



Making a difference...together

SOUTHERN GULF ISLANDS HARBOURS COMMISSION
 Notice of Meeting on **Friday, November 25, 2022 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, Mayne Island (Chair) | R. Fenton, South Pender Island |
| B. Mabberley, Galiano Island (Vice Chair) | J. Hall, Piers Island/Swartz Bay |
| P. Brent, Saturna Island | Paul Brent, Electoral Area Director |
| J. Deschenes, North Pender Island | |

AGENDA

1. APPROVAL OF AGENDA

2. ADOPTION OF MINUTES3

Recommendation: That the minutes of the October 7, 2022 meeting be adopted.

3. CHAIR'S REMARKS

4. PRESENTATIONS/DELEGATIONS

The public are 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 docks@crd.bc.ca

Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.

5. COMMISSION BUSINESS

5.1. Southern Gulf Islands Harbours Service 2023 Operating and Capital Budget7

Recommendation:

The Southern Gulf Islands Harbours Commission:

1. *Approve the 2023 operating and capital Budget as presented and that the 2022 actual operating surplus be balanced on the 2022 Capital Reserve Fund transfer, and*
2. *Recommends that the Electoral Areas Committee recommends that the CRD Board approve the 2023 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf*

*To ensure quorum, advise **Aggie Chan, achan@crd.bc.ca** if you cannot attend.*

Islands Harbours Service as presented.

5.2. Southern Gulf Islands Harbours Projects and Operations Update – November 2022
.....22

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

6. NEW BUSINESS

7. MOTION TO CLOSE THE MEETING

That the meeting be closed in accordance with the Community Charter, Part 4, Division 3: 90 1) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

8. RISE AND REPORT

9. ADJOURNMENT

Next Meeting: Friday, January 27, 2023



Making a difference...together

MINUTES OF A MEETING OF THE Southern Gulf Islands Harbours Commission, held Friday, October 7, 2022 at 9:30 a.m., Goldstream Meeting Room, 479 Island Highway, Victoria, BC

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

Staff: Stephen Henderson, Senior Manager, Real Estate & SGI Administration; Jared Kelly (EP), Manager, Capital Projects, IWS CRD; Lani O'Dwyer, Technical Services Technician 2, Infrastructure Engineering; Mikayla Risvold, Committee and Administrative Clerk, IWS GM & Administration; Aggie Chan, Senior Administrative Secretary (Recorder)

Also Present: P. Binner, Wharfinger Coordinator (EP)

REGRETS: J. Hall, Piers Island/Swartz Bay

EP = Electronic Participation

The meeting was called to order at 9:32 am.

1. APPROVAL OF AGENDA

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

CARRIED

2. ADOPTION OF MINUTES

MOVED by Commissioner Brent, **SECONDED** by Commissioner Fenton,
That the minutes of the May 27, 2022 meeting be approved as amended:

Operational Updates - Retreat Cove should apply to Lyall harbor.

CARRIED

3. CHAIR'S REMARKS

The Chair made the following remarks:

- Gratitude to Capital Regional District (CRD) and everyone involved in bringing the Anson Road Dock project to completion. This project was an example of achievement, collaborating with CRD and an impressive piece of infrastructure to be proud of. There was a lot learned from the project. It will see lots of use and serious appreciation from the community.

4. PRESENTATIONS/DELEGATIONS

There were no presentations or delegations.

5. COMMISSION BUSINESS

5.1. Capital Project Status Reports and Operations Update – September 2022

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

- **Anson Road:** Primarily completed. Deficiency walk scheduled for October 12. Public access is restricted until the deficiency walk is completed. Wharfinger to request boats to undock. One change within budget – aluminium transition plate for the dock approach to make it more accessible. Existing mini-mesh float by Department of Fisheries and Oceans (DFO) has to be kept as a dinghy dock.
- **Retreat Cove:** No major progress/decision until the completion of the formal 2023 underwater inspection.
- **Horton Bay:** Permit required from DFO for demolition. Staff to start conversation with DFO with an expectation of 6-month turn-around time. Closed sign to be installed at the dock. Plan to close access to the public by end of year. Requests from the community to keep it opened until June, but budget is not available to address failing components. Community willing to do necessary minor upgrades and repairs at no cost to CRD. On-going conversation with non-profit and community to find alternative arrangement to keep the dock opened.
- **Spanish Hills:** Pacific Industrial & Marine Ltd. (PIM) was awarded the contract and has started the work with installation expected to happen by October/November this year. Floats to be there in two weeks.
- **Miners Bay:** Operation crew flagged top decking as a concern. Quotes being obtained. Holes on the main wharhead and the approach patched with plywood as a temporary fix, need permanent solution. Funding not there for the magnitude of the necessary works. Report determined that the gas line is not a hazard. PIM provide unofficial pricing to remove the gas line of approximately \$10,000. Jordison was on-site to check the interior bolts. Bolts were not accessible from the top. Rub boards had to be removed to tighten the bolts. Conclusion of BC Ferries and CRD engineers, shortening dock is not recommended as current length and design has a dampening effect.
- **Port Washington:** DFO reviewing submission and staff expecting to hear back within the next couple weeks regarding the litigation requirement for land dock. Rotten notice board in need of replacement or refurbishment.
- **Piers Island Float:** New approach of the extension of single pile instead of three piles. Approval declined by First Nations through the Province due to concern of interference with traditional fishing. Staff are initiating direct conversation with the Cowichan Tribe. Possible on-site meeting and discussion to mitigate concerns. Contract with PIM on-hold.
- **Hope Bay/Swartz Bay:** Anticipated completion December/January. New dock for Swartz Bay being built off-site and will be stalled early November. Refurbished old dock from Swartz Bay to be moved to Hope Bay. No firm timeline for refurbished

dock being installed at Hope until the scope of refurbishment is determined.

Staff provided a summary of operational updates:

- Montague Harbour, Galiano Island:
 - UHMW to be picked up today and estimated completion within a week
- Retreat Cove/Sturdies Bay, Galiano Island:
 - Gangways bearings greased 50%, rest are inaccessible
- Port Browning, Pender Island:
 - Floatation failing again
- Miners Bay, Mayne island:
 - Emergency ladders need replacement
- Hope Bay, Mayne Island:
 - Emergency ladders need replacement
- Powerwashing – list in order of priorities

Actions:

- Staff to distinguish level of safety hazard/urgency of the deficiency for Anson Road Dock walk-through
- Staff to add a blockade (bench) at Anson Road Dock to prevent vehicles driving down the approach
- Staff to continue looking for alternative transition plan for Horton Bay
- Staff to determine cost and scoop of bolts-tightening program for Miners Bay
- Staff to add replacement and refurbishment of notice boards to next year budget.

The Project and Operations update report was received for information.

5.2. Anson Road Project Update [Verbal]

Covered in Capital Project and Operational updates.

6. COMMISSION MEMEBERSHIP

6.1. Expiring Terms – December 31, 2022

Commission Members – 2-year appointments

- Brian Dearden, Mayne Island (ending first term)
- Paul Brent, Saturna Island (ending second term)
- Jean Deschenes, North Pender Island (ending second term)
- Rob Fenton, South Pender Island (ending first term)
- John Hall, Piers Island / Swartz Bay (ending third term)

All members have expressed intentions to extend membership for another term, except J. Hall who will remain as commissioner until replacement is found. Renewal of membership will be made official by the board after the election.

7. NEW BUSINESS

No new business.

