaw 4469]*

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

39. The –CRD and wharfinger is authorized to remove and impound, or cause to be removed and impounded, any vessel, chattel or obstruction that occupies a dock or waterlot in contravention of this Bylaw. –

[Bylaw 4469]

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 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 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 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.

[Bylaw 4469]

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, 4469]

#### PUBLIC AUCTION AND SALE

45. Any vessel, chattel or obstruction not claimed by its owner, including where the 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

[Bylaw 4469]

from the owner.

48. If the 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 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.

[Bylaw 4469]

#### CRD AND WHARFINGER

- 49.
- (1) 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.
  - (2) No person shall contravene:
    - (a) an order of the CRD or a wharfinger given under subsection (1); or
    - (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 CRD or a wharfinger, the CRD or wharfinger may have the vessel, watercraft or goods removed from the dock at the owner's expense.
  - (4) An order of the CRD prevails over an order of a wharfinger.
  - (5) The wharfinger 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".

[Bylaw 4469]

#### 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**  
*(Bylaw 4469)*  
**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:~~



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

Landings/month/dock	Fee	Monthly Fee	Annual
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	\$
49-200	\$520
200+	\$

(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 "A"  
Bylaw No. 2844

(Bylaw 4469)

Capital Regional District Southern Gulf Islands Harbours

FEEES 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:

\_\_\_\_\_ \$0.60 per lineal foot per day.

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

\_\_\_\_\_ \$1.15 per linear foot.

(b) Prepaid Long-Term Moorage Fees

- (i) The prepaid monthly moorage fee is \$6.70 per lineal foot per month.

- (ii) The prepaid quarterly moorage fee is \$18.00 per lineal foot per quarter.

- (iii) The prepaid annual moorage fee is \$64.00 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 \$35.00.

(ii) The prepaid quarterly moorage fee is \$90.00.

(iii) The prepaid annual moorage fee is \$325.00.

(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 \$87.00 per month.

(ii) Quarterly fee is \$242.00 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 \$70.00 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:

<u>Landings/month/dock</u>	<u>Monthly Fee</u>	<u>Annual Fee</u>
<u>0-2</u>	<u>No charge</u>	<u>N/A</u>
<u>3-15</u>	<u>\$31.00</u>	<u>\$300.00</u>
<u>16-30</u>	<u>\$52.00</u>	<u>\$510.00</u>
<u>31+</u>	<u>\$85.00</u>	<u>\$830.00</u>

(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 \$23.00 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 \$70.00per annum and in addition, may pay to the CRD the following prepaid annual fee for recurring use:

<u>Landings per year per Airport</u>	<u>Annual Fee per Airport</u>
<u>3 – 48</u>	<u>\$310.00</u>
<u>49 – 200</u>	<u>\$600.00</u>
<u>200+</u>	<u>\$830.00</u>

- (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:

<u>(a)</u>	<u>Impoundment Fee</u>	<u>\$175.00 or actual cost</u>
<u>(b)</u>	<u>Towing Fee per hour (for towing or removal to storage location)</u>	<u>\$320.00 or actual cost</u>
<u>(c)</u>	<u>Hauling Out Fee per hour</u>	<u>\$320.00 or actual cost</u>
<u>(d)</u>	<u>Fee for Placing on Blocks/Removal from Trailer (fee per hour)</u>	<u>\$320.00 or actual cost</u>
<u>(e)</u>	<u>Salvage Fee \$/hour</u>	<u>\$490.00 or actual cost</u>
<u>(f)</u>	<u>Storage Costs for Vessel (rate per day per foot)</u>	<u>\$6.05 or actual cost</u>

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.





**SCHEDULE "C"**  
**Bylaw No. 2844**

*(Bylaw 3417, 3586, 3651, 4469)*

**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, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, 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 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 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, 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, 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 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 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 CRD, the Vessel will be deemed to be abandoned;
- x. Where the 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, auction, sell by other means preferred by CRD, or dispose of the Vessel in accordance with the Bylaw.
- y. Live-boards are not permitted at the docks unless authorized in writing by the CRD.

Signature of Licensee \_\_\_\_\_

Date \_\_\_\_\_

Issued per CRD \_\_\_\_\_

Date \_\_\_\_\_

(CRD or wharfinger)

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

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**SCHEDULE "D"**  
**Bylaw No. 2844**

*(Bylaw 3417, 3586, 3651, 4469)*

**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, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, 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;

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 **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 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, 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 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 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 CRD, the Vessel will be deemed to be abandoned;
- y. Where the 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, 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 \_\_\_\_\_  
(CRD)

Date \_\_\_\_\_

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

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**SCHEDULE "E"**  
**Bylaw No. 2844**

*(Bylaw 3586, 3651, 4469)*

**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, and the wharfingers regarding the position, time, place and manner 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, and the wharfingers whether verbal or in writing and must obey all signs posted by the CRD, 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 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 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 \_\_\_\_\_  
(CRD)

Date \_\_\_\_\_

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

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2. MOORAGE FEES (include applicale taxes)		CURRENT	PROPOSED	CURRENT	PROPOSED
2-3 to 12 hours, between 8 AM to 8 PM	\$	0.50	\$ 0.60	per lineal foot per day	
12+ to 24 hours, or overnight	\$	1.00	\$ 1.15	per linear foot	

Prepaid Long-Term Moorage Fees		CURRENT	PROPOSED
Per Lineal Foot			
Monthly	\$	5.80	\$ 6.70
Quarterly	\$	15.40	\$ 18.00
Annual	\$	55.30	\$ 64.00

Long-term Moorage Fees (Dinghy )		CURRENT	PROPOSED
Monthly	\$	30.00	\$ 35.00
Quarterly	\$	80.00	\$ 90.00
Annual	\$	280.00	\$ 325.00

Springline Moorage Fees		CURRENT	PROPOSED
Monthly	\$	75.00	\$ 87.00
Quarterly	\$	210.00	\$ 242.00

3. WATER TAXI AND CHARTER BOATS MOORAGE FEES		CURRENT	PROPOSED	CURRENT	PROPOSED
Annual Licence	\$	62.50	\$ 70.00	per annum	
Frequency of Use - Landings/month/dock		<b>Monthly</b>		<b>Annual</b>	
0 - 2		No Charge	No Charge	N/A	N/A
3 - 15	\$	27.00	\$ 31.00	\$ 260.00	\$ 300.00
16 - 30	\$	45.00	\$ 52.00	\$ 440.00	\$ 510.00
31+	\$	72.00	\$ 85.00	\$ 720.00	\$ 830.00

4. SEAPLANES		CURRENT	PROPOSED
Annual Licence	\$	62.50	\$ 70.00
Casual Use - Loading/Unloading	\$	20.00	\$ 23.00
Frequency of Use - Landings per year per airport		<b>Annual Fee Per Airport</b>	
3 - 48	\$	270.00	\$ 310.00
49 - 200	\$	520.00	\$ 600.00
200 +	\$	720.00	\$ 830.00
Moorage Fees		N/A	

**6. RESERVED BERTHS**

Reserved berths - 1.5 times the applicable (Quarterly and Annual moorage fees)

7. REMOVAL AND IMPOUNDMENT		CURRENT	PROPOSED
Impoundment Fee	\$	150.00	\$ 175.00
Towing Fee (for towing or removal to storage location)	\$	275.00	\$ 320.00
Hauling Out Fee	\$	275.00	\$ 320.00
Fee for Placing on Blocks/Removal from Trailer	\$	275.00	\$ 320.00
Salvage Fee \$/hour		N/A	\$ 490.00
Storage Costs for Vessel	\$	5.25	\$ 6.05

\*or actual cost, whichever is greater

\*\*CRD may charge an additional 10% on top of fees or actual costs to cover administrative task and time spent



Making a difference...together

## REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION MEETING OF THURSDAY, DECEMBER 5, 2024

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**SUBJECT** Southern Gulf Islands Harbours Service 2025 Operating and Capital Budget

### **ISSUE SUMMARY**

To present the 2025 Southern Gulf Islands Harbours Service Operating and Capital Budgets and a five-year Financial Plan.

### **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 2025 budget has been prepared considering:

1. Actual expenditures incurred between 2022 and 2024
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 2024 may be made in January 2025. The CRD Board will give approval to the budget and financial plan in March 2025.

The Financial Plan for the years 2026 to 2029 may be subject to change in future years.

### **BUDGET OVERVIEW**

#### ***Operating Budget***

Projected Operating expenses in 2024 for the Harbours management and dock operations will be approximately \$39,665 under budget primarily due to lower repair and maintenance costs. This is likely the direct result of continued capital improvement investments undertaken by the service

over the last several years

Projected 2024 fee revenue including moorage revenue and licensing fees will be approximately \$14,120 under budget. Revenue by dock facility can be reviewed in Appendix A page 15. It is anticipated that some dock facilities will have higher revenue while others are projected to receive lower than budget.

As a result, there is an estimated operating surplus of \$25,545. To balance the 2024 operating budget, it is proposed that the actual operating surplus be transferred to the Capital Reserve Fund (CRF).

The 2025 over 2024 harbours management operating budget has been increased by \$9,828 (13.3%). The increase is primarily to account for core inflation and insurance premium.

The 2025 over 2024 harbours dock operating expense budget has been increased by \$17,418 (9.6%). The increase is due primarily to insurance premium costs and wharfinger compensation costs that increase with the proposed moorage rate increase.

This results in an overall combined net increase in the 2025 operating budget of approximately \$27,246 (10.7%).

***Municipal Finance Authority (MFA) Debt***

Loan Authorization Bylaw 4408 (LA4408) was approved and adopted in 2021 to borrow up to \$1,180,000 for the planning, study, equipment purchase, and construction of works related to the provision of small craft harbour facilities. Table 1 below summarizes the detailed information for existing MFA debt related to LA4408.

***Table 1 – Existing Debt Summary***

<i>MFA Issues</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
<b>LA4408-157</b>	20	2022-Spring	2042	2032	3.36%	\$710,000	\$27,794	\$23,856	\$51,650
<b>LA4408-158</b>	20	2022-Fall	2042	2032	4.09%	\$470,000	\$16,620	\$19,223	\$35,843
<b>Total</b>						<b>\$1,180,000</b>	<b>\$44,414</b>	<b>\$43,079</b>	<b>\$87,493</b>

***Operating Reserve Fund***

An Operating Reserve Fund (ORF) was newly created through bylaw for this service in 2024. The ORF can be used to fund cyclical maintenance activities, respond to unforeseen events and operating emergencies. Additionally, the ORF can be used to mitigate the variable fee revenue shortfall and stabilize future requisition over time as fee revenue fluctuates based on moorage and licensing fees collected.

The proposed 2025 transfer to the operating reserve is \$5,605.

***Capital Reserve Fund***

The CRF transfers planned in the budget are evaluated and influenced by the funding required to support the five-year capital expenditure plan and the emergency response to infrastructure

failures, also guided by the CRD Capital Reserve Funding Guidelines endorsed by the CRD Board.

The proposed transfer to CRF is \$137,670 in 2025. A total of \$1,010,000 will be required from capital reserves over the next five years to support the capital expenditure plan. The balance of the CRF at the end of 2024 is projected to be \$403,727.

### ***Capital Expenditure Plan***

The 5-year 2025 to 2029 capital plan includes \$1,471,000 of expenditures to be funded by a combination of capital reserve fund, grant funding, and capital funds on hand.

A complete list of the capital projects can be found in Appendix A but some of the most significant capital work planned for 2025 includes:

- Piers Island Additional Float (17-01): After being delayed as a result of regulatory reviews, this project is now being progressed again. CRD are re-engaging the Contractor to complete this work and anticipate offsite work to progress in Q4 2024 with installation being complete in Q1 2025, within the winter Fish Window. This project is being funded by capital funds on hand.
- Retreat Cove (19-02): Upgrades and renovations to maintain level of service, addressing deficiencies outlined in the 2023-2024 Inspections. This project is being funded by capital funds on hand and capital reserve funds.
- Annual Provisional (21-03): \$75,000 of funding from capital reserves is being proposed to allow CRD access funds to address various deficiencies identified as part of the 2023 underwater inspections and as part of operational top side inspections.
- Miners Bay (25-01): Upgrades and renovations to maintain level of service, addressing deficiencies outlined in the 2023-2024 Inspections. This project is being funded by capital reserve funds.
- Montague Road Parking Improvements (25-02): \$40,000 of funding from Community Works Funds for improvements to existing parking associated with the dock infrastructure.

### ***Capital Projects Fund***

As specific capital projects are approved, funding revenues are transferred into the Capital Project Fund from multiple funding sources, including the Capital Reserve Fund (CRF), grant funding, external contributions, and debt. Any funds remaining upon completion of a project will be transferred back to the reserve funding source(s) for use on future capital projects.

### ***Parcel Tax and Fee Revenue***

The service is funded by parcel taxes, moorage, and licensing fees. All properties within the local service area are responsible for the parcel tax. Table 2 below summarizes the 2025 over 2024 changes for parcel tax.

**Table 2 – Parcel Tax Summary**

<i>Budget Year</i>	<i>Parcel Tax</i>	<i>Taxable Folios Numbers</i>	<i>Parcel Tax per Folio*</i>
<b>2024</b>	\$325,161	6,127	<b>\$55.86</b>
<b>2025</b>	\$344,670	6,126	<b>\$59.22</b>
<b>Change (\$)</b>	\$19,509	(1)	<b>\$3.36</b>
<b>Change (%)</b>	6.00%	(0.02%)	<b>6.02%</b>

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

In addition to Parcel Tax, users of the service pay dock moorage and licensing fees. In 2025, the moorage rates and fees are proposed to increase by approximately 15% through Bylaw 4655 to account for increasing project costs, and plan for future capital projects. The projected fee revenue budget for 2025 is \$160,360, an increase of \$9,210 (6.1%) from 2024. The 2025 revenue projection reflects the proposed moorage rates increase and is based on the 2024 estimated actuals and historical revenue from previous years.

**RECOMMENDATION**

The Southern Gulf Islands Harbours Commission:

1. Supports the 2025 operating and capital budget as presented and that the 2024 actual operating surplus or deficit be balanced on the 2024 Reserve Funds transfer (CRF and/or ORF).
2. Recommend that the Electoral Areas Committee recommends that the CRD Board approve the 2025 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf Islands Harbours Service as presented.