8. MOTION TO CLOSE THE MEETING

MOVED by Commissioner Fenton, **SECONDED** by Commission Mabberley,
That the meeting be closed in accordance with the Community Charter, Part 4, Division 3,
Prohibited from disclosure under FOIPPA under Section 90 (1)(j).

CARRIED

The Commission moved into closed session at 10:38 am.

9. RISE AND REPORT

The Commission rose from its closed session at 11:47 am. without report.

10. ADJOURNMENT

MOVED by Commissioner Mabberley, **SECONDED** by Commissioner Fenton,
That the October 7, 2022 meeting be adjourned at 11:47 am.

CARRIED

CHAIR

SECRETARY

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF FRIDAY, NOVEMBER 25, 2022**

SUBJECT **Southern Gulf Islands Harbours Service 2023 Operating and Capital Budget**

ISSUE SUMMARY

To present the 2023 Southern Gulf Islands Harbours Service Operating and Capital Budget and to highlight the changes from the 2022 budget and the proposed 2022 budget figures.

BACKGROUND

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

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

The 2023 budget has been prepared considering:

1. Actual expenditures incurred between 2020 and 2022
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 2022 may be made in January 2023. The CRD Board will give approval to the budget and financial plan in March 2023.

The Financial Plan for the years 2024 to 2027 may be subject to change in future years.

BUDGET OVERVIEW

Operating Budget

It is projected that operating expenses in 2022 for the Harbours management and dock operations will be approximately \$50,649 under budget primarily due to lower repair and maintenance costs and lower wharfinger compensation and travel costs.

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

The debt servicing costs will be approximately \$4,028 over budget as the result of higher than budgeted interest rates on \$1,180,000 of new long-term Municipal Finance Authority (MFA) borrowing in 2022 undertaken through Loan Authorization Bylaw No. 4408.

It is projected that 2022 operating revenue, which includes moorage revenue and licensing fees, will be approximately \$38,740 under budget. Lower revenue is primarily related to the Anson Dock Facility lower operating revenue because of the facility beginning operations later in the year.

As a result, there is a net operating surplus of \$7,881. To balance the 2022 operating budget, it is proposed that the operating surplus be transferred to the Capital Reserve Fund (CRF).

2023 Operating and Capital Expense and Revenue Budget

The 2023 over 2022 harbours management operating budget has been increased by \$11,024 (18.1%). The increase is primarily to account for inflation and an \$8,600 ongoing cost for labour allocation to provide additional administration oversight for the service.

The 2023 over 2022 harbours dock operating expense budget has been decreased by \$14,390 (-7.7%). The decrease is primarily due to:

- Reduction in operating costs for Anson Road dock on Mayne Island. The 2022 budget for Anson Road Dock included a one-time cost of \$14,500 for start-up costs which included significant public communications and administration related to expression of interest for moorage issued to the local community.
- Although decommissioning of the Horton Bay Dock is in the service's five-year capital plan currently scheduled in 2023, operating costs will continue for part of 2023 until such time as the dock is fully decommissioned or alternative continuing operating options are considered for this facility.

This results in an overall combined net decrease in the 2023 operating budget of approximately \$3,366 (-1.4%).

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

Capital Reserve Fund

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

It is proposed that the 2023 Capital Reserve Fund (CRF) transfer be set at \$129,136 in 2023. The reserve fund transfer planning is influenced by the funding required to support the five-year capital expenditure plan, the emergency response to infrastructure failures and guided by *Capital Reserve Funding Guidelines* endorsed by the CRD Board in aiming to achieve the optimal reserve fund level to ensure long-term prudent and sustainable management of service delivery objectives through capital investments.

A total of \$450,000 will be required from the capital reserve over the next five years to support the capital expenditure plan. The CRF balance at the end of 2022 is projected to be \$171,810.

Capital Expenditure Plan

The 5-year 2023 to 2027 capital plan includes \$896,000 of expenditures to be funded by a combination of capital reserve fund, grant funding, and capital funds on hand. The Horton Bay decommissioning (19-03) is budgeted for \$80,000 and will be funded by capital on hand. Retreat Cove (19-02) renewal is budgeted for \$179,000 in 2024 however CRD will be pursuing subsequent dock inspections in advance and prior to procuring. Concerns have recently been raised about deterioration of the top side decking on the Miners Bay dock that will be reviewed with the intention of accessing grant money to complete. The Annual Provisional amount (21-03) has been increased to \$100,000 for 2023 with the anticipation that some unforeseen projects could be identified during the dock inspections.

Capital Projects Fund

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

Parcel Tax

The service is funded by parcel taxes, moorage, and licensing fees. All properties within the local service area are responsible for the parcel tax. Table 2 below summarizes the 2023 over 2022 changes for parcel tax.

Table 2 – Parcel Tax Summary

| Budget Year | Parcel Tax | Taxable Folios Numbers | Parcel Tax per Folio* |
|-------------|------------|------------------------|-----------------------|
| 2022 | \$301,288 | 6,134 | \$51.70 |
| 2023 | \$309,533 | 6,133 | \$53.12 |
| Change (\$) | \$8,245 | (1) | \$1.42 |
| Change (%) | 2.74% | (0.02%) | 2.75% |

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

Users of the service pay dock moorage and licensing fees; the fee revenue budget for 2023 is \$145,050, an increase of \$3,810 (2.7%) from 2022.

RECOMMENDATION

The Southern Gulf Islands Harbours Commission:

1. Approve the 2023 operating and capital Budget as presented and that the 2022 actual operating surplus be balanced on the 2022 Capital Reserve Fund transfer, and
2. Recommends that the Electoral Areas Committee recommends that the CRD Board approve the 2023 Operating and Capital Budget and five-year Financial Plan for the Southern Gulf Islands Harbours Service as presented.

| | |
|---------------|---|
| Submitted by: | Stephen Henderson, BSc., PGDip. Eng., MBA, Senior Manager, Real Estate and SGI Administration |
| Submitted by: | Rianna Lachance, BCom., CPA, CA, Senior Manager, Financial Services |
| Concurrence: | Kristen Morley, J.D., General Manager, Corporate Services & Corporate Officer |
| Concurrence: | Ted Robbins, BSc., CTech., Chief Administrative Officer |

ATTACHMENT

Appendix A: 2023 Budget Southern Gulf Islands Harbours Service

CAPITAL REGIONAL DISTRICT

2023 Budget

SGI Small Craft Harbour Facilities

Commission Review

NOVEMBER 2022

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

Committee: Electoral Area

DEFINITION:

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

SERVICE DESCRIPTION:

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

MAXIMUM LEVY:

Greater of \$112,878 or \$0.10 / \$1,000 of actual assessed value of land and improvements. To a maximum of \$477,519.