Submitted by:	Stephen Henderson, Senior Manager of Real Estate, Southern Gulf Islands Administration and the Salt Spring Local Community Commission
Concurrence:	Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer
Concurrence:	Nelson Chan, MBA, FCPA, FCMA, Acting Chief Administrative Officer
Concurrence:	Ted Robbins, B. Sc., C. Tech., Chief Administrative Officer

**ATTACHMENT(S)**

Appendix A: 2025 Budget Southern Gulf Islands Harbours Service

# **CAPITAL REGIONAL DISTRICT**

## **2025 Budget**

### **SGI Small Craft Harbour Facilities**

#### **Commission Review**

DECEMBER 2024

**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.

**COMMISSION:**

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

**FUNDING:**

Parcel Tax  
Moorage Fees

1.235 - SGI Small Craft Harbour Facilities	2024		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2026	2027	2028	2029
<u>OPERATING COSTS</u>										
<b>Management Expenditures:</b>										
Contract for Services	11,050	7,800	11,380	-	-	11,380	11,610	11,840	12,080	12,320
Supplies, Advertising	1,180	1,180	1,220	-	-	1,220	1,240	1,260	1,280	1,300
Travel and Training	8,060	3,650	8,300	-	-	8,300	8,460	8,630	8,800	8,970
Allocations	39,355	37,055	40,943	-	-	40,943	41,885	42,728	43,585	44,448
Insurance	12,360	12,360	19,630	-	-	19,630	21,593	23,753	26,128	28,742
Other Operating Expenses	1,620	2,660	1,980	-	-	1,980	2,019	2,022	2,039	2,061
<b>TOTAL MANAGEMENT EXPENDITURES</b>	<b>73,625</b>	<b>64,705</b>	<b>83,453</b>	<b>-</b>	<b>-</b>	<b>83,453</b>	<b>86,807</b>	<b>90,233</b>	<b>93,912</b>	<b>97,841</b>
*Percentage Increase over prior year			13.3%			13.3%	4.0%	3.9%	4.1%	4.2%
<b>Dock Expenditures:</b>										
Repairs and Maintenance	71,700	46,950	66,670	-	-	66,670	67,950	69,260	70,690	72,140
Wharfinger Compensation and Travel	65,230	65,345	76,680	-	-	76,680	78,230	79,800	81,390	83,020
Insurance	31,080	31,080	42,718	-	-	42,718	46,730	51,144	55,990	61,316
Electricity	3,050	1,860	2,000	-	-	2,000	2,040	2,080	2,120	2,160
Supplies	5,120	4,710	5,460	-	-	5,460	5,590	5,720	5,850	5,980
Other Operating Expenses	4,870	360	4,940	-	-	4,940	5,070	5,200	5,330	5,460
<b>TOTAL DOCK EXPENDITURES</b>	<b>181,050</b>	<b>150,305</b>	<b>198,468</b>	<b>-</b>	<b>-</b>	<b>198,468</b>	<b>205,610</b>	<b>213,204</b>	<b>221,370</b>	<b>230,076</b>
*Percentage Increase over prior year			9.6%			9.6%	3.6%	3.7%	3.8%	3.9%
<b>TOTAL OPERATING COSTS</b>	<b>254,675</b>	<b>215,010</b>	<b>281,921</b>	<b>-</b>	<b>-</b>	<b>281,921</b>	<b>292,417</b>	<b>303,437</b>	<b>315,282</b>	<b>327,917</b>
*Percentage Increase over prior year			10.7%			10.7%	3.7%	3.8%	3.9%	4.0%
<u>DEBT / RESERVES</u>										
Transfer to Operating Reserve Fund	-	-	5,605	-	-	5,605	5,000	5,000	5,000	5,000
Transfer to Capital Reserve Fund	141,412	166,957	137,670	-	-	137,670	146,660	146,270	145,275	143,750
MFA Debt Reserve Fund	180	180	370	-	-	370	370	370	370	370
MFA Interest	43,079	43,079	43,079	-	-	43,079	43,079	43,079	43,079	43,079
MFA Principal	44,414	44,414	44,414	-	-	44,414	44,414	44,414	44,414	44,414
<b>TOTAL DEBT / RESERVE</b>	<b>229,085</b>	<b>254,630</b>	<b>231,138</b>	<b>-</b>	<b>-</b>	<b>231,138</b>	<b>239,523</b>	<b>239,133</b>	<b>238,138</b>	<b>236,613</b>
<b>TOTAL COSTS</b>	<b>483,760</b>	<b>469,640</b>	<b>513,059</b>	<b>-</b>	<b>-</b>	<b>513,059</b>	<b>531,940</b>	<b>542,570</b>	<b>553,420</b>	<b>564,530</b>
*Percentage Increase over prior year			6.1%			6.1%	3.7%	2.0%	2.0%	2.0%
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue- Fees	(151,150)	(137,030)	(160,360)	-	-	(160,360)	(163,590)	(166,860)	(170,200)	(173,610)
Grants in Lieu of Taxes	(7,049)	(7,049)	(7,259)	-	-	(7,259)	(7,400)	(7,550)	(7,700)	(7,850)
Other Income	(400)	(400)	(770)	-	-	(770)	(770)	(770)	(770)	(770)
<b>TOTAL REVENUE</b>	<b>(158,599)</b>	<b>(144,479)</b>	<b>(168,389)</b>	<b>-</b>	<b>-</b>	<b>(168,389)</b>	<b>(171,760)</b>	<b>(175,180)</b>	<b>(178,670)</b>	<b>(182,230)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(325,161)</b>	<b>(325,161)</b>	<b>(344,670)</b>	<b>-</b>	<b>-</b>	<b>(344,670)</b>	<b>(360,180)</b>	<b>(367,390)</b>	<b>(374,750)</b>	<b>(382,300)</b>
*Percentage increase over prior year Requisition			6.0%			6.0%	4.5%	2.0%	2.0%	2.0%

**SIGI Small Craft Harbour Facilities  
 Summary Schedule  
 2025 - 2029 Financial Plan**

**Reserve/Fund Summary**

	<b>Estimated</b>	<b>Budget</b>				
	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
Operating Reserve Fund	-	5,605	10,605	15,605	20,605	25,605
Capital Reserve Fund	403,727	245,397	117,057	24,327	69,602	113,352
<b>Total</b>	<b>403,727</b>	<b>251,002</b>	<b>127,662</b>	<b>39,932</b>	<b>90,207</b>	<b>138,957</b>

## Reserve Schedule

### Reserve Fund: 1.235 SGI Harbour Facilities - Operating Reserve Fund

To Be Created in 2024

To mitigate fluctuations in expenditure and revenue

## Reserve Cash Flow

Fund: Fund Centre:	1500 TBD	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
Beginning Balance		-	-	5,605	10,605	15,605	20,605
Transfer from Ops Budget		-	5,605	5,000	5,000	5,000	5,000
Transfer to Ops Budget		-	-	-	-	-	-
Interest Income*		-					
<b>Ending Balance \$</b>		-	<b>5,605</b>	<b>10,605</b>	<b>15,605</b>	<b>20,605</b>	<b>25,605</b>

#### Assumptions/Background:

\* Interest in planning years nets against inflation which is not included.

**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.

**Reserve Cash Flow**

Fund: Fund Centre:	1054 101467	Estimated	Budget				
		2024	2025	2026	2027	2028	2029
<b>Beginning Balance</b>		260,880	403,727	245,397	117,057	24,327	69,602
<b>Transfer from Ops Budget</b>		141,412	137,670	146,660	146,270	145,275	143,750
<b>Transfer from Cap Fund</b>		31,035					
<b>Transfer to Cap Fund</b>		(50,000)	(296,000)	(275,000)	(239,000)	(100,000)	(100,000)
<b>Interest Income*</b>		20,400					
<b>Ending Balance \$</b>		<b>403,727</b>	<b>245,397</b>	<b>117,057</b>	<b>24,327</b>	<b>69,602</b>	<b>113,352</b>

**Assumptions/Background:**

\* Interest in planning years nets against inflation which is not included.

**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2025 to 2029**

<b>Service No.</b>	<b>1.235</b>	<b>Carry Forward from 2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>TOTAL</b>
	<b>SGI Small Craft Harbour Facilities</b>							

**EXPENDITURE**

Buildings	\$0	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$336,000	\$632,000	\$360,000	\$239,000	\$100,000	\$100,000	\$100,000	\$1,431,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$336,000</b>	<b>\$672,000</b>	<b>\$360,000</b>	<b>\$239,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,471,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$336,000	\$336,000	\$50,000	\$0	\$0	\$0	\$0	\$386,000
Debenture Debt (New Debt Only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$40,000	\$35,000	\$0	\$0	\$0	\$0	\$75,000
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$296,000	\$275,000	\$239,000	\$100,000	\$100,000	\$100,000	\$1,010,000
	<b>\$336,000</b>	<b>\$672,000</b>	<b>\$360,000</b>	<b>\$239,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$1,471,000</b>

## Definitions for the 5-year Capital Plan

Asset Class	<p>Asset class is used to classify assets for financial reporting in accordance with the Public Sector Accounting Board (PSAB) 3150.</p> <p><b>L</b> - Land  <b>S</b> - Engineering Structure  <b>B</b> - Buildings  <b>V</b> - Vehicles  <b>E</b> - Equipment</p>
Capital Expenditure Type	<p>Capital expenditure type is used for reporting on asset investments and may be used to justify operational needs for a service.</p> <p><b>Study</b> - Expenditure for feasibility and business case report.  <b>New</b> - Expenditure for new asset only  <b>Renewal</b> - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service  <b>Replacement</b> - Expenditure replaces an existing asset</p>
Carryforward	<p>Represents the carryforward amount from the prior year capital plan that is remaining to be spent. Forecast this spending over the next 5 years.</p>
Funding Source	<p><b>Debt</b> - Debenture Debt (new debt only)  <b>ERF</b> - Equipment Replacement Fund  <b>Grant</b> - Grants (Federal, Provincial)  <b>Cap</b> - Capital Funds on Hand  <b>Other</b> - Donations / Third Party Funding  <b>Res</b> - Reserve Fund  <b>WU</b> - Water Utility</p> <p>If there is more than one funding source, additional rows are shown for the project.</p>

**CAPITAL REGIONAL DISTRICT**

**5 YEAR CAPITAL PLAN**

**2025 - 2029**

**Service #:** 1.235

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

				PROJECT BUDGET & SCHEDULE										
Project Number	Capital Expenditure Type	Capital Project Title	Capital Project Description	Total Project Budget	Asset Class	Funding Source	Carryforward	2025	2026	2027	2028	2029	5 - Year Total auto-populates	
17-01	New	Piers Island Additional Float	Installation of additional float at the Piers Island dock.	\$ 524,700	S	Cap	\$ 157,000	\$ 157,000	\$ -	\$ -	\$ -	\$ -	\$ 157,000	
19-02	Renewal	Retreat Cove upgrades	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$ 395,000	S	Cap	\$ 179,000	\$ 179,000	\$ -	\$ -	\$ -	\$ -	\$ 179,000	
19-02	Renewal	Retreat Cove upgrades			S	Res	\$ -	\$ 21,000	\$ -	\$ 189,000	\$ -	\$ -	\$ 210,000	
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	\$ 375,000	S	Res	\$ -	\$ 75,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 375,000	
25-01	New	Miners Bay improvements	Completing improvements consistent with 2024 inspections	\$ 200,000	S	Res	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
25-02	New	Montague Road Parking Improvements	Montague Road Parking Improvements	\$ 40,000	B	Grant	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000	
26-01	New	Hope Bay upgrade	Completing improvements consistent with 2024 inspections	\$ 235,000	S	Res	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	
26-01	New	Hope Bay upgrade			S	Cap	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	
26-01	New	Hope Bay upgrade			S	Grant	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000	
26-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements	\$ 75,000	S	Res	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	
													\$ -	
													\$ -	
			<b>Grand Total</b>	<b>\$ 1,844,700</b>				<b>\$ 672,000</b>	<b>\$ 360,000</b>	<b>\$ 239,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 1,471,000</b>	

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

**Project Number** 19-02 **Capital Project Title** Retreat Cove upgrades **Capital Project Description** Upgrades to the Retreat Cove Dock Facility to maintain level of service.

**Project Rationale** This project originated in previous dock inspections, and was deferred when conditions were reviewed and considered adequate and the priority of completing the works was reduced. Further works are awaiting updates from the 2023-2024 inspections. Recommended works previously included repairs to the approach piles, and repairs to the floats. Further improvements are required.

**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** These funds are not allocated to any specific dock. They are required to completed unplanned repairs and replacement to the facilities to address unplanned dock safety and operational issues.

**Project Number** 26-02 **Capital Project Title** Swartz Bay Improvements & Dock Replacement **Capital Project Description** Dock improvements

**Project Rationale** Funds are required for staff to retain a contractor to carry out the works identified during the 2023 dock inspections, or that have subsequently developed.

**Project Number** 17-01 **Capital Project Title** Piers Island Additional Float **Capital Project Description** Installation of additional float at the Piers Island dock.

**Project Rationale** Project for additional float and single pile.

**Project Number** 25-01 **Capital Project Title** Miners Bay improvements **Capital Project Description** Completing improvements consistent with 2024 inspections

**Project Rationale** Funds are required for staff to retain a contractor to carry out the works identified during the 2024 dock inspections, or that have subsequently developed. These will be completed on the Fixed and floating portion of the dock.

<b>Project Number</b>	26-01	<b>Capital Project Title</b>	Hope Bay upgrade	<b>Capital Project Description</b>	Completing improvements consistent with 2024 inspections
<b>Project Rationale</b>	Funds are required for staff to retain a contractor to carry out the works identified during the 2024 dock inspections, or that have subsequently developed. These will be completed on the Fixed and floating portion of the dock.				

<b>Project Number</b>	25-02	<b>Capital Project Title</b>	Montague Road Parking Improvements	<b>Capital Project Description</b>	Montague Road Parking Improvements
<b>Project Rationale</b>	Funds are required for staff to retain a contractor to carry out works to upgrade existing parking associated with the dock infrastructure.				