COMMISSION:

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

FUNDING:

Parcel Tax
Moorage Fees

APPENDIX A

| 1.235 - SGI Small Craft Harbour Facilities | 2022 | | BUDGET REQUEST | | | | FUTURE PROJECTIONS | | | |
|---|------------------|---------------------|------------------|----------------|----------|------------------|--------------------|------------------|------------------|------------------|
| | BOARD BUDGET | ESTIMATED ACTUAL | CORE BUDGET | ONGOING | ONE-TIME | TOTAL | 2024 | 2025 | 2026 | 2027 |
| <u>OPERATING COSTS</u> | | | | | | | | | | |
| <u>Management Expenditures:</u> | | | | | | | | | | |
| Contract for Services | 10,370 | 7,000 | 10,680 | - | - | 10,680 | 10,890 | 11,110 | 11,330 | 11,560 |
| Supplies, Advertising | 1,100 | 1,100 | 1,140 | - | - | 1,140 | 1,160 | 1,180 | 1,200 | 1,220 |
| Travel and Training | 7,570 | 3,500 | 7,790 | - | - | 7,790 | 7,826 | 7,966 | 7,965 | 8,058 |
| Internal Allocations | 28,100 | 29,010 | 30,304 | 8,600 | - | 38,904 | 39,515 | 40,132 | 40,764 | 41,411 |
| Insurance | 10,710 | 10,710 | 11,950 | - | - | 11,950 | 12,550 | 13,180 | 13,840 | 14,530 |
| Other Operating Expenses | 3,180 | 1,041 | 1,590 | - | - | 1,590 | 1,610 | 1,630 | 1,650 | 1,670 |
| TOTAL MANAGEMENT EXPENDITURES | 61,030 | 52,361 | 63,454 | 8,600 | - | 72,054 | 73,551 | 75,198 | 76,749 | 78,449 |
| *Percentage Increase over prior year | | | 4.0% | 14.1% | | 18.1% | 2.1% | 2.2% | 2.1% | 2.2% |
| <u>Dock Expenditures:</u> | | | | | | | | | | |
| Repairs and Maintenance | 64,620 | 46,050 | 65,280 | - | - | 65,280 | 66,020 | 67,310 | 68,630 | 69,960 |
| Wharfinger Compensation and Travel | 64,880 | 47,750 | 63,140 | - | - | 63,140 | 60,850 | 62,080 | 63,310 | 64,580 |
| Insurance | 31,200 | 31,200 | 32,060 | - | - | 32,060 | 31,080 | 32,640 | 34,320 | 36,000 |
| Electricity | 2,870 | 2,330 | 2,960 | - | - | 2,960 | 2,760 | 2,810 | 2,860 | 2,910 |
| Supplies | 4,960 | 3,480 | 5,080 | - | - | 5,080 | 4,920 | 5,040 | 5,160 | 5,280 |
| Operating - Other | 18,760 | 14,500 | 4,380 | - | - | 4,380 | 4,500 | 4,620 | 4,740 | 4,860 |
| TOTAL DOCK EXPENDITURES | 187,290 | 145,310 | 172,900 | - | - | 172,900 | 170,130 | 174,500 | 179,020 | 183,590 |
| *Percentage Increase over prior year | | | -7.7% | | | -7.7% | -1.6% | 2.6% | 2.6% | 2.6% |
| TOTAL OPERATING COSTS | 248,320 | 197,671 | 236,354 | 8,600 | - | 244,954 | 243,681 | 249,698 | 255,769 | 262,039 |
| *Percentage Increase over prior year | | | -4.8% | 3.5% | | -1.4% | -0.5% | 2.5% | 2.4% | 2.5% |
| <u>DEBT / RESERVE</u> | | | | | | | | | | |
| Transfer to Capital Reserve Fund | 173,600 | 181,481 | 129,136 | - | - | 129,136 | 133,900 | 138,700 | 143,600 | 148,600 |
| MFA Debt Reserve Fund | 11,800 | 11,800 | 140 | - | - | 140 | 140 | 140 | 140 | 140 |
| MFA Interest | 15,600 | 19,628 | 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 |
| TOTAL DEBT / RESERVE | 201,000 | 212,909 | 216,769 | - | - | 216,769 | 221,533 | 226,333 | 231,233 | 236,233 |
| TOTAL COSTS | 449,320 | 410,580 | 453,123 | 8,600 | - | 461,723 | 465,214 | 476,031 | 487,002 | 498,272 |
| <u>FUNDING SOURCES (REVENUE)</u> | | | | | | | | | | |
| Revenue- Fees | (141,240) | (102,500) | (145,050) | - | - | (145,050) | (140,660) | (143,340) | (146,060) | (148,840) |
| Grants in Lieu of Taxes | (6,592) | (6,592) | (6,790) | - | - | (6,790) | (6,930) | (7,070) | (7,210) | (7,350) |
| Other Income | (200) | (200) | (350) | - | - | (350) | (350) | (350) | (350) | (350) |
| TOTAL REVENUE | (148,032) | (109,292) | (152,190) | - | - | (152,190) | (147,940) | (150,760) | (153,620) | (156,540) |
| REQUISITION - PARCEL TAX | (301,288) | (301,288) | (300,933) | (8,600) | - | (309,533) | (317,274) | (325,271) | (333,382) | (341,732) |
| *Percentage increase over prior year Requisition | | | -0.1% | 2.9% | | 2.7% | 2.5% | 2.5% | 2.5% | 2.5% |

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|-----------------------------------|
| Reserve Schedule (Revised) |
|-----------------------------------|

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

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

| Fund: 1054 Fund Centre: 101467 | Estimated | Budget | | | | |
|-----------------------------------|-----------|-----------|----------|-----------|----------|---------|
| | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 |
| Beginning Balance | 186,129 | 171,810 | 75,946 | 159,846 | 173,546 | 267,146 |
| Transfer from Ops Budget | 181,481 | 129,136 | 133,900 | 138,700 | 143,600 | 148,600 |
| Transfer from Cap Fund | - | - | - | - | - | - |
| Transfer to Cap Fund | (195,800) | (225,000) | (50,000) | (125,000) | (50,000) | - |
| Interest Income | - | | | | | |
| Ending Balance \$ | 171,810 | 75,946 | 159,846 | 173,546 | 267,146 | 415,746 |

| |
|---------------------------------------|
| <u>Assumptions/Background:</u> |
|---------------------------------------|

CAPITAL REGIONAL DISTRICT
FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2023 to 2027

| | | | | | | | | |
|--------------------|--------------------------------|------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| Service No. | 1.235 | Carry | | | | | | |
| | Sgi Small Craft Harbour | Forward | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
| | Facilities | from 2022 | | | | | | |

EXPENDITURE

| | | | | | | | | |
|-----------------------|---|-----------|-----------|-----------|-----------|----------|-----|-----------|
| Buildings | B | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment | E | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Land | L | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Engineered Structures | S | \$416,000 | \$492,000 | \$229,000 | \$125,000 | \$50,000 | \$0 | \$896,000 |
| Vehicles | V | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |

| | | | | | | |
|------------------|------------------|------------------|------------------|-----------------|------------|------------------|
| \$416,000 | \$492,000 | \$229,000 | \$125,000 | \$50,000 | \$0 | \$896,000 |
|------------------|------------------|------------------|------------------|-----------------|------------|------------------|

SOURCE OF FUNDS

| | | | | | | | | |
|---------------------------------|-------|-----------|-----------|-----------|-----------|----------|-----|-----------|
| Capital Funds on Hand | Cap | \$416,000 | \$237,000 | \$179,000 | \$0 | \$0 | \$0 | \$416,000 |
| Debenture Debt (New Debt Only) | Debt | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Equipment Replacement Fund | ERF | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Grants (Federal, Provincial) | Grant | \$0 | \$30,000 | \$0 | \$0 | \$0 | \$0 | \$30,000 |
| Donations / Third Party Funding | Other | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Reserve Fund | Res | \$0 | \$225,000 | \$50,000 | \$125,000 | \$50,000 | \$0 | \$450,000 |

| | | | | | | |
|------------------|------------------|------------------|------------------|-----------------|------------|------------------|
| \$416,000 | \$492,000 | \$229,000 | \$125,000 | \$50,000 | \$0 | \$896,000 |
|------------------|------------------|------------------|------------------|-----------------|------------|------------------|

APPENDIX A

CAPITAL REGIONAL DISTRICT 5 YEAR CAPITAL PLAN 2023 - 2027

| | | | |
|--|---|---|---|
| Project Number Project number format is "yy-##" "yy" is the last two digits of the year the project is planned to start. "##" is a numerical value. For example, 23-01 is a project planned to start in 2023. For projects in previous capital plans, use the same project numbers previously assigned. | Capital Project Description Briefly describe project scope and service benefits. For example: <i>"Full Roof Replacement of a 40 year old roof above the swimming pool area; The new roofing system is built current energy standards, designed to minimize maintenance and have an expected service life of 35 years".</i> | Carryforward from 2022 Input the carryforward amount from the 2022 capital plan that is remaining to be spent. Forecast this spending in 2023 to 2027. | Project Drivers Maintain Level of Service = Project maintains existing or improved level of service. Advance Board or Corporate Priority = Project is a Board or Corporate priority. |
| Capital Expenditure Type Study - Expenditure for feasibility and business case report. New - Expenditure for new asset only Renewal - Expenditure upgrades an existing asset and extends the service ability or enhances technology in delivering that service Replacement - Expenditure replaces an existing asset | Total Project Budget Provide the total project budget, even if it extends beyond the 5 years of this capital plan. | Funding Source Codes Debt = Debenture Debt (new debt only) ERF = Equipment Replacement Fund Grant = Grants (Federal, Provincial) Cap = Capital Funds on Hand Other = Donations / Third Party Funding Res = Reserve Fund STLoan = Short Term Loans WU = Water Utility If there is more than one funding source, use additional rows for the project. | Long-term Planning Master Plan / Servicing Plan = Plan that identifies new assets required to meet future needs. Asset Management Plan / Sustainable Service Delivery Plan = Integrated plan that identifies asset replacements based on level of service, criticality, condition, risk, replacement costs as well as external impacts. Replacement Plan = Plan that identifies asset replacements based primarily on asset age or asset material/type. Condition Assessment = Assessment that identifies asset replacements based on asset condition. |
| Capital Project Title Input title of project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement". | Asset Class L - Land S - Engineering Structure B - Buildings V - Vehicles | Cost Estimate Class Class A (±10-15%) = Estimate based on final drawings and specifications; used to evaluate tenders. Class B (±15-25%) = Estimate based on investigations, studies or preliminary design; used for budget planning. Class C (±25-40%) = Estimate based on limited site information; used for program planning. Class D (±50%) = Estimate based on little/no site information; used for long-term planning. | |

Service #: 1.235

Service Name: SGI Small Craft Harbour Facilities

| Project List and Budget | | | | | | | | | | | | | |
|-------------------------|--------------------------|--|---|----------------------|-------------|----------------|------------------------|-----------|-----------|-----------|----------|------|----------------|
| Project Number | Capital Expenditure Type | Capital Project Title | Capital Project Description | Total Project Budget | Asset Class | Funding Source | Carryforward from 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 5 - Year Total |
| 19-02 | Renewal | Retreat Cove | Upgrades to the Retreat Cove Dock Facility to maintain level of service. | \$185,000 | S | Cap | \$179,000 | \$0 | \$179,000 | \$0 | \$0 | \$0 | \$179,000 |
| 19-03 | Decommission | Horton Bay | Decommission the Horton Bay dock after construction of the Anson Road facility. | \$100,000 | S | Cap | \$80,000 | \$80,000 | \$0 | \$0 | \$0 | \$0 | \$80,000 |
| 21-02 | Renewal | Inspections | Detailed inspections including underwater inspection. | \$125,000 | S | Res | \$0 | \$125,000 | \$0 | \$0 | \$0 | \$0 | \$125,000 |
| 21-03 | Renewal | ANNUAL PROVISIONAL: Dock Improvements | An annual provisional fund is required to address unplanned dock safety issues. | \$250,000 | S | Res | \$0 | \$100,000 | \$50,000 | \$50,000 | \$50,000 | \$0 | \$250,000 |
| 22-02 | Renewal | Swartz Bay Improvements & Dock Replacement | Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022. | \$175,000 | S | Res | \$0 | \$0 | \$0 | \$75,000 | \$0 | \$0 | \$75,000 |
| 17-01 | New | Piers Island Additional Float | Installation of additional float at the Piers Island dock. | \$524,700 | S | Cap | \$157,000 | \$157,000 | \$0 | \$0 | \$0 | \$0 | \$157,000 |
| 23-01 | Renewal | Miners Bay Wharthead Deck Resurfacing | Project to replace failing decking at Miners Bay which has been flagged as a safety hazard | \$30,000 | S | Grant | \$0 | \$30,000 | \$0 | \$0 | \$0 | \$0 | \$30,000 |
| GRAND TOTAL | | | | \$1,389,700 | | | \$416,000 | \$492,000 | \$229,000 | \$125,000 | \$50,000 | \$0 | \$896,000 |

APPENDIX A

| | | | |
|--|---|------------------------------|--|
| Service: 1.235 SGI Small Craft Harbour Facilities | | | |
| Project Number | 19-02 | Capital Project Title | Retreat Cove |
| Capital Project Description | Upgrades to the Retreat Cove Dock Facility to maintain level of service. | | |
| Project Rationale | This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. | | |
| Project Number | 19-03 | Capital Project Title | Horton Bay |
| Capital Project Description | Decommission the Horton Bay dock after construction of the Anson Road facility. | | |
| Project Rationale | This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure. | | |
| Project Number | 21-02 | Capital Project Title | Inspections |
| Capital Project Description | Detailed inspections including underwater inspection. | | |
| Project Rationale | Dock inspection, repair and maintenance is an iterative process that requires periodic review of the facilities and re-evaluation of proposed work plans and residual life estimates. This budget is for a "Top Side and Underwater " inspection and will be used to re-evaluate the 5 Year capital Program. Due to recent inspections and resulting works this project has been deferred until 2023. | | |
| Project Number | 21-03 | Capital Project Title | ANNUAL PROVISIONAL: Dock Improvements |
| Capital Project Description | An annual provisional fund is required to address unplanned dock safety issues. | | |
| Project Rationale | Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs. | | |
| Project Number | 22-02 | Capital Project Title | Swartz Bay Improvements & Dock Replacement |
| Capital Project Description | Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022. | | |
| Project Rationale | This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that float B had rotting frame indicating requirement to replace the float. | | |

APPENDIX A

| | | | | | |
|-------------------|-------|-----------------------|-------------------------------|-----------------------------|--|
| 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 Number | 23-01 | Capital Project Title | Miners Bay Wharfhead Deck Resurfacing | Capital Project Description | Project to replace failing decking at Miners Bay which has been flagged as a safety |
| Project Rationale | Decking has been flagged as a hazard and needs replacement. CRD looking into Community works funding. Funding may also be utilized to remove gas lines that are no longer in use. | | | | |