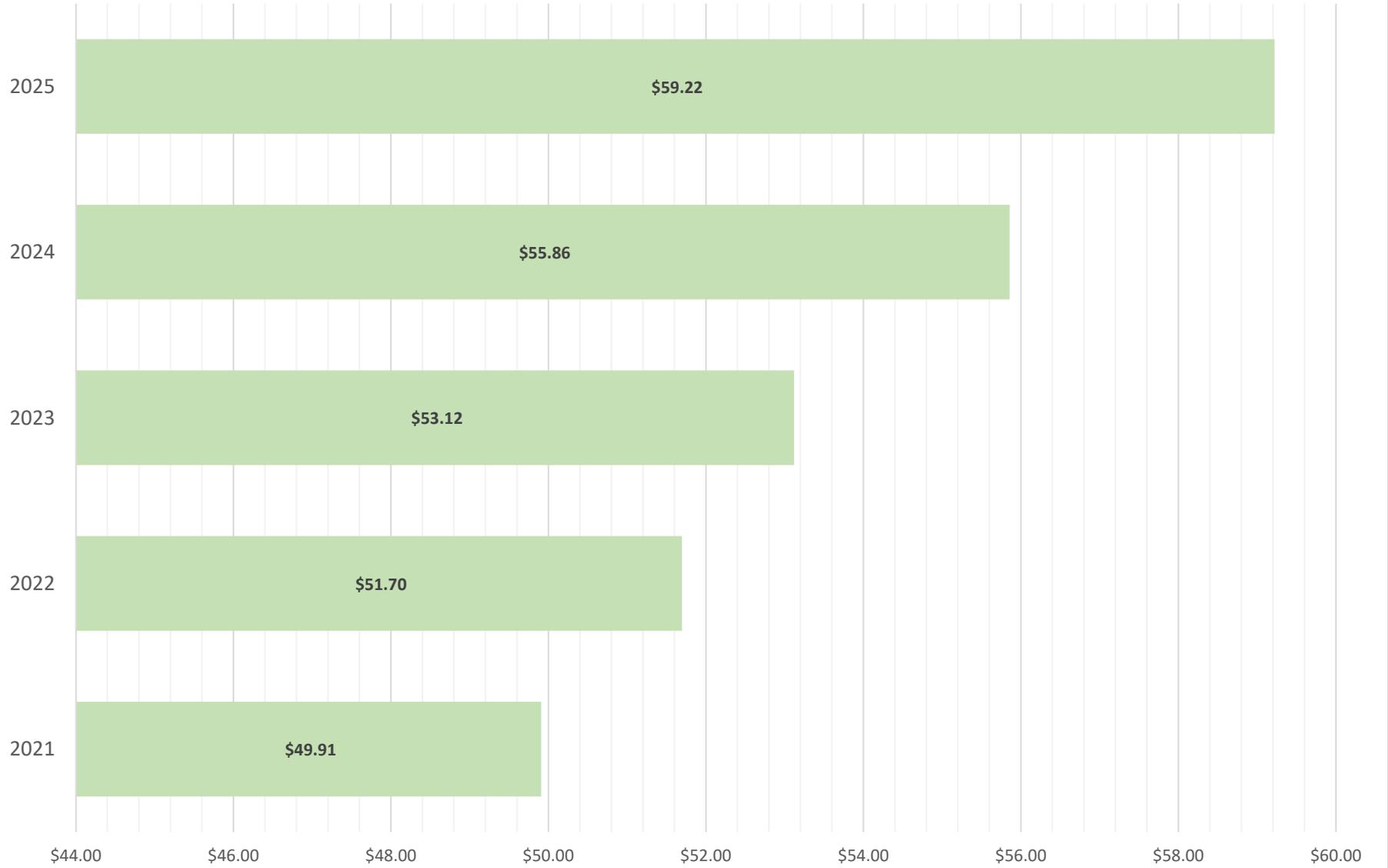
Service:	<b>1.235</b>	<b>SGI Small Craft Harbour Facilities</b>
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<u>Year</u>	<u>Parcels</u>	<u>Parcel Tax</u>	<u>Tax per Parcel</u>
2021	6,139	\$291,104	<b>\$49.91</b>
2022	6,134	\$301,288	<b>\$51.70</b>
2023	6,133	\$309,533	<b>\$53.12</b>
2024	6,127	\$325,161	<b>\$55.86</b>
2025	6,126	\$344,670	<b>\$59.22</b>

*Change from 2024 to 2025*

\$3.36  
6.02%

### SGI Small Craft Harbour Facilities Funding Analysis 2021 - 2025



Southern Gulf Island Harbours  
Revenues & Expenditures by Dock

	2024 Budget									2025 Budget		2025 over 2024					
	Revenue				Expenditures				Surplus/(Deficit)			Revenue	Expenditures	Revenue		Expenditures	
	Budget	Estimated	Over (under) budget		Budget	Estimated	Over (under) budget		Budget	Estimated	% Rem			\$	%	\$	%
		Actual	\$	%		Actual	\$	%		Actual		\$					
Piers Island	5,030	8,000	2,970	59.0%	9,820	9,750	(70)	-0.7%	(4,790)	(1,750)	63.5%	8,050	12,161	3,020	60.0%	2,341	23.8%
Swartz Bay	7,900	6,700	(1,200)	-15.2%	11,380	9,090	(2,290)	-20.1%	(3,480)	(2,390)	31.3%	6,900	11,606	(1,000)	-12.7%	226	2.0%
Montague Harbour	17,250	14,500	(2,750)	-15.9%	18,220	14,820	(3,400)	-18.7%	(970)	(320)	67.0%	17,250	18,661	-	0.0%	441	2.4%
Sturdies Bay	750	750	-	0.0%	8,490	6,945	(1,545)	-18.2%	(7,740)	(6,195)	20.0%	860	9,416	110	14.7%	926	10.9%
Pt Washington	7,620	3,400	(4,220)	-55.4%	13,340	9,650	(3,690)	-27.7%	(5,720)	(6,250)	-9.3%	5,750	13,281	(1,870)	-24.5%	(59)	-0.4%
Miners Bay	7,900	1,000	(6,900)	-87.3%	13,440	9,910	(3,530)	-26.3%	(5,540)	(8,910)	-60.8%	9,090	14,721	1,190	15.1%	1,281	9.5%
Port Browning	18,020	20,800	2,780	15.4%	17,950	13,400	(4,550)	-25.3%	70	7,400	-10471.4%	21,850	20,691	3,830	21.3%	2,741	15.3%
Hope Bay	9,340	6,000	(3,340)	-35.8%	13,330	10,450	(2,880)	-21.6%	(3,990)	(4,450)	-11.5%	6,900	12,876	(2,440)	-26.1%	(454)	-3.4%
Retreat Cove	7,900	9,400	1,500	19.0%	11,620	10,830	(790)	-6.8%	(3,720)	(1,430)	61.6%	9,780	13,416	1,880	23.8%	1,796	15.5%
Lyll Harbour	6,930	8,940	2,010	29.0%	12,990	14,390	1,400	10.8%	(6,060)	(5,450)	10.1%	8,050	14,171	1,120	16.2%	1,181	9.1%
Horton Bay	8,500	10,300	1,800	21.2%	8,940	9,000	60	0.7%	(440)	1,300	395.5%	10,350	14,211	1,850	21.8%	5,271	59.0%
Spanish Hills	2,240	2,240	-	0.0%	9,690	8,140	(1,550)	-16.0%	(7,450)	(5,900)	20.8%	2,530	10,711	290	12.9%	1,021	10.5%
Anson Road	44,770	38,000	(6,770)	-15.1%	31,840	23,930	(7,910)	-24.8%	12,930	14,070	-8.8%	46,000	32,546	1,230	2.7%	706	2.2%
*Commercial Customer Revenues	7,000	7,000	-	0.0%	-	-	-	0.0%	-	-	-	7,000	-	-	0.0%	-	-
<b>Grand Total Fee Revenue</b>	<b>151,150</b>	<b>137,030</b>	<b>(14,120)</b>	<b>-9.3%</b>	<b>181,050</b>	<b>150,305</b>	<b>(30,745)</b>	<b>-17.0%</b>	<b>(36,900)</b>	<b>(20,275)</b>	<b>45.1%</b>	<b>160,360</b>	<b>198,468</b>	<b>9,210</b>	<b>6.1%</b>	<b>17,418</b>	<b>9.6%</b>



**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
MEETING OF WEDNESDAY, DECEMBER 4, 2024**

**SUBJECT**     **Southern Gulf Islands Harbours Projects and Operations Update – December 2024**

**ISSUE SUMMARY**

To provide the Southern Gulf Islands Harbours Commission with capital project status reports and operational updates.

**BACKGROUND**

The Southern Gulf Islands Harbours (SGIH) service area is comprised of thirteen dock facilities among six 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. The following is a summary of the projects that are active and recently completed.

**CAPITAL PROJECT UPDATE**

**19-02 | Retreat Cove (Deferred to 2025)**

Project Description: Upgrades to the Retreat Cove Dock Facility to maintain the level of service.

Project Rationale: This project includes works to maintain the current level of service as recommended with previous reports provided to the Commission in 2015, 2018 and the Underwater Inspection report January 2024. Recommended works include repairs to the approach/wharfhead piles and repairs to the floats.

Project Update and Milestones:

- Further investigation of the existing condition had staff decide to defer this project until after the 2023/24 inspections were completed.
- Funds were used in April 2022 for flotation repair, in the amount of \$4,869.50, with the remainder to be returned to the Capital Reserve Fund (CRF).
- Funding has been pushed to 2025 and this project will be initiated in 2025 and aligned with the priority of works that were outlined in the 2023/24 inspections.

<b>Milestone</b>	<b>Completion Date</b>
<b>Flotation Repair</b>	<b>April 2022</b>
<b>Project Deferred until 2025</b>	

**19-03 | Horton Bay Dock Revitalization**

Project Description: Horton Bay Dock Revitalization.

Project Update and Milestones:

- Guarantee period ends on February 6, 2025

Milestone	Completion Date
Archeological Overview Assessment	July 2019
Aquatic Effects Assessment	July 2019
Gangway maintenance/replacement	Fall 2023
Float C maintenance/replacement	Fall 2023
Floats A and B and wharfhead maintenance/replacement	January 2024

### 23-01 | Miners Bay Upgrades

**Project Description:** Project to replace decking at Miners Bay as well as potentially removing gas lines that are no longer in use.

**Project Rationale:** Current decking is failing and has been deemed a safety hazard.

**Project Update and Milestones:**

- Contractors provided quotes for three scenarios to upgrade the wharfhead decking. Prices received were over budget and a re-scoping of the works was initiated.
- A grant application to the Island Coastal Economic Trust for \$30,000 was successful. The Grant is for a maximum of one-third of the project costs.
- An additional \$30,000 of Community Works Funds has been sourced along with donations from local community groups.
- The works in the grant application include replacement of the decking, as well as adding hand-railings, benches, and a small shelter to benefit the users of the water taxi, float planes, and school taxi. As well as to enable broader community use.
- The re-decking and handrails are complete with additional phases in progress.
- The removal of the decommissioned gas lines has been included in the project and will be completed in 2024 following a recently completed competitive bid process.
- The works are scheduled for completion in November 2024.

Milestone	Completion Date
Float Realignment Interim Report	June 2, 2022
Invitation to Tender (ITT) issued for gas line removal	Not issued
Request for Quotes for 3 Scenarios	September 2022
Request for Quotes Closes	September 2022
Rescoping the project, Pursue Grant Funding & Procure works	2023
Island Coastal Economic Trust funds secured (a third of the project dollars spent - up to \$30,000)	Secured, and funds will be received as a re-imbusement
Community Works Funds (\$30,000)	Received
Re-decking of wharfhead completed	May 2023
Railings on wharfhead completed	June 2023
Additional works in progress	In progress
Removal of gas lines	In progress (November 2024)

### 21-03 | Annual Provisional: Dock Improvements

**Project Description:** An annual provisional fund is required to address unplanned dock safety issues.

Project Rationale: Funds are required for unplanned and minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.

Project Update and Milestones:

- This is an “as and when needed” project, funds will be utilized when required at each dock facility.
- The Wharfinger Coordinator and Operations Manager are prioritizing small works not covered under existing capital projects for action.

Milestone	Completion Date
<b>Piers Island and Swartz Bay Gangway Deck Replacement: \$12,000 budget</b>	<b>Early September</b>
<b>Swartz Bay flotation billet replacement: \$4,000 budget</b>	<b>November/December</b>
<b>Lyll Harbour flotation billet replacement: \$14,000 budget</b>	<b>November/December</b>

**2024 Provisional Budget**

- Opening Budget	\$150,000
- Allocated amount (to-date)	\$30,000
- Remaining Balance	\$120,000

Any remaining balance at the end of 2024 will remain in the Capital Reserve and be used for future projects.

**21-05 | Piers Island Additional Float**

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 Update and Milestones:

- Design and Department of Fisheries and Oceans (DFO) approval complete.
- Ministry of Forests, Lands, Natural Resource Operations (FLNRO) and Rural Development, and Transport Canada First Nation condition is required for the water lease amendment and for Transport Canada approval.
- Cowichan Tribes previously rejected support for the project, in 2019, based on proximity to traditional harvesting area.
- Letter requesting support sent to Cowichan Tribes March 18, 2022.
- Feedback in support received April 7, 2022.
- Invitation to Tender (ITT) for Supply and Installation of new float issued on June 6, 2022.
- ITT for Supply and Installation of new float closed on July 14, 2022.
- Recommendation to Award to Pacific Industrial & Marine Ltd. (PIM) signed August 10, 2022.
- Cowichan Tribes raised concerns about heritage fishing grounds with FLNRO via an email dated August 23, 2022. Waiting to send contract to PIM until this issue is resolved.
- Mitigation measures added included a reduction from three piles to a single pile, and the use of a bubble-curtain during the installation of the pile.
- New correspondence was sent to the Chief in Council in January 2023 regarding revisions

to the dock design to mitigate concerns, and updated information from the biologist.

- Due to the delay in the project, and the additional mitigation measures that have been incorporated, the Province is repeating the First Nations Consultation with an expected response in the Spring of 2024
- In discussion with PIM on February 7, 2024, the float is still available in the yard but may have to incur some small additional costs over the quote that was given in July 2022 for the modifications required to the float.
- The Province approved the project.
- Due to the delay in the project CRD had to resubmit to DFO and approval has been provided.
- Due to delay in the project, the original float that PIM to supply the CRD was disposed of, and PIM is supplying the CRD with a new float, and the contract has been approved with the cost changes.
- Schedule for construction is the winter window of December 1, 2024 to February 15, 2025.

Milestone	Completion Date
<b>Aquatic Effects Assessment</b>	<b>April 2019</b>
<b>Cowichan Tribes comment on project</b>	<b>June 2019</b>
<b>CRD discussion with Cowichan Tribes on project</b>	<b>July 2019</b>
<b>CRD Re-establishes Project Discussion with Cowichan Tribes</b>	<b>March 2022</b>
<b>CRD letter requesting support</b>	<b>March 18, 2022</b>
<b>Feedback from Cowichan Tribes</b>	<b>April 7, 2022</b>
<b>Tender for Supply and Install</b>	<b>June 06, 2022</b>
<b>Tender for Supply and Install Closed</b>	<b>July 14, 2022</b>
<b>Agreement signed (anticipated), waiting for First Nations approval</b>	<b>March 2023</b>
<b>Mitigation Measures incorporated and Provincial Consultation restarted</b>	<b>July 2024</b>
<b>DFO approval</b>	<b>July 2024</b>
<b>Contract with PIM completed</b>	<b>November 2024</b>
<b>Installation (anticipated)</b>	<b>December 2024 to February 2025</b>

### OPERATIONAL UPDATES

Operating and maintenance activities detail for the period September 2024 through November 2024:

- **Piers Island:**
  - No maintenance completed during this reporting period.
- **Swartz Bay:**
  - No maintenance completed during this reporting period.
- **Spanish Hills:**
  - No maintenance completed during this reporting period.
- **Horton Bay:**
  - No maintenance completed during this reporting period.

- **Hope Bay:**
  - No maintenance completed during this reporting period.
- **Sturdies Bay:**
  - No maintenance completed during this reporting period.
- **Montague Harbour:**
  - Replaced transition plate at bottom of ramp due to safety concerns.
- **Port Washington:**
  - No maintenance completed during this reporting period.
- **Port Browning:**
  - No maintenance completed during this reporting period.
- **Retreat Cove:**
  - No maintenance completed during this reporting period.
- **Miners Bay:**
  - No maintenance completed during this reporting period.
- **Lyall Harbour:**
  - Additional floatation added to A dock with more to be added when it becomes available.
  - Installed tie up chains for the WCMRC dock.
- **Anson Road:**
  - No maintenance completed during this reporting period.

Bi-monthly dock inspections were completed in October, refer to Appendix A.

**RECOMMENDATION**

There is no recommendation. This report is for information only.

<b>Submitted by:</b>	Jared Kelly, P.Eng., Manager, Capital Projects
<b>Submitted by:</b>	Dan Robson, ASc.T, Manager, Saanich Peninsula and Gulf Islands Operations
<b>Concurrence:</b>	Stephen Henderson, BSc., PGDip. Eng., MBA, Senior Manager, Real Estate & SGI Administration

**ATTACHMENT:**

Appendix A: Dock Inspection Reports



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 9-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Montague Harbour Galiano  
 WHARFINGER: Kiyoshi Okuda

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	The painted wood railings and bull rails and decking are in good condition. The notice board is in good condition.

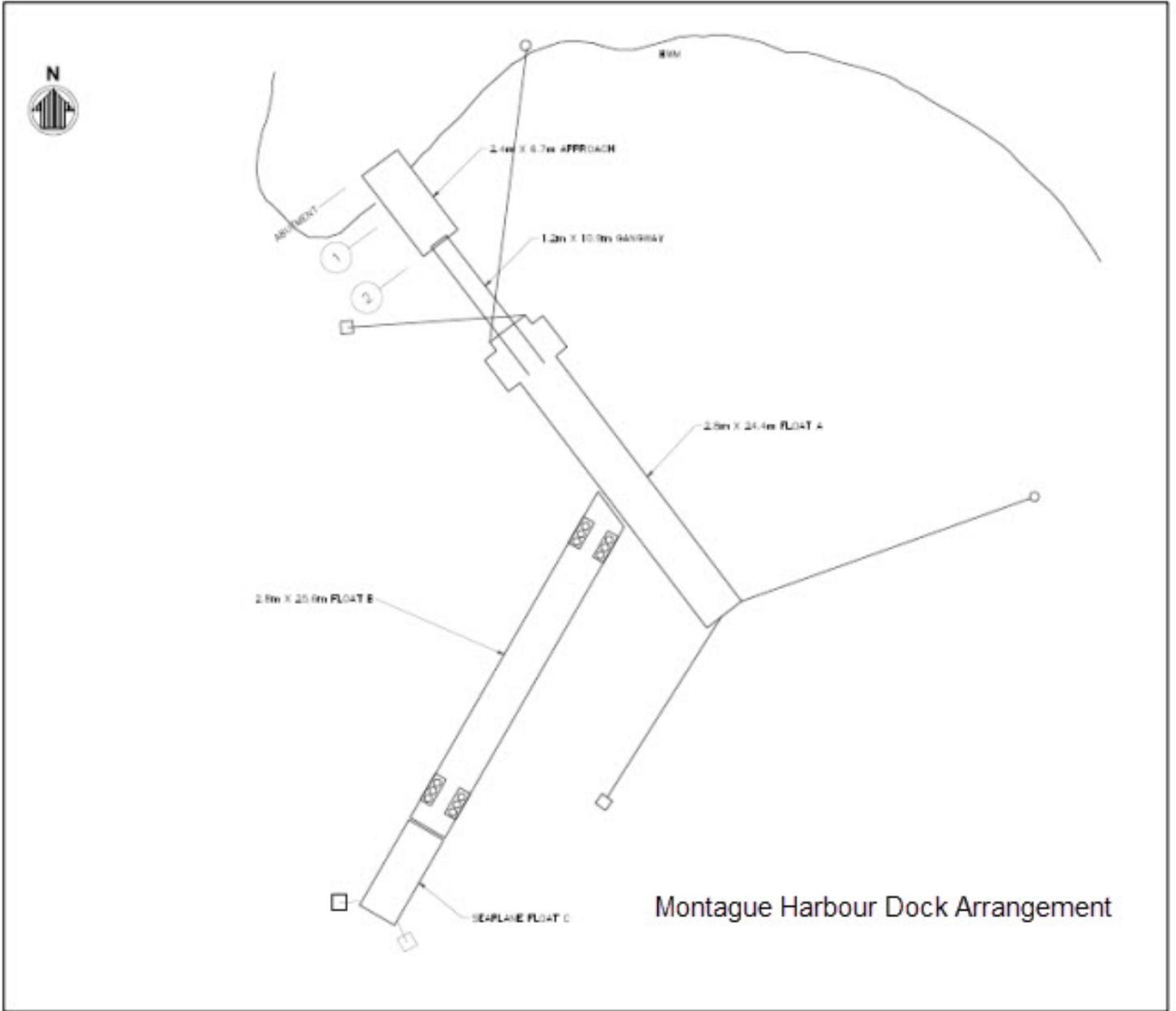
<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	N/A

<b>GANGWAY FLOATS</b>	<p>The aluminum gangway and transition plates are in very good condition. The gangway wheels and steel guide rails are in very good condition.</p> <p>Float 'A' has wood bull rails, rub boards and decking that are in good condition. The bull rail bolts are tight and the 2 safety ladders require cleaning. There is 1 steel pile in a closed well with an anode and these are in good condition. The WCMRC float is tied to this float and provides dinghy moorage and is in good condition as viewed.</p> <p>Float 'B' is an older float and has wood bull rails, rub boards and decking and is in good condition. The steel transition plate between A&amp;B floats requires new non-skid paint. There are 4 closed pile wells with 3 piles/well and the wells and UHMW are in good condition. All the piles have minimal wear as viewed. all connecting hardware is in good condition. Float 'C' is an older float with wood bull rails, rub boards and decking that are in good to fair condition. There are loose bull rail bolts in the loading zone that require tightening. There is a section of rub board missing that requires replacement. There is a steel pile, with anode in a closed well in good condition and a piece of UHMW is required in this well. Float 'D' (seaplane float) is an older float with wood bull rails, rub boards and decking in fair condition. It is attached to Float C, the connecting hardware is in good condition. The bull rails require yellow paint and the signage is getting old and replacement is recommended. Pressure washing is required. The safety ladder requires cleaning.</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting            Approach & Floats, working <input checked="" type="checkbox"/> Life Rings / Heaving Lines            On float, good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)            Notice Board, Sept 2024 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; Non-skid paint is required for the transition plate between floats A&amp;B.</li> <li>&gt; Replace the missing rub board on float C.</li> <li>&gt; Tighten loose bull rail bolts in the loading zone and yellow paint is also required (float C).</li> <li>&gt; Replace the UHMW in the steel pile well on float C.</li> <li>&gt; The bull rails for the sea plane landing require yellow paint along with new signage.</li> <li>&gt; Pressure wash Float D (seaplane float) and clean all safety ladders.</li> </ul>
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*If more comments are required, additional page will be attached.*





# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 9-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Retreat Cove Galiano  
 WHARFINGER: Kiyoshi Okuda

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	The wood railings are painted, the bull rails are unpainted and the decking are all in good condition. The notice board is painted and in good condition.

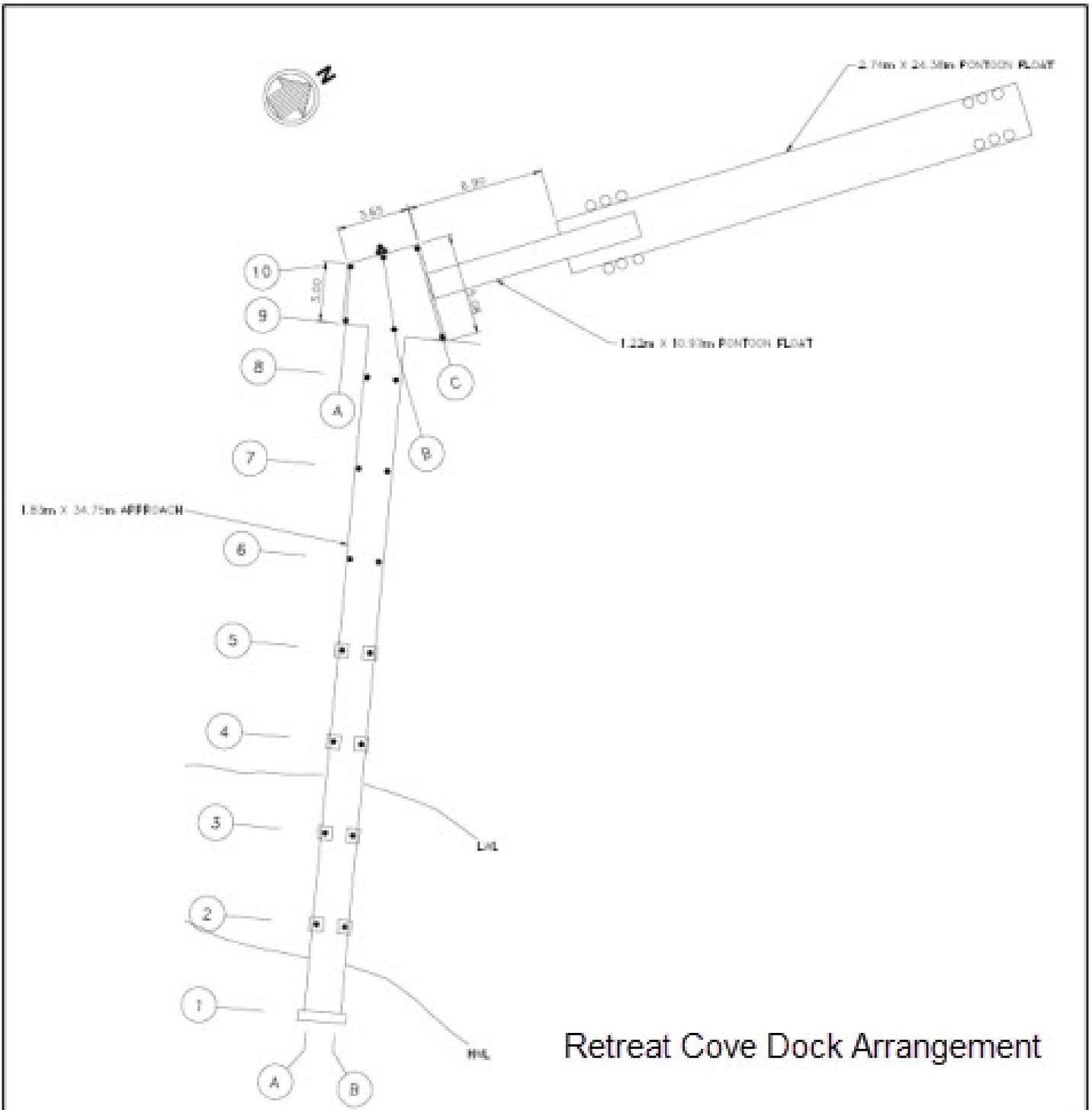
<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	N/A

<b>GANGWAY FLOATS</b>	The painted old steel gangway has wood decking with expanded metal for non-skid and is in good to fair condition. The top and bottom transition plates are steel with an applied non-skid surface that is in good condition. The steel roller and guide rails are in fair condition and the roller bearings require service.
	The wood float, bull rails, rub boards and decking are in good condition. There are 2 open pile wells next to the gangway with 3 piles/well. There are 2 piles that have 25% wear and the remaining 4 have minimal wear as viewed. The 2 closed pile wells with 3 piles/well at the end of the float are in good condition with minimal wear on the piles as viewed. All UHMW in the wells are in good condition.
	Pressure washing the float is required.  The safety ladders require cleaning.

<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting	N/A	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	At notice board, good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	At notice board, May 2025	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	> Monitor worn piles for replacement.
	> Pressure wash float.
	> Service the roller bearings.
	> Clean safety ladders.