1.235 - SGI Small Craft Harbour Facilities

Capital Projects Fund

Updated @ Nov 04, 2022

| Year | Project# | Capital Plan# | Status | Capital Project Description | Total Project Budget | Spending | | Total Funding in Place | Funding Pending Receivable |
|------|-------------|---------------|--------|---|----------------------|---------------------|--------------------|------------------------|----------------------------|
| | | | | | | Expenditure Actuals | Remaining Spending | | |
| 2016 | CX.120.2001 | 19-01 | Close | Anson Road Dock Phase 1 | 1,445,000 | 935,908 | 509,092 | 1,445,000 | - |
| 2017 | CX.124.2001 | 17-01 | Open | SGI Harbours Piers Island Additional Float | 524,700 | 366,760 | 157,940 | 524,700 | - |
| 2017 | CX.124.2003 | 17-04 | Open | SGI Harbours Dock Infra Eng Review 2017 Miners Bay | 837,000 | 812,086 | 24,914 | 837,000 | - |
| 2018 | CX.124.2004 | 18-04 | Open | SGI Harbours Dock Infra Eng Review 2017 Lyall Harbour | 677,000 | 611,340 | 65,660 | 677,000 | - |
| 2019 | CX.142 | 19-03 | Open | SGI Harbours Horton Bay Decommisioning | 100,000 | 19,093 | 80,907 | 100,000 | - |
| 2019 | CX.154 | 19-03 | Close | SGI Harbours Spanish Hills Dock Upgrades | 165,000 | 3,235 | 161,765 | 165,000 | - |
| 2020 | CX.155 | 20-03 / 21-03 | Open | SGI Harbours Docks Various Repairs | 50,000 | 30,613 | 19,387 | 50,000 | - |
| 2021 | CX.124.2005 | 22-02 | Open | SGI Harbours Schwartz Bay Improvements & Dock Replacement | 100,000 | 2,433 | 97,567 | 100,000 | - |
| 2022 | CX.120.2002 | 22-03 | Close | Anson Road Remediation | 275,000 | 258,847 | 16,153 | 55,800 | 219,200 |
| 2022 | CX.173.2001 | 22-01 | Open | SGI Harbours Hope Bay Dock Upgrades | 90,000 | 784 | 89,216 | 90,000 | - |
| 2022 | CX.174.2001 | 19-02 | Open | SGI Harbours Retreat Cove Dock Upgrades | 185,000 | 5,354 | 179,647 | 185,000 | - |
| 2022 | CX.175.2001 | 21-01 | Open | SGI Harbours Port Washington Upgrades | 195,000 | 5,328 | 189,672 | 195,000 | - |
| 2022 | CX.176.2001 | 21-03 | Open | SGI Harbours Annual Provisional: Dock Improvements | 50,000 | 242 | 49,758 | 50,000 | - |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | Total | 4,693,700 | 3,052,023 | 1,641,678 | 4,474,500 | 219,200 |

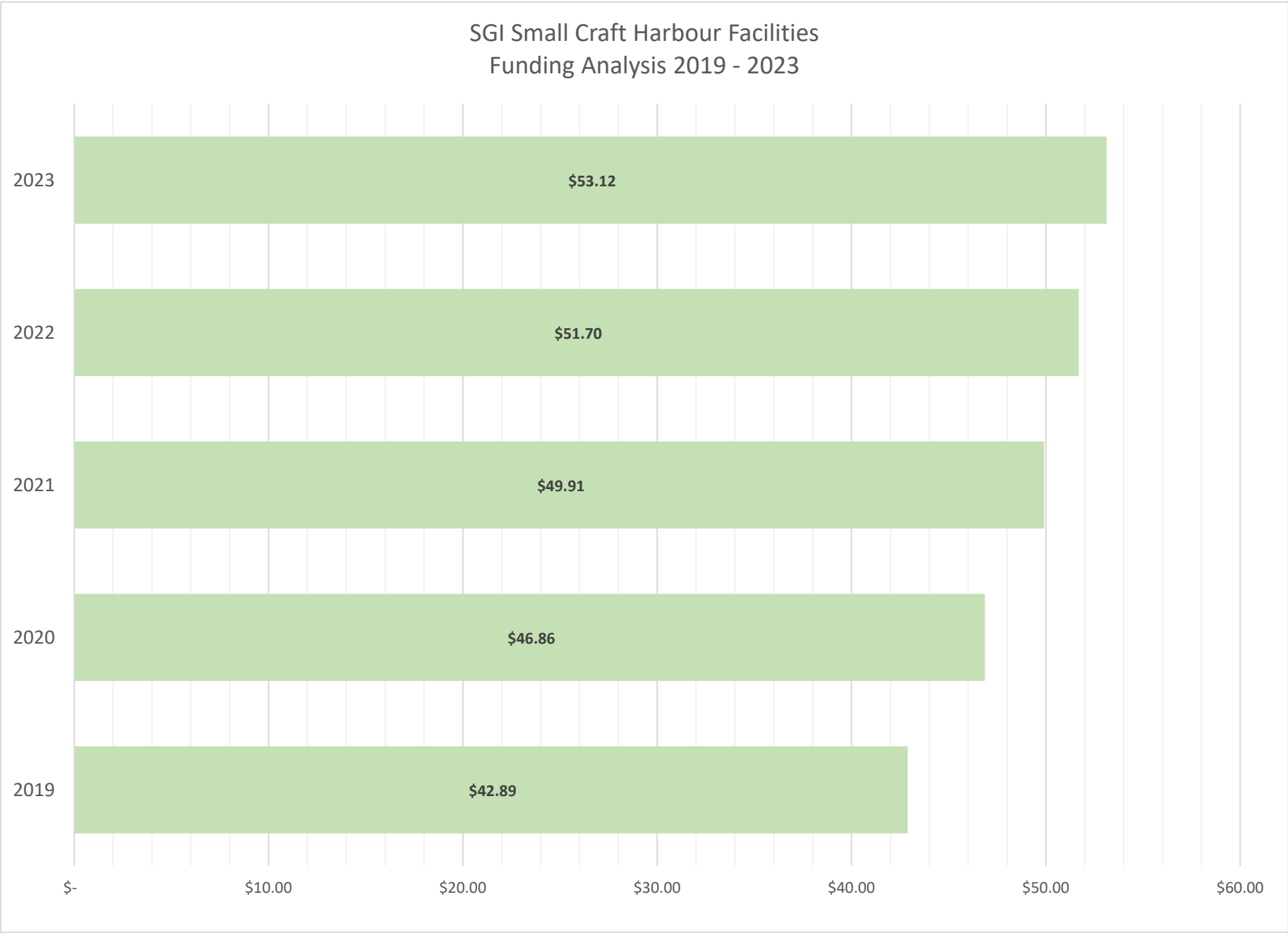
| | | |
|----------|--------------|---|
| Service: | 1.235 | SGI Small Craft Harbour Facilities |
|----------|--------------|---|

| <u>Year</u> | <u>Parcels</u> | <u>Parcel Tax</u> | <u>Tax per Parcel</u> |
|-------------|----------------|-----------------------|---------------------------|
| 2012 | 5,889 | \$271,930.00 | \$48.60 |
| 2013 | 6,141 | \$260,470.00 | \$44.64 |
| 2014 | 6,146 | \$242,680.00 | \$41.56 |
| 2015 | 6,163 | \$240,570.00 | \$41.08 |
| 2016 | 6,155 | \$241,860.00 | \$41.36 |
| 2017 | 6,157 | \$241,860.00 | \$41.34 |
| 2018 | 6,163 | \$244,280.00 | \$41.72 |
| 2019 | 6,140 | \$250,190.00 | \$42.89 |
| 2020 | 6,139 | \$273,347.00 | \$46.86 |
| 2021 | 6,139 | \$291,104.00 | \$49.91 |
| 2022 | 6,134 | \$301,288.00 | \$51.70 |
| 2023 | 6,133 | \$309,533.00 | \$53.12 |

Change from 2022 to 2023

\$1.42

2.75%



APPENDIX A

Southern Gulf Island Harbours Revenues & Expenditures by Dock

| | 2022 | | | | | | | | | 2023 Budget | | Revenue | Exp |
|------------------------------|----------------|------------------|--------------|----------------|------------------|--------------|-------------------|------------------|-------------|----------------|----------------|----------------|-----------------|
| | Revenue | | | Expenditures | | | Surplus/(Deficit) | | | Revenue | Expenditures | 2023 over 2022 | 2023 over 2022 |
| | Budget | Estimated Actual | % Rem | Budget | Estimated Actual | % Rem | Budget | Estimated Actual | % Rem | | | | |
| Piers Island | 4,720 | 3,600 | 23.7% | 10,890 | 7,490 | 31.2% | (6,170) | (3,890) | 37.0% | 4,860 | 9,457 | 140 | (1,433) |
| Swartz Bay | 7,410 | 7,400 | 0.1% | 11,170 | 9,600 | 14.1% | (3,760) | (2,200) | 41.5% | 7,630 | 10,967 | 220 | (203) |
| Montague Harbour | 16,180 | 16,200 | -0.1% | 17,580 | 14,970 | 14.8% | (1,400) | 1,230 | 187.9% | 16,670 | 17,567 | 490 | (13) |
| Sturdies Bay | 700 | 1,600 | -128.6% | 8,460 | 6,490 | 23.3% | (7,760) | (4,890) | 37.0% | 720 | 8,177 | 20 | (283) |
| Pt Washington | 7,150 | 7,200 | -0.7% | 13,000 | 10,630 | 18.2% | (5,850) | (3,430) | 41.4% | 7,360 | 12,857 | 210 | (143) |
| Miners Bay | 7,410 | 7,400 | 0.1% | 13,110 | 11,840 | 9.7% | (5,700) | (4,440) | 22.1% | 7,630 | 12,966 | 220 | (144) |
| Port Browning | 16,900 | 14,000 | 17.2% | 17,320 | 13,690 | 21.0% | (420) | 310 | 173.8% | 17,410 | 17,306 | 510 | (14) |
| Hope Bay | 8,760 | 7,600 | 13.2% | 12,990 | 9,690 | 25.4% | (4,230) | (2,090) | 50.6% | 9,020 | 12,846 | 260 | (144) |
| Retreat Cove | 7,410 | 7,400 | 0.1% | 11,390 | 10,000 | 12.2% | (3,980) | (2,600) | 34.7% | 7,630 | 11,196 | 220 | (194) |
| Lyll Harbour | 6,500 | 6,000 | 7.7% | 12,670 | 14,150 | -11.7% | (6,170) | (8,150) | -32.1% | 6,700 | 12,517 | 200 | (153) |
| Horton Bay | 7,000 | 7,000 | 0.0% | 7,430 | 6,580 | 11.4% | (430) | 420 | 197.7% | 7,000 | 6,990 | - | (440) |
| Spanish Hills | 2,100 | 2,100 | 0.0% | 9,580 | 4,740 | 50.5% | (7,480) | (2,640) | 64.7% | 2,160 | 9,327 | 60 | (253) |
| Anson Road | 42,000 | 8,000 | 81.0% | 41,700 | 25,440 | 39.0% | 300 | (17,440) | 5913.3% | 43,260 | 30,727 | 1,260 | (10,973) |
| Total | 134,240 | 95,500 | 28.9% | 187,290 | 145,310 | 22.4% | (53,050) | (49,810) | 6.1% | 138,050 | 172,900 | 3,810 | (14,390) |
| Commercial Customer Revenues | 7,000 | 7,000 | | | | | | | | 7,000 | | | |
| Grand Total Fee Revenue | 141,240 | 102,500 | | | | | | | | 145,050 | | 3,810 | |

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF FRIDAY, NOVEMBER 25, 2022**

SUBJECT **Southern Gulf Islands Harbours Projects and Operations Update – November 2022**

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 13 dock facilities among five islands within the Southern Gulf Islands including the addition of the Anson Road Dock. 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.

CAPITAL PROJECT UPDATE

19-01 | Anson Road

Project Description: Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 feet (ft.) of moorage.

Project Rationale: This project is for construction of the Anson Road facility, including gravel parking lot, retaining wall, dock approach, main floats and approximately 720 ft. of moorage. Funding is a combination of Capital Reserves, funding from Department of Fisheries and Oceans (DFO) and debt borrowing.

Project Update and Milestones:

- Pacific Industrial & Marine Ltd. (PIM) has completed construction except for minor scope items to be completed. The dock opened November 1.

| Milestone | Completion Date |
|---|---------------------------|
| Archeological Overview Assessment | July 2019 |
| Aquatic Effects Assessment | July 2019 |
| Shoreline Stability Assessment | November 2019 |
| Archeological Impact Assessment | January 2020 |
| Onshore Development Permit | October 9, 2020 |
| Onshore Substantial Completion | June 9, 2021 |
| Start of Dock Construction – Offsite | July 2021 |
| Islands Trust Development Variance Permit | November 29, 2021 |
| Department of Fisheries and Oceans Approval | August 17, 2022 |
| Construction mobilization commenced | September 13, 2022 |
| Dock opening with minor elements outstanding | November 1, 2022 |

19-02 | Retreat Cove

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

Project Rationale: This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbours Commission (Commission) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats.

Project Update and Milestones:

- Further investigation in the existing condition has staff determining that this project can be deferred until after the 2023 inspections. This has been confirmed with the Wharfinger Coordinator and Galiano Island's Commission member.
- Funds were used in April 2022 for flotation repair, in the amount of \$4,869.50 with remainder to be returned to the Capital Reserve Fund (CRF) until 2024.

| Milestone | Completion Date |
|------------------------------------|------------------------|
| Flotation Repair | April 2022 |
| Project Deferred until 2024 | |

19-03 | Horton Bay

Project Description: Decommission the Horton Bay dock after construction of the Anson Road facility.

Project Rationale: This project is for decommissioning of the Horton Bay facility after construction of the Anson Road dock. Funds are required to carry out the required archeological investigation and retain a contractor to remove the infrastructure. Some minor maintenance will be completed to the Wharfhead and gangway to keep the dock operating through the winter.

Project Update and Milestones:

- Discussions occurring regarding potential alternate users of the dock.
- Environmental and archeological assessments have been previously carried out.
- Facility to remain in place until Anson Road facility is fully on board and discussion on alternate users completed.

| Milestone | Completion Date |
|--|----------------------------|
| Archeological Overview Assessment | July 2019 |
| Aquatic Effects Assessment | July 2019 |
| Decommission Site | Tentatively in 2023 |

20-02 | Spanish Hills

Project Description: Upgrades to the Spanish Hills Dock Facility to maintain level of service.

Project Rationale: This project includes works to maintain the current level of service as recommended in Department of fisheries (DFO) commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and replacement of the gangway and float. Funding is required for staff to retain a contractor to carry out the works.

Project Update and Milestones:

- A RFQ was issued the week of March 14, 2022 to three qualified contractors as per CRD's procurement policy.
- Contract was awarded with PIM.
- Inspection with contractor May 25, 2022 to review the scope of work. Work alterations to tender include approach works eliminated and wharfhead works to include pedestrian railings around two sides. Float to be narrower as per DFO small docks specifications.

| Milestone | Completion Date |
|--|------------------------|
| RFQ Issued | March 18, 2022 |
| RFQ Closed | April 19, 2022 |
| Agreement Signed with Pacific Industrial Marine | May 25, 2022 |
| Revised Scope of Work with Contractor | May 27, 2022 |
| Construction (anticipated) | November 2022 |

20-04 | Miners Bay Upgrades

Project Description: Upgrades to the Miners Bay wharfhead and approach upgrades.