*If more comments are required, additional page will be attached.*



Retreat Cove Dock Arrangement



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 9-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Spanish Hills Galiano  
 WHARFINGER: Dan White

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>The unpainted wood railings, bull rails and decking are in very good condition. There are no issues.</p>

<b>WHARF HEAD</b>	<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 small wharfhead has unpainted wood railings, bull rails and decking in very good condition. There is a new railing around the wharfhead.          The aluminum notice board is in very good condition.</p>

<b>GANGWAY FLOATS</b>	<p>The new aluminum gangway is in very good condition and has a top aluminum transition plate with painted non-skid and a bottom aluminum apron with a painted non-skid surface and both are in good condition. There is a small aluminum roller running on small aluminum runners and the roller is developing "flat" areas as it likely jams on the runners. Wider UHMW runners would be a better material and replacement is recommended. The pillow blocks and aluminum guide rails are in good condition.</p>
	<p>The new wood float is anchored in position and is in very good condition, no concerning issues.</p>

<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting    N/A <input checked="" type="checkbox"/> Life Rings / Heaving Lines    good, on the notice board
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)    April 2025 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<p>&gt; Replace the aluminum roller runners with wider UHMW runners.</p>

*If more comments are required, additional page will be attached.*



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 9-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Sturdies Bay Galiano  
 WHARFINGER: Kiyoshi Okuda

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

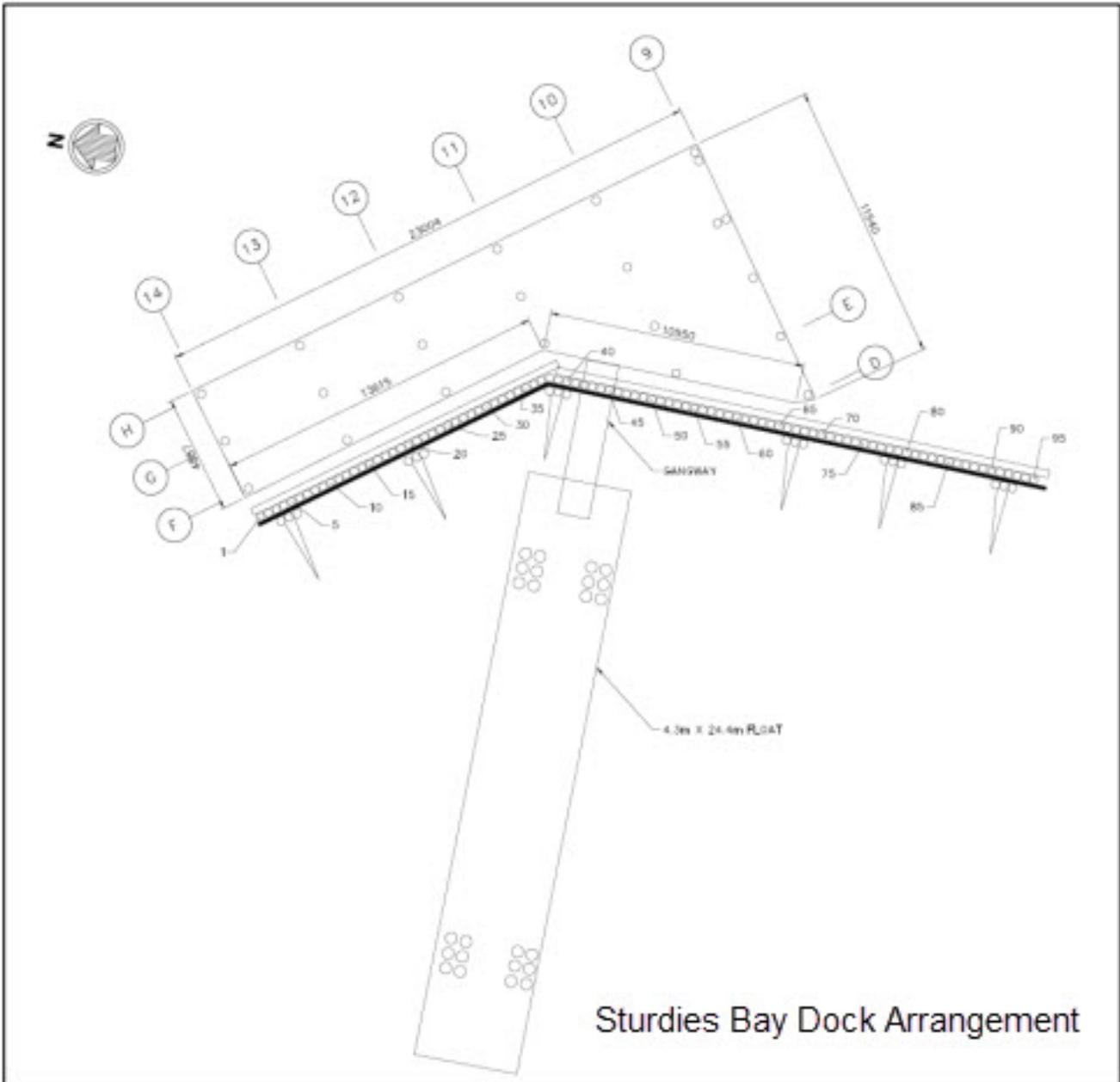
<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>The unpainted wood railings, bull rails and decking are all in good condition. The notice board requires painting and the door for the electrical panel is broken and requires repair.</p>

<b>GANGWAY FLOATS</b>	<p>The old heavy painted steel gangway has wood decking in poor condition and expanded metal grating for non-skid. Upgrading the decking with MiniMesh is recommended as this is becoming a safety hazard. The steel roller and pillow blocks are very difficult to access and inspect. The steel guide rails are in good condition. The top steel transition plate is painted with non-skid paint and the bottom apron is aluminum with expanded metal for non-skid and is in good condition. The wood gangway bed is in poor condition and requires replacement.</p>
	<p>The older wood float has bull rails, rub boards and decking that are in fair condition. There is one loose bull rail bolt on the shore side of the float that requires tightening. This is typical with this float. The 2 safety ladders require cleaning. Yellow paint is required for the Loading Zone. There are 4 closed pile wells at each end with 6 piles/well, the wells and UHMW rub boards are in good condition. There is moderate to minor wear with the piles in well A, all other piles have minimal wear as viewed. Pressure washing the pile wells, bull rails and decking is required, the otters love this float!</p>

<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting            On the wharfhead and float, working	<input checked="" type="checkbox"/> Life Rings / Heaving Lines            On the float, good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)            Nov 2024	<input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; Replacing the decking on the gangway will prevent this becoming a safety hazard.</li> <li>&gt; Replacing the gangway bed boards is required.</li> <li>&gt; Servicing the pillow blocks when the gangway decking is replaced is recommended.</li> <li>&gt; Pressure washing as described is required.</li> <li>&gt; The safety ladders require cleaning and the Loading Zone requires yellow paint.</li> <li>&gt; Repair the door on the electrical panel &amp; paint the notice board.</li> </ul>
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*If more comments are required, additional page will be attached.*





# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 9-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Anson Rd Mayne  
 WHARFINGER: Richard Jarco

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>This is an all aluminum structure with MiniMesh for decking that is new and in very good condition. There is a large aluminum transition plate at the entrance, also in new condition.          The aluminum notice board is in good condition but requires a backing that allows notices to be pinned and not taped.</p>

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

<b>GANGWAY FLOATS</b>	<p>The gangway is aluminum with a MiniMesh decking. The bottom apron is a large aluminum plate with a heavy coat of non-skid paint. The gangway has 2 hard rubber wheels riding on UHMW runners and aluminum guide rails and everything is in good condition.</p>
	<p>This is a much different configuration than any of our other facilities, there is a main float with 3 fingers off of each side of the main float. There is a large steel pile at each end of the fingers with another steel pile next to the gangway and another at the end of the main float. All piles are in enclosed wells with anodes attached to each pile. The floats are all wood bull rails, rub boards and decking except for the one finger in shallow water next to the gangway which is decked with MiniMesh. Everything is new and in very good condition.          The end of the float under the gangway is lower in the water than the rest of the float. Additional flotation is recommended if deemed necessary.</p>

<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting	N/A	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	1X Approach, 3X Main float, good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Feb, March, April & June 2025	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; Inspect flotation on main float, under the gangway.</li> <li>&gt; Monitor pile anodes for replacement.</li> <li>&gt; Provide a suitable backing on the notice board to "pin" (no tape) notices.</li> </ul>

*If more comments are required, additional page will be attached.*



## Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 9-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Horton Bay Mayne  
 WHARFINGER: Richard Jarco

<b>APPROACH</b>	<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 wood decking along with most of the unpainted railing is new and in very good condition. The older painted railing and bull rails are in good condition with the odd small area with developing rot. The one critical modification that is required is that there be a mud grate installed at the head of the approach. This would need to replace the initial first 8 feet of wood decking. There is too much runoff and debris being deposited in this area and will only cause the decking to rot over time.</p> <p>There is no notice board but the temporary one (plywood board) attached to the railing is in a covered area and works just fine.</p> <p>The loose railing at the gangway end has been repaired, no longer a safety issue.</p>

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

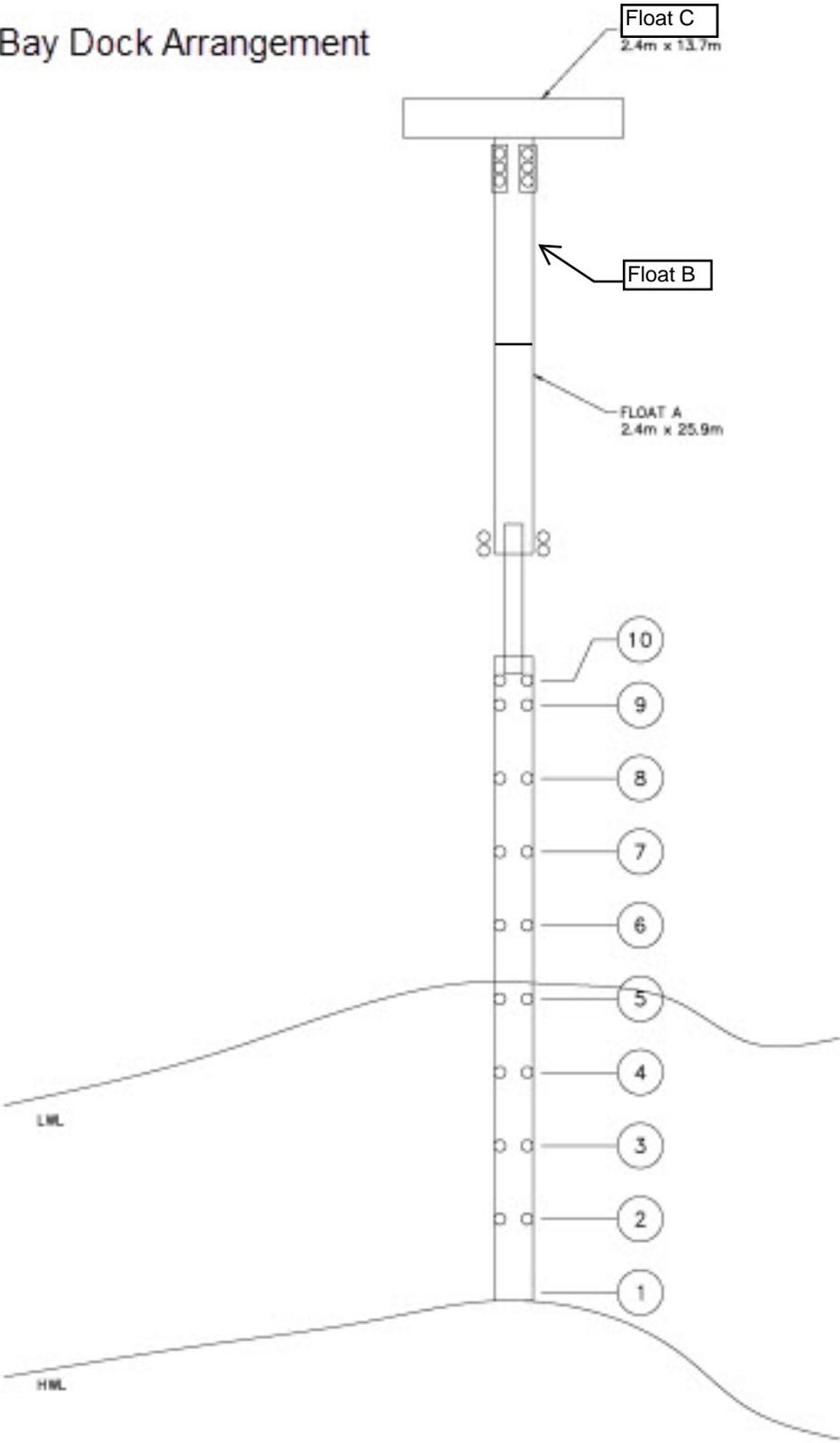
<b>GANGWAY FLOATS</b>	<p>The old steel gangway has been refurbished and new MiniMesh decking has been installed. The top transition plate is checker plate with a painted non-skid and the bottom apron is aluminum with a MiniMesh decking. The roller and pillow blocks are in good condition and are running on UHMW runners. The steel guide rails are rusty but in good condition.</p> <p>The main float is new as of this year and this has a Mini Mesh decking. There are no issues with this float. The dinghy float, attached to the end of the main float, under the gangway has been relocated here from Pt. Washington. This float is old but in fair condition and requires pressure washing. A safety ladder (possibly 2) is required for this float and/or the main float as well. There is a rubber mat used as a transition between the main float. The main float has 2 wells with steel hoops enclosing 2 piles / well. At the end of the float there is a single enclosed pile well with 6 piles and all piles, wells and UHMW rub boards are in good condition with minimal wear as viewed.</p> <p>The WCMRC float that is attached to the main float is also a new float and the connecting hardware is all in very good condition.</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting	2 light posts on approach, working	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	March 2025 X 2	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	<p>&gt; The beginning of the approach requires a mud grate at least 8' long.</p> <p>&gt; The dinghy float requires a safety ladder and possibly one for this end of the main float.</p>
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*If more comments are required, additional page will be attached.*

# Horton Bay Dock Arrangement



DATE: 9-Oct-2024  
INSPECTOR: Peter Binner

DOCK FACILITY: Miners Bay Mayne  
WHARFINGER: Nico Preston

<b>APPROACH</b>	<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 paint has faded on the wood railings and bull rails are in fair condition. The decking is also in fair condition with only a few boards with developing rot, monitoring for future replacement is recommended. The notice board is rotten and replacement is required.</p>

<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>Roughly 75% of the old decking has been replaced but there are still a number of boards with some developing rot that will require future replacement. There is a new unpainted railing that surrounds the whole wharfhead and a new shelter for the school kids.</p> <p>CONTINUED FROM: Float 'B' The bull rails and rub boards are in good condition and there are a few loose bolts that require tightening. The float has a slight twist and the flotation at the gangway end requires inspection. The safety ladders require cleaning and 1 of 3 ladders is broken, replacement is required. The seaplane landing bull rails require yellow paint.</p>

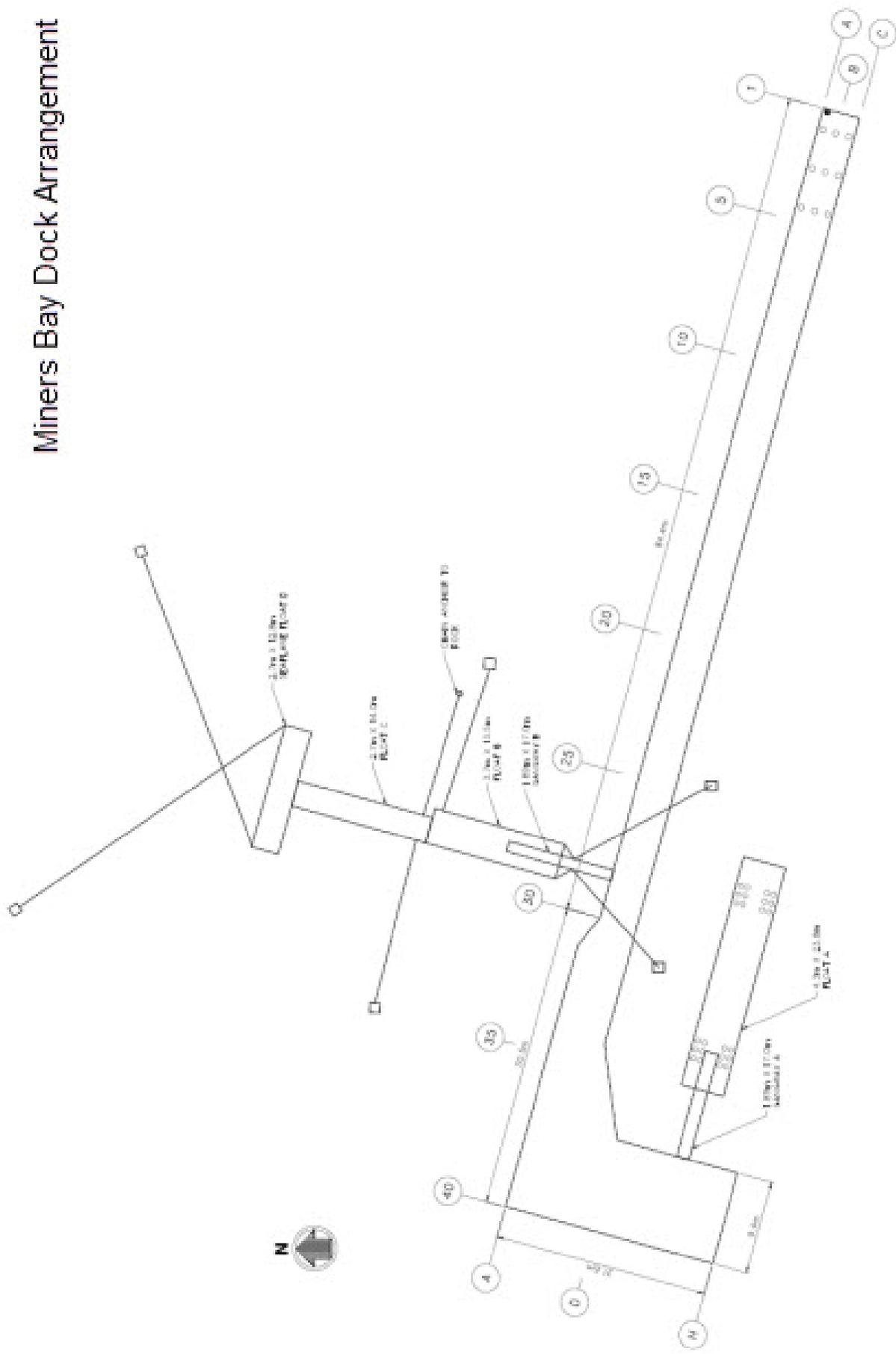
<b>GANGWAY FLOATS</b>	<p>Gangway 'A' is a painted &amp; faded old steel structure with wood decking and expanded metal grating for non-skid. The decking is in fair to poor condition and replacement with MiniMesh is recommended. The top and bottom transition plates are steel with an applied non-skid surface that are in fair condition but the bottom plate requires a new UHMW skid shoe. There is a steel roller with pillow blocks that are in good condition as are the steel guide rails. Float 'B' is older with wood bull rails, rub boards and decking that is in fair condition. There is a section of missing bull rail and there are other sections of badly worn rail with loose bolts and replacement is recommended. There are 2 safety ladders that require cleaning. There are 4 closed pile wells with 6 piles/well that are in good to fair condition. New UHMW required in well 'B' and there is moderate wear with 2 of the piles in well 'B' and minimal wear with the remaining piles in both wells 'A' &amp; 'B'. The piles in wells 'C' &amp; 'D' are in good to fair condition with piles having minimal to moderate wear as viewed. There is 1 pile with observed rot at a very low tide in well 'C'. Pressure washing is required around the pile wells, bull rails and the decking.</p> <p>Gangway 'B' is an old galvanized steel structure with open steel grate-like decking that is in good condition. The top transition plate is aluminum checker plate with a painted non-skid surface. The bottom apron is the same as the steel decking. There is a roller with pillow blocks that are in good condition and steel guide rails. The wood float has concrete 2'X2' tiles for decking. ( continued in WHARFHEAD section)</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting            Approach, Wharfhead & Floats, working <input checked="" type="checkbox"/> Life Rings / Heaving Lines            Floats A&B are good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)            Floats A&B, April, July 2025 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; Replace the rotten notice board.</li> <li>&gt; Repair and replace worn and broken bull rail on Float A.</li> <li>&gt; Replace the UHMW and upgrade pile well B on Float A</li> <li>&gt; Pressure wash Float A as described above.</li> <li>&gt; Clean all safety ladders and replace broken ladder on Float B.</li> <li>&gt; Tighten bull rail bolts on Float B.</li> <li>&gt; Monitor rot in the deck boards on the approach and wharfhead for replacement.</li> <li>&gt; Monitor the rot in the pile in well C on Float A.</li> <li>&gt; Yellow paint is required for the bull rails in the seaplane landing zone.</li> <li>&gt; Inspect flotation on Float B at the gangway end.</li> </ul>
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*If more comments are required, additional page will be attached.*

# Miners Bay Dock Arrangement





## Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 6-Oct-2024  
INSPECTOR: Peter Binner

DOCK FACILITY: Hope Bay Pender  
WHARFINGER: Peter Binner

<b>APPROACH</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>The wood railings and bull rails have the remains of old paint and some newer sections have no paint and are in good to fair condition. Painting is recommended. The decking is generally in good condition with a few deck boards that have developing rot and are being monitored for replacement.</p>

<b>WHARF HEAD</b>	<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 wood railings and bull rails are in the same condition as the approach along with the decking which has a few boards with developing rot. The notice board is in good condition and new paint is recommended.</p> <p>This is a small wharfhead with a 5-tonne crane.</p>

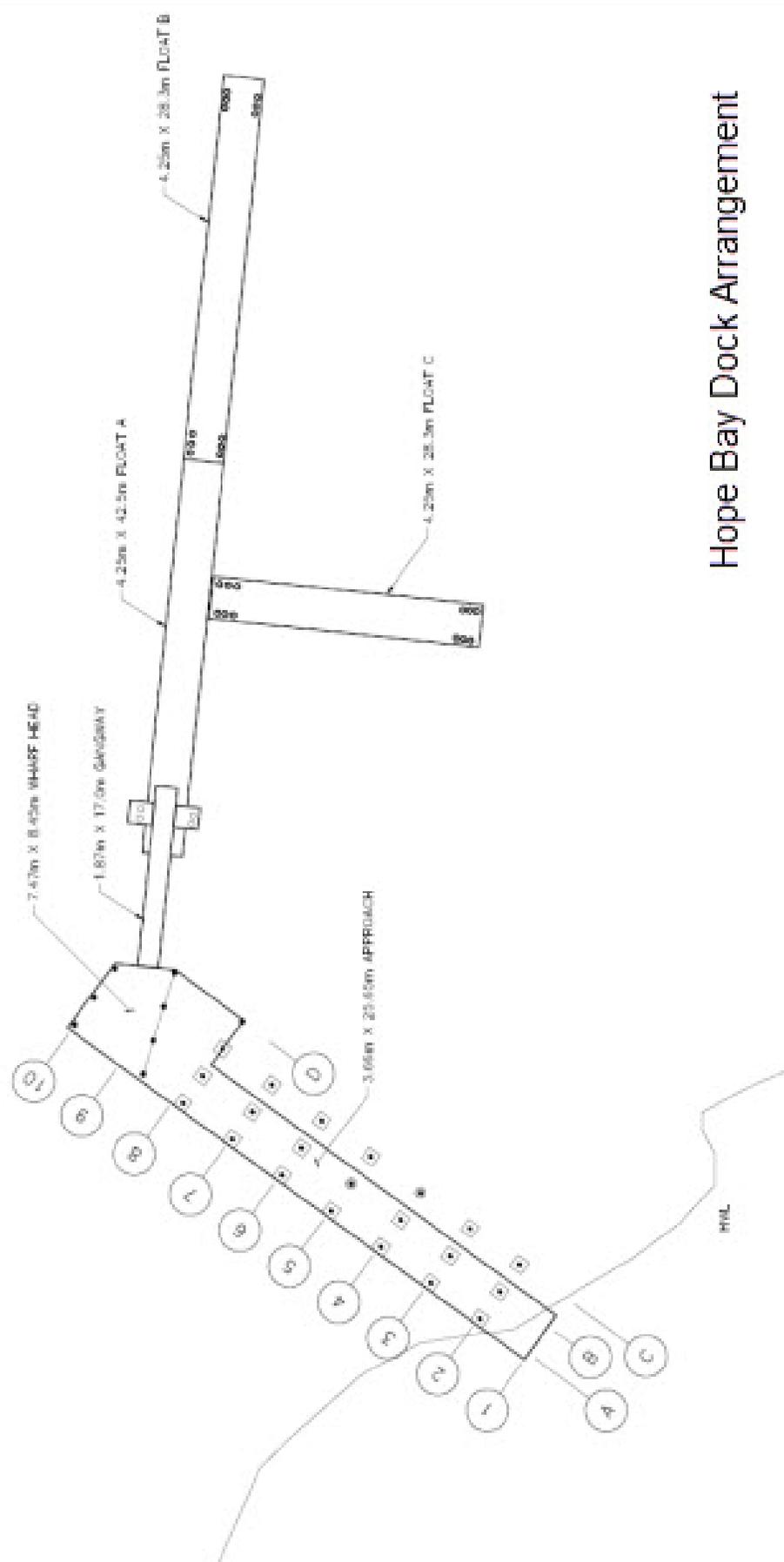
<b>GANGWAY FLOATS</b>	<p>The steel gangway is mostly in fair condition but has the usual amount of developing rust at the bottom end. There is an aluminum transition plate with non-skid paint at the top and an aluminum apron with expanded metal grating at the bottom. They are in good condition. The steel roller is in good condition with new pillow blocks and the steel guide rails are rusty but in fair condition.</p> <p>Float "A" is a new float with no issues. Yellow paint is required for the loading zone. There are 2 outside/closed wells with 3 piles/well. The viewed pile condition is good with minimal wear. The UHMW rub boards are in good condition.</p> <p>Float "B" has been recently refurbished and the bull rails and bolts are in good condition as is the decking. There are 4 closed pile wells with 3 piles/well and all wells and UHMW rub boards are in good condition. All piles are in good condition with minimal wear as viewed. The connecting hardware between "A" &amp; "B" is in good condition and there is a heavy rubber mat used as the transition between the floats.</p> <p>Float "C" is an older wood float, the bull rails, rub boards and decking are in good to fair condition and the bolts are tight. There are 4 pile wells with 3 piles/well and UHMW rub boards in good condition. All piles are in good condition with minimal wear as viewed. A new curved transition plate is required between floats "A" &amp; "C". The safety ladders are in fair condition and require cleaning. Float "C" ladder requires replacement.</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting            one light on the wharfhead <input checked="" type="checkbox"/> Life Rings / Heaving Lines            good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)            June 2025 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; The safety ladder on float "C" requires replacement.</li> <li>&gt; A new curved transition plate is required between floats "B" &amp; "C", the existing plates do not work.</li> <li>&gt; Replace rotten deck boards as required on the approach and wharfhead.</li> <li>&gt; Yellow paint is required for the loading zone.</li> <li>&gt; The safety ladders require cleaning.</li> </ul>
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*If more comments are required, additional page will be attached.*

- PILE ON 36" SQUARE PILECAP
- PILE ON 24" CIRCULAR PILECAP
- DRIVEN PILE



## Hope Bay Dock Arrangement



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 7-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Port Browning Pender  
 WHARFINGER: Claude Kennedy

<b>APPROACH</b>	<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 in fair condition but the paint is faded and flaking off. The decking is mostly in good condition but there are still a number of boards with developing rot that require future replacement. There are also a few bull rail spacer blocks that require replacement.</p> <p>The notice board is in very poor condition and replacement is required.</p> <p>Salt and sand is located here.</p>