Project Rationale: Additional works were highlighted during the completion of the 2018 upgrade works including the requirement to replace the wharfhead decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant application was submitted and unsuccessful in 2020, funding through borrowing is required.

Project Update and Milestones:

- Scope of works in development for improvements, in consultation with Wharfinger Coordinator.
- The gas line work was deferred due to budget constraints.
- Initial discussions with Moffatt & Nichol on design considerations for the float realignment have concluded and it was recommended not to alter the float.
- Staff have had some initial discussions with BC Ferries.
- Contractors contacted to provide quotes for three scenarios:
 - replace the decking on the wharfhead and part of the approach with new decking;
 - replace part of the decking and place a barrier approximately ten feet into the wharfhead to stop people from entering onto the remaining wharfhead; or
 - replace part of the decking up to ten feet into the wharfhead and then demolition the rest of the wharfhead.
- The prices received were over-budget and a re-scoping of the works has been initiated.
- Grant funding will be pursued.

| Milestone | Completion Date |
|--|------------------------|
| Float Realignment Interim Report | June 2, 2022 |
| 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 and Procure works | 2023 |

21-01 | Port Washington

Project Description: Dock improvements outlined from the 18-01 Inspections project.

Project Rationale: This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and handrail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.

Project Update and Milestones:

- A scope of work was developed with the Wharfinger Coordinator.
- The works include: replacing eight piles, replace a stringer, replace some approach and float decking, replace approach and float bull rails, paint the approach guardrail and gangway, and replace roller bearings and hinges.
- Five tenders received over budget, discussions with the lowest bidder with a re-prioritized list of works has resulted in a revised submission that is within budget.
- Inspection with contractor June 14, 2022 to review the scope of work. Work alterations to tender include approach pile work, wharfhead works, float works, gangway works and provisional items eliminated.
- DFO is concluding their review and will be sending a Letter of Advice shortly.
- Work will proceed during the 2022 Winter Fisheries December 1, 2022 to February 15, 2023.

| Milestone | Completion Date |
|--|------------------------|
| ITT Issued | March 18, 2022 |
| ITT Closed | April 19, 2022 |
| Agreement Signed | July 15, 2022 |
| Change Order for Scope Review Issued | July 28, 2022 |
| Construction (anticipated) during winter fisheries window | December 2022 |

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 |
|--|------------------------|
| There are currently no milestones to report | |

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 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.
- 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 PIM signed August 10, 2022
- Cowichan Tribes have 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.

| Milestone | Completion Date |
|---|------------------------|
| Aquatic Effects Assessment | April 2019 |
| Cowichan Tribes Comment on Project | June 2019 |
| CRD Discussion with Cowichan Tribes on Project | July 2019 |
| CRD Re-establishes Project Discussion with Cowichan Tribes | March 2022 |
| CRD Letter Requesting Support | March 18, 2022 |
| Feedback from Cowichan Tribes | April 7, 2022 |
| Tender for Supply and Install | June 06, 2022 |
| Tender for Supply and Install Closed | July 14, 2022 |
| Agreement Signed (anticipated), waiting for First Nations Approval | September 2022 |
| Installation (anticipated), for winter fisheries window | December 2022 |

22-01 | Hope Bay

Project Description: Dock improvements outlined from the 18-01 Inspections project.

Project Rationale: This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and hand rail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works.

Project Update and Milestones:

- Scope of work confirmed with the Wharfinger Coordinator, works include gangway repairs, bull rail and decking replacement, install ultra-high molecular weight polyethylene

(UHMW) sheets in pile wells, replace rub boards, and install rub boards.

- A RFQ was issued the week of March 21, 2022 to three qualified contractors as per CRD's procurement policy.
- Upon RFQ award, an on-site meeting will be conducted with the successful proponent, wharfinger, Wharfinger Coordinator, and local Commission member to review scope in the event conditions changed from scope development.
- Two submissions received from the RFQ, both were over budget. Staff re-prioritized the work and the lowest proponent, PIM, was able to price the works within the available budget.
- Inspection with contractor May 25, 2022 to review the scope of work. Work alterations to tender include approach and wharfhead works eliminated, installation of refurbished float from Swartz Bay, gangway works to remain and provisional items eliminated.
- Work timing depends on the construction of new float for Swartz Bay.

| Milestone | Completion Date |
|---|------------------------------|
| RFQ Issued | March 24, 2022 |
| RFQ Closes | April 21, 2022 |
| Agreement Signed | June 15, 2022 |
| Change Order for Scope Review Issued | May 27, 2022 |
| Construction (anticipated) | January/February 2023 |

22-02 | Swartz Bay Improvements & Dock Replacement

Project Description: Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.

Project Rationale: This project includes works to maintain the current level of service as recommended in Stantec's 2018 inspection. Recommended works include approach decking, bull rail, and handrail repair and replacements, float and gangway repairs. Funds are required for staff to retain a contractor to carry out the works. In 2020 it was noted that Float B had rotting frame indicating requirement to replace the float.

Project Update and Milestones:

- Scope of work confirmed with the Wharfinger Coordinator, works to include float replacement, gangway repairs including painting, add transition plate, replace roller bearings and hinges, and paint approach guardrail.
- A RFQ was issued for replacement of the float in March 2022.
- PIM was the successful bidder, within budget.
- Inspection with contractor May 25, 2022 to review the scope of work. Work alterations to tender include float larger than on the drawings (increase in cost) and provisional works eliminated.
- Work scheduled to be completed December 2022.

| Milestone | Completion Date |
|---|------------------------|
| RFQ Issued | March 29, 2022 |
| RFQ Closes | April 25, 2022 |
| Agreement Signed | June 15, 2022 |
| Change Order for Scope Review Issued | May 27, 2022 |
| Construction (anticipated) | December 2022 |

OPERATIONAL UPDATES

- Scheduling of facility pressure washing is underway with sites identified by the Dock Operations Coordinator as being high priority to be scheduled first. Although some pressure washing has been completed most facilities will need to be pressure washed in the coming months.
- Bimonthly dock inspections completed in October. Refer to Appendix A for dock reports.

RECOMMENDATION

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

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

ATTACHMENT:

Appendix A: Dock Inspection Reports – October 2022



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022

DOCK FACILITY: Montague Harbour Galiano

INSPECTOR: Peter Binner

WHARFINGER: Kiyoshi Okuda

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|------------------------------|---|------------------------------|--------------------|-------------------------------------|----------------------------|------|
| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | | |
| | <p>The railings require painting and the railings and bull rails require pressure washing as well as the small area of decking.</p> <p>The lock box was broken into as well as the one at Retreat Cove, both have been repaired.</p> | | | | | |
| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | | |
| | <p>N/A</p> | | | | | |
| GANGWAY FLOATS | <p>The transition plates at the top and bottom of the gangway require new non-skid paint along with the one between floats B & C.</p> <p>The gangway Gurney guide channel is loose and requires refastening. There is a chance that this is no longer required, I will look into this. Otherwise, the gangway is in good condition.</p> <p>The floats are generally in good condition, there are a few loose bull rail bolts that require tightening and yellow paint is required in the loading zone area and the seaplane landing.</p> <p>The seaplane float and the loading / emergency landing float also require pressure washing where needed.</p> <p>The pilings and pile wells are all showing minimal wear. New UHMW is being installed in the pile wells.</p> | | | | | |
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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> | Lighting | good | <input checked="" type="checkbox"/> | Life Rings / Heaving Lines | good |
| | <input checked="" type="checkbox"/> | Extinguishers (expiry dates) | Nov 2022, Aug 2023 | <input type="checkbox"/> | Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - The railings on the approach require painting. - Pressure washing is recommended for the bull rails on the approach and on C & D floats or any areas that require cleaning, bull rails, pile wells etc.. - Non-skid paint is required on all of the (3) transition plates. - The bull rails on C & D floats require yellow paint. - The roofing shingles that fold over the edge of the step up to the WCMRC float are breaking up. This requires a sturdier non-skid material or it can be cut back a bit from the edge and secured so the edge of the shingles receive less impact from the foot traffic. - Is the Gurney guide channel still necessary? | | | | | |

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



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Retreat Cove Galiano
WHARFINGER: Kiyoshi Okuda

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | |
| | The railings are painted but the bull rails require pressure washing along with any areas of the decking that requires cleaning. The notice board is painted and in good condition. | | | |
| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | |
| | N/A | | | |
| GANGWAY FLOATS | The gangway is painted and the decking, roller, guide rails and transition plate are all in good condition. | | | |
| | There are 3 pilings each on the North and South side of the float next to the gangway. On the North side, 2 of 3 pilings have 20 - 25% wear. There is minimal wear on the 3 piles on the South side of the float. There are no pile wells on either side only UHMW rub plates. The 2 groups of 3 pilings at the end of the float, in piles are all showing minimal wear. There are a few lose bull rail bolts that require tightening and Pressure washing along the bull rails and in and around the pile wells and any areas on the decking is recommended. | | | |
| OTHER INSPECTIONS | <input type="checkbox"/> Lighting | N/A | <input checked="" type="checkbox"/> Life Rings / Heaving Lines | good |
| | <input checked="" type="checkbox"/> Extinguishers (expiry dates) | June 2023 | <input type="checkbox"/> Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | - Tighten the lose bull rail bolts on the float. - Pressure washing as described. | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022

DOCK FACILITY: Spanish Hills Galiano

INSPECTOR: Peter Binner

WHARFINGER: Dan White

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| APPROACH | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | | |
| | The railings and bull rails are unpainted and require pressure washing. The decking is in good condition but any areas that require cleaning is recommended. The old Fisheries and Oceans sign requires removal. | | | | | |
| WHARF HEAD | <input checked="" type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | | |
| | The railings and bull rails also require pressure washing along with any areas of the decking that require cleaning. A notice board is required. A life ring is required. | | | | | |
| GANGWAY FLOATS | The gangway and float are slated for replacement otherwise these items are still in serviceable condition. | | | | | |
| OTHER INSPECTIONS | <input type="checkbox"/> | Lighting | N/A | <input type="checkbox"/> | Life Rings / Heaving Lines | N/A |
| | <input checked="" type="checkbox"/> | Extinguishers (expiry dates) | Oct 2023 | <input type="checkbox"/> | Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - Pressure washing as described. - A notice board is required. - A life ring is required. | | | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Sturdies Bay Galiano
WHARFINGER: Kiyoshi Okuda

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | | |
| | <p>The railings and bull rails are unpainted and require pressure washing. The decking, if necessary, can also be washed.</p> <p>The notice board requires new paint. The 3 flower boxes attached to the railing require an upgrade.</p> | | | | | |
| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | | |
| | <p>The railings and bull rails are also unpainted and require pressure washing along with any areas of decking with any growth or collected debris.</p> <p>There is a small piece of decking that broke out and the hole has been covered with plywood. A proper repair is recommended.</p> | | | | | |
| GANGWAY FLOATS | <p>The gangway transition plate requires yellow non-skid paint. The gangway requires painting. If possible, the roller bearings require servicing. The guide rails and roller are in fair condition. Some of the roller bed boards have minor rot showing at the end of the bed.</p> <p>There are 6 pilings in each of the 4 pile wells in the 4 corners of the float. There is minimal wear on the pilings as well as the pile wells.</p> <p>There are issues due to the loose bull rail bolts that occurs in the middle of the float, tightening the bolts is required.</p> <p>There are a few roofing shingles that are breaking up and require removal and a complete pressure washing, the decking, in and around the pile wells and the bull rails is required. The slippery decking is a safety issue with the school kids using this float.</p> | | | | | |
| OTHER INSPECTIONS | <input checked="" type="checkbox"/> | Lighting | good | <input checked="" type="checkbox"/> | Life Rings / Heaving Lines | good |
| | <input checked="" type="checkbox"/> | Extinguishers (expiry dates) | April 2023 | <input type="checkbox"/> | Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - Pressure washing the float is a priority as soon as the weather changes. - Tighten the bull rail bolts on the float. - Pressure washing the railings, bull rails on the approach and wharfhead is required and any areas of the decking that require cleaning. - The gangway transition plate requires yellow non-skid paint. - The gangway requires painting. - Service the roller bearings if possible. - Remove the old roofing shingles and remove or hammer in the nail heads. - A proper repair for the hole in the deck board on the approach is recommended. - New flower boxes are recommended. | | | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 6-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Horton Bay Mayne
WHARFINGER: Richard Jarco

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted |
| | <p>There is considerable rot along the bull rails and on the deck boards at the beginning of the approach, down to the covered area. The railings and bull rails require pressure washing and the condition of everything looks poor.</p> |

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

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| GANGWAY FLOATS | The gangway decking is in very poor condition. |
| | The dinghy float is in poor condition but the flotation is good. |
| | The main floats are low in the water and are still in reasonable condition for the moment. |
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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> Lighting still working | <input type="checkbox"/> Life Rings / Heaving Lines missing |
| | <input checked="" type="checkbox"/> Extinguishers (expiry dates) Dec 2022 | <input type="checkbox"/> Unpaid Moorage |

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| COMMENTS/INSTRUCTIONS | <p>This facility is still able to provide service but is in very poor condition.</p> |
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Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 6-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Miners Bay Mayne
WHARFINGER: Nico Preston

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | |
| | <p>The railings and bull rails require pressure washing and painting is then recommended. The decking is in good condition until the entrance to "B" float, after that there are a number of boards with developing rot with some of the serious areas covered with plywood.</p> <p>The notice board requires major repair or replacement.</p> | | | | |
| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | |
| | <p>The wharfhead is in generally poor condition with many rotten boards, many with plywood patches.</p> | | | | |
| GANGWAY FLOATS | <p>Float A - The gangway requires an upgrade to the decking, an expanded metal grating product is recommended. The gangway requires painting and the roller bearings require servicing if necessary.</p> <p>There are 6 piles in each of the 4 pile wells on this float. In the NE corner next to the gangway, 2 of 3 inside of 6 piles have 10 to 20% wear visible at the occurring tide. On the SW corner next to the gangway, 2 of the outside 3 of 6 piles have roughly 10% wear. The 2 pile wells and rub plates are in fair condition.</p> <p>The 2 groups of piles at the end of the float, The NE side has 2 of 3 inside of 6 piles with 10 - 20% wear. The SW group has 1 pile, outside end corner with a good size hole developing (visible at a low tide) and the other 5 piles have minimal wear. The 2 pile wells and rub plates are in fair condition.</p> <p>The bull rail bolts require tightening and the SW side bull rails are very worn and replacement is recommended. Pressure