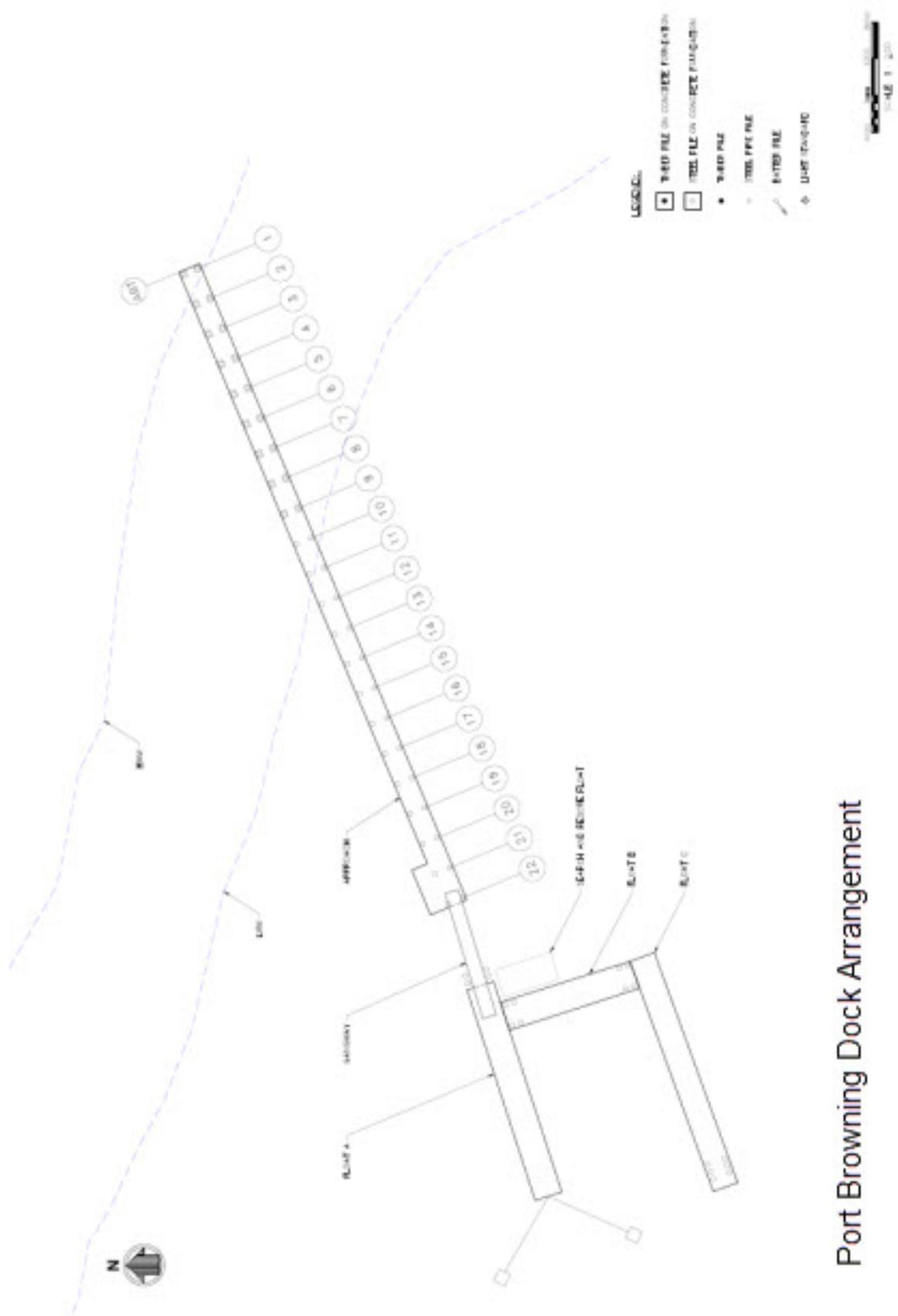
<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>N/A</p>

<b>GANGWAY FLOATS</b>	<p>The old steel gangway is painted with wood decking and expanded aluminum grating for non-skid and is in good condition. There is a steel roller, steel guide rails, steel top transition plate and a bottom apron of expanded aluminum grating which are all in good condition. The roller bearings require service.</p> <p>Float "A" is wood with decking, rub boards and bull rails that are in good to fair condition. The flotation has remained stable and there is still a slight hump and twist over the length of the float. There is an area near the connection to float B where there are a few loose bull rail bolts, tightening is recommended. There are two pile wells under the gangway with 2 piles/well in both open and closed wells. The UHMW rub board is in good condition and the piles are in good condition at the viewed tide.</p> <p>Float "B" is wood with decking, rub boards and bull rails that are in good condition. There are loose bull rail bolts and tightening is recommended. The flotation is also good. There are 4 closed pile wells with 2 piles/well at the connection of float "A" and 3 piles/well at the connection to float "C". All piles and wells are in good condition with the exception of 1 pile that has a large developing hole viewed at very low tide (@ floats A &amp; B).</p> <p>Float "C" is wood with decking, rub boards and bull rails in good to fair condition. The flotation is stable with a slight dip at the connection to "B" float. There are 2 pile wells with 3 piles/well, all piles and UHMW are in good condition. All floats require pressure washing. The safety ladders require cleaning.</p>
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<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting	N/A	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	July 2025	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; All floats require pressure washing.</li> <li>&gt; Replace rotten notice board.</li> <li>&gt; Replace the approach deck boards when possible.</li> <li>&gt; Tighten loose bull rail bolts.</li> <li>&gt; Monitor pile with rot, float "B".</li> <li>&gt; Clean the safety ladders.</li> </ul>
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*If more comments are required, additional page will be attached.*



Port Browning Dock Arrangement



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 6-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Port Washington Pender  
 WHARFINGER: Peter Binner

<b>APPROACH</b>	<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 unpainted wood railings, bull rails and decking are all in very good condition. The notice board is in very poor condition and replacement is required.</p>

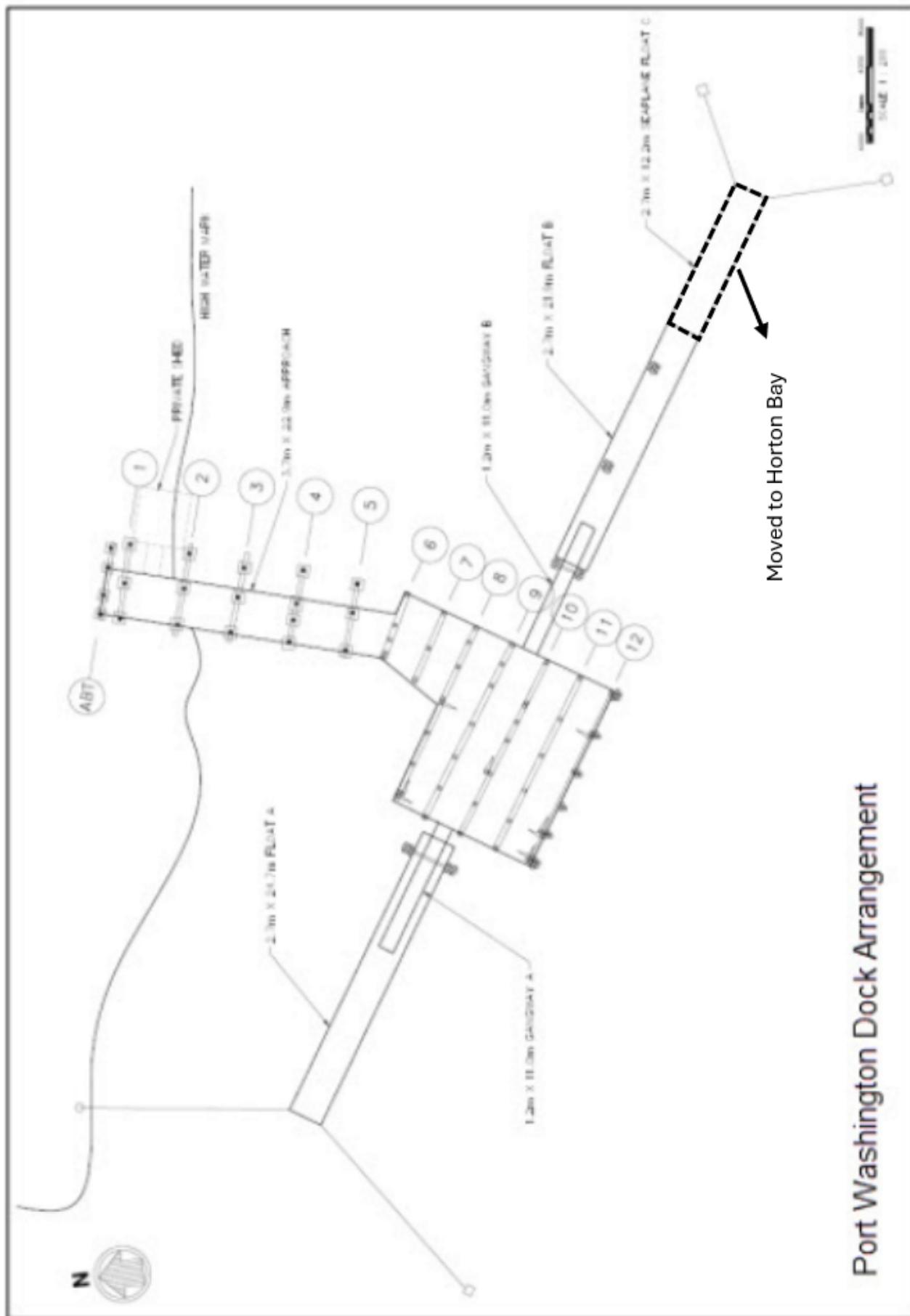
<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>The wharfhead has new unpainted railings and 90% of the decking has been replaced. This is all in very good condition.</p>

<b>GANGWAY FLOATS</b>	<p>Gangway "A" is a painted old steel structure with wood decking and expanded metal grating for non-skid in fair condition. There is a fair amount of rust and deterioration at the bottom end. There is an aluminum transition plate at the top and an aluminum apron with expanded metal grating at the bottom and these are in good condition. The roller is rusty and in fair condition and the pillow blocks are in good condition. The steel guide rails are rusty but in fair condition. The condition of gangway "B" is very much the same as gangway "A", no work is required at this time.</p> <p>Float "A" is wood with bull rails, rub boards and decking in good condition. The bolts are mostly tight with an area in the middle of the float on the south side that is slightly loose. There are 3 safety ladders in good condition that require cleaning. The flotation is good with this float. There are 2 open pile wells with 4 piles/well and as well as the UHMW, this is in very good condition with minimal wear as viewed. This float is anchored at the seaplane end. Float "B" is wood and older with bull rails, rub boards and decking in good to fair condition. New sections of bull rail have been installed and the bolts are tight. There are 2 open pile wells, under the gangway with 2 piles/well. The piles are in good condition as viewed and the UHMW is old and in fair condition. There are 2 other closed wells along the float with 4 piles/well that are all in fair condition. The UHMW rub boards are old with checking showing and replacement is recommended. The 3 safety ladders are in good condition and require cleaning.</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting    on the wharfhead & the floats <input checked="" type="checkbox"/> Life Rings / Heaving Lines    Floats A & B / good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)    Nov 2024 on notice board <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; The notice board requires replacement</li> <li>&gt; Clean the safety ladders.</li> <li>&gt; Monitor rust on both gangways.</li> <li>&gt; UHMW pile well rub board replacement on Float "B" is recommended.</li> </ul>
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*If more comments are required, additional page will be attached.*



Port Washington Dock Arrangement



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 15-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Piers Island  
 WHARFINGER: Guy Plante

<b>APPROACH</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
<p>The decking, railings and bull rails are unpainted and are all in very good condition. There is a small area of bull rail near the gangway that has developing rot and monitoring for repair is recommended.</p>	

<b>WHARF HEAD</b>	<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 aluminum notice board is located on the float and is in good condition. Salt and sand is located here.</p>	

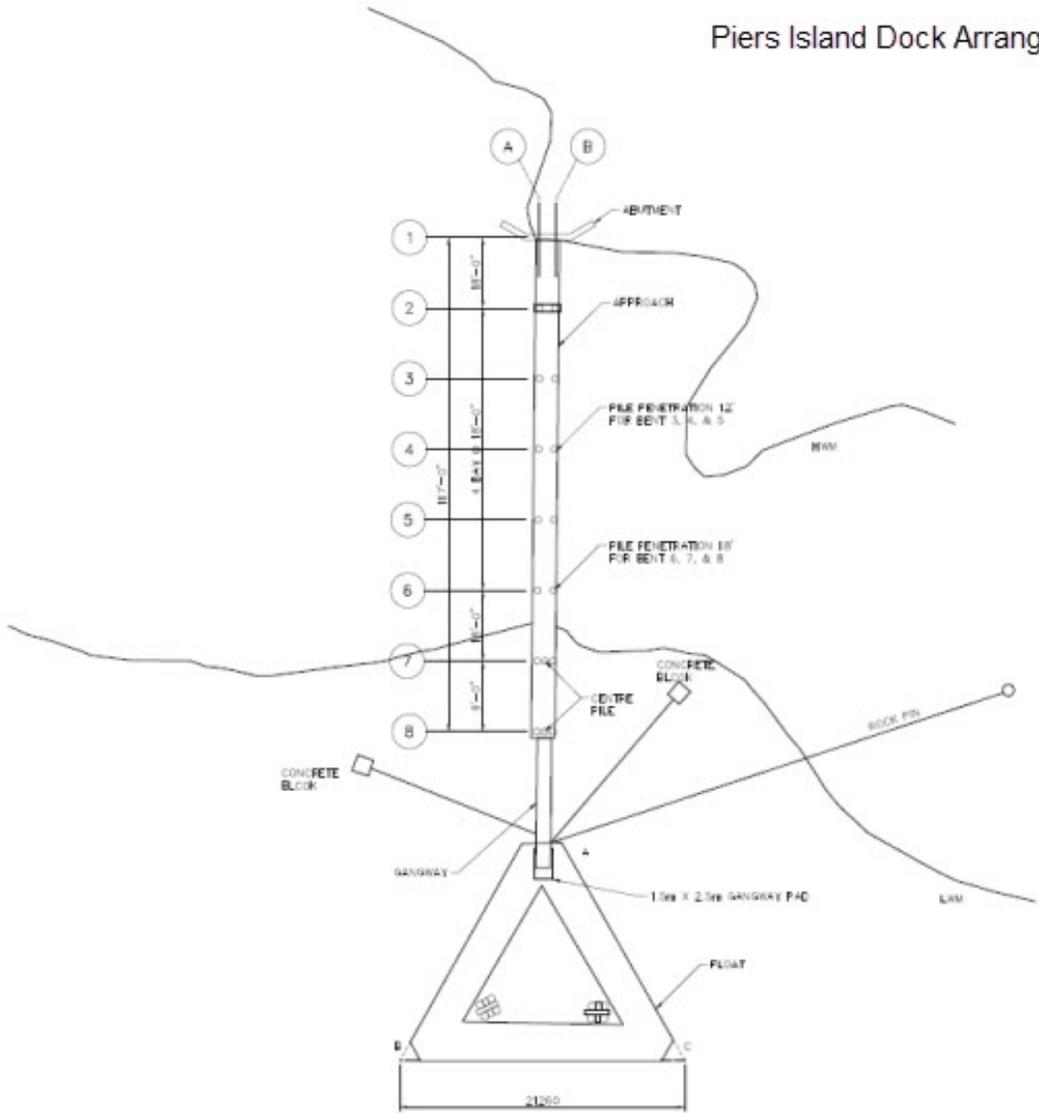
<b>GANGWAY FLOATS</b>	<p>The painted old steel gangway is in fair condition and the decking has recently been replaced with MiniMesh. This is a huge upgrade in regards to the safety of this gangway. Painting is recommended. The transition plate at the top of the gangway is steel plate with painted non-skid and the bottom apron is aluminum with expanded metal grating for a non-skid surface. These are in good condition. This gangway has wheels on an axle with no access to allow servicing of the pillow blocks. This along with the steel guide rails are in fair condition.</p> <p>The float is in the shape of a triangle, it is old but in fair condition with good flotation. There are some deck boards with developing rot and monitoring for replacement is recommended. The wood rub boards are in fair condition as are the bull rails and there is a fair amount of wear showing. The bull rail bolts are tight, there is no work required at this time. The 5 safety ladders require cleaning.</p> <p>There are 3 groups of piles in open wells in the center of the float and these are all in good condition with minimal wear at the viewed tide. The UHMW rub boards are all in good condition.</p> <p>The float requires pressure washing.</p>
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<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting	N/A	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	On the float, May 2025	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; The float requires pressure washing.</li> <li>&gt; The 5 safety ladders require cleaning.</li> <li>&gt; Monitor developing rot with the deck boards on the float and the small area of bull rail on the approach.</li> </ul>
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*If more comments are required, additional page will be attached.*

# Piers Island Dock Arrangement





# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 4-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Lyall Harbour Saturna  
 WHARFINGER: Vanessa Verbitsky

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

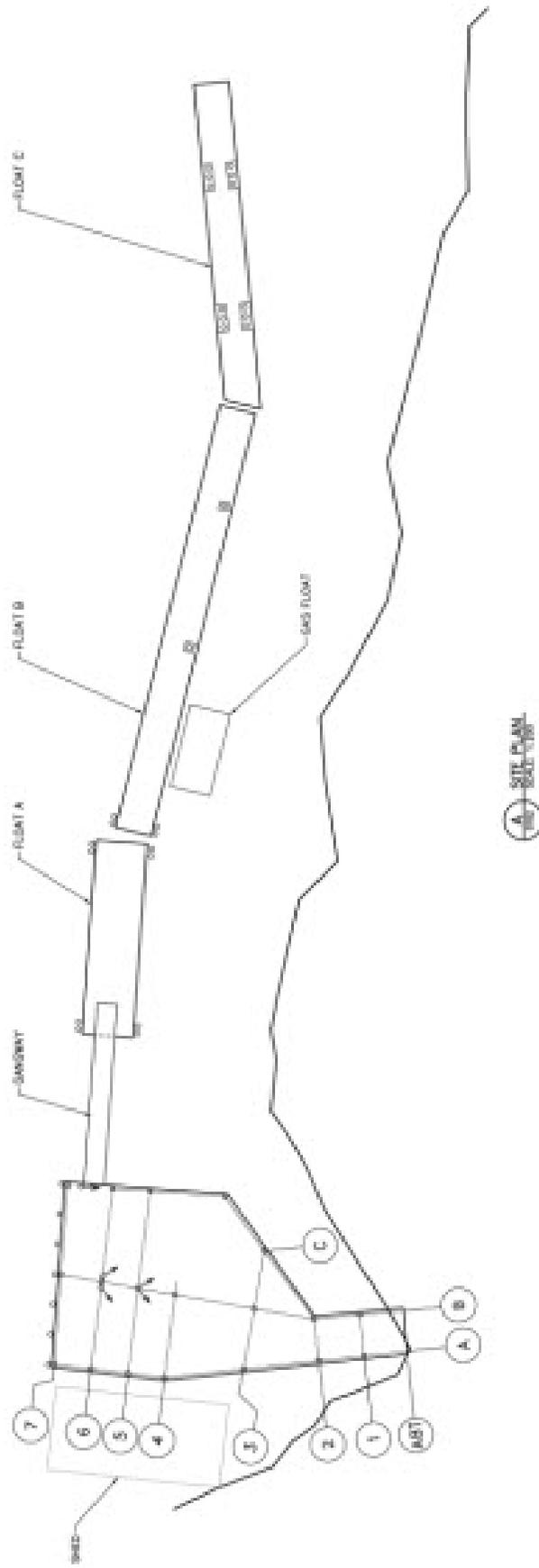
<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	The concrete wharfhead has large wood bull rails with metal unpainted railings that are in good condition. The wood notice board is in fair condition.

<b>GANGWAY FLOATS</b>	<p>There is an aluminum gangway with a MiniMesh decking that is in very good condition. The older steel top transition plate requires painting and is in fair condition. The bottom apron is steel with expanded metal grating is in very good condition. The gangway has wheels, running on aluminum guide rails that are all in good condition. Float "A" has wood bull rails, rub boards and decking that are in good condition. The flotation is stable but poor as the float is very low in the water. Inspection is required. Yellow paint is required in the Emergency/Loading Zone. There are 2 open pile wells next to the gangway with 2 piles/well that are in fair condition with moderate wear as viewed. There are 2 other open pile wells with 3 piles/well with minimal wear as viewed and 2 other closed pile wells with a single pile/well. The UHMW rub boards are in good condition in all wells. Anodes require monitoring. Float "B" has wood bull rails, rub boards and decking that are good condition. The flotation is poor at the connection to float "A" but improves at the connection to float "C". There are aluminum transition plates between floats A &amp; B &amp; C &amp; D that are new and in very good condition. There are 4 closed pile wells with 3 piles/well and these along with the piles are in good condition with minimal wear as viewed. The UHMW well rub boards are old and replacement is recommended. Float "C" has wood bull rails, rub boards and decking in very good condition and the flotation is good. Yellow paint is required for the seaplane landing zone. All safety ladders require cleaning. Pressure washing is required.</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting    Wharfhead & floats, all working <input checked="" type="checkbox"/> Life Rings / Heaving Lines    2 X floats, good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)    Wharfhead, July 2025 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<ul style="list-style-type: none"> <li>&gt; Inspect flotation on floats "A" &amp; "B"</li> <li>&gt; Replacement is recommended for the old UHMW pile well rub boards on float "B".</li> <li>&gt; The top transition plate for the gangway requires painting.</li> <li>&gt; Pressure washing all floats is required.</li> <li>&gt; Yellow paint is required for the seaplane landing zone.</li> <li>&gt; Monitor anodes on steel pilings.</li> </ul>
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*If more comments are required, additional page will be attached.*



**LEGEND:**

- TIMBER PILE ON CONCRETE FOUNDATION
- STEEL PILE ON CONCRETE FOUNDATION
- TIMBER PILE
- STEEL PIPE PILE
- ⚡ BATTERY PILE

## Lyall Harbour Dock Arrangement



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 15-Oct-2024  
 INSPECTOR: Peter Binner

DOCK FACILITY: Swartz Bay  
 WHARFINGER: Guy Plante

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>This is an older concrete structure with painted steel railings and this is in good condition. Painting the railings is recommended. The aluminum notice board is in good condition.</p> <p>Salt and sand is located here.</p>

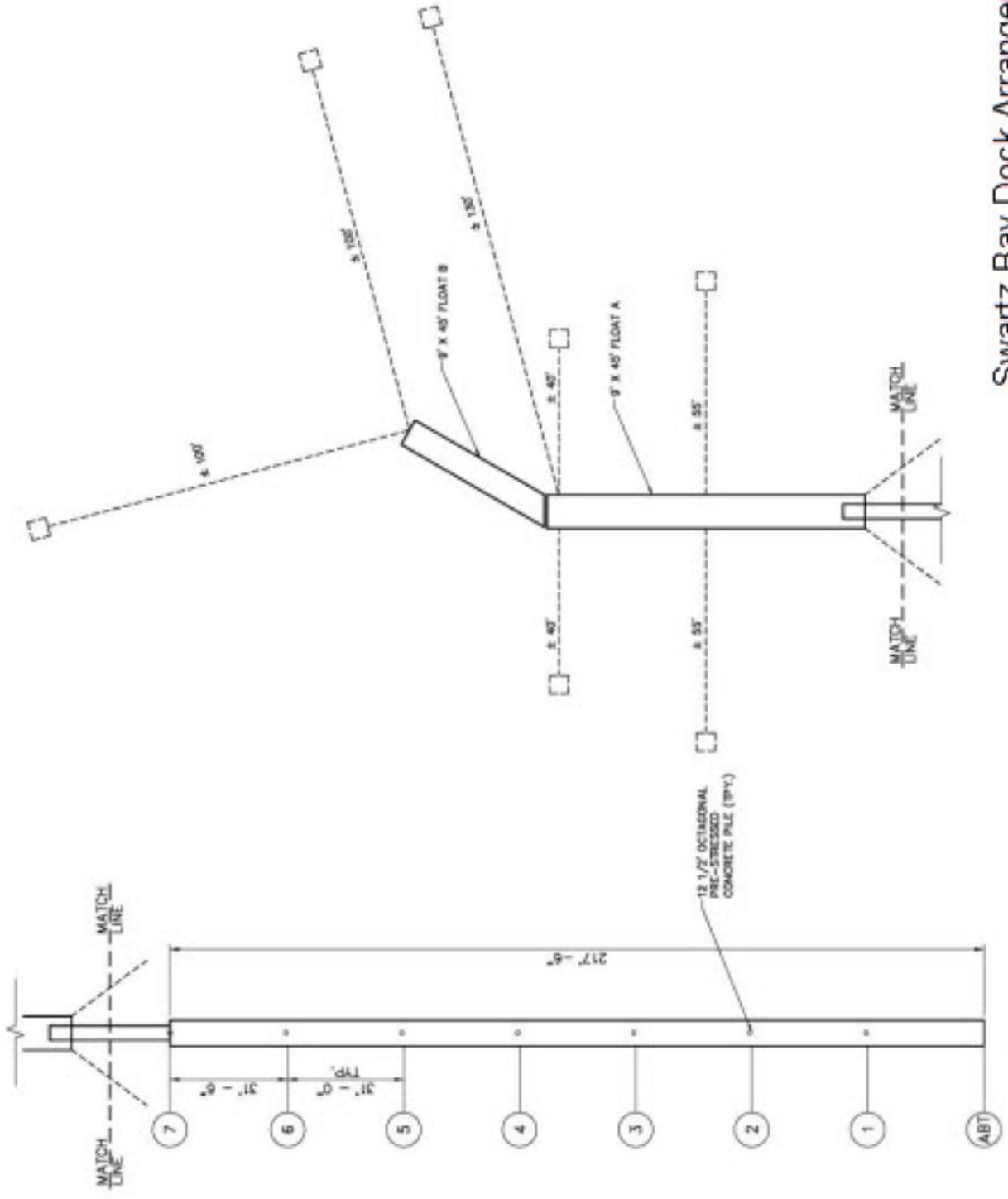
<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>N/A</p>

<b>GANGWAY FLOATS</b>	<p>This is an older painted steel gangway with a steel roller and guide rails that are in fair condition and pillow blocks that require service. There is new MiniMesh decking that has been recently installed, providing a much safer decking for the users of this facility. The bottom apron requires repair or replacement of a broken area of the expanded aluminum grating. MiniMesh would be a recommended option.</p>
	<p>There are 2 fairly new wooden floats with good flotation that are held in position with anchors. The rub boards and bull rails are in good condition with one very loose bolt on the east side near the gangway of float "A". Inspection and repair is required before the winter weather causes more damage. The transition plate between the floats is in good condition with new non-skid applied.</p>
	<p>The safety ladder on float "B" requires cleaning.</p>

<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting	\$ light standards working	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June 2025	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	> Inspect and repair the loose bull rail bolt on float "A"
	> Repair or replace the broken area of expanded aluminum grating on the bottom apron of the gangway
	> Service the roller bearings.
	> Clean the safety ladder on float "B"
	> Painting the railings on the approach is recommended.

*If more comments are required, additional page will be attached.*



Swartz Bay Dock Arrangement

**Aggie Chan**

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From: [REDACTED]

Sent: Monday, October 21, 2024 7:52 PM

To: crdreception <[crdreception@crd.bc.ca](mailto:crdreception@crd.bc.ca)>

Subject: Contact Us - Submission

The following message was received through the form at 'https://www.crd.bc.ca/contact-us?r=crd-reception'. Neither the name nor the e-mail address can be confirmed as accurate.

.....

**Your Name:**

[REDACTED]

**Your Email Address:**

[REDACTED]

**Message (max 5000 characters):**

Hi,

I am the owner of [REDACTED] Rd.

These are 2 residential properties, largely vacant except for an old storage shed.

We recently listed them for sale.

We have heard some concern from neighbours, as people often park on our private property.

It is used by people using the Port Washington government dock, the float plane terminal, and commuters to high school on Salt Spring Island. There is concern that people may not have adequate access to parking in this location.

I thought I would email CRD to see if they would be interested in purchasing this land before it's sold on the market to preserve the waterfront location and potentially formalize it's potential for public use. And if not, that's ok, we can at least show that we offered it for sale to CRD. Many thanks.

[https://www.rew.ca/properties/\[REDACTED\]-pender-island-bc](https://www.rew.ca/properties/[REDACTED]-pender-island-bc)

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Submitted at:10/21/2024 7:51:43 PM

Submitted via:<https://www.crd.bc.ca/contact-us?r=crd-reception>

User Agent [REDACTED]

User Host Address: [REDACTED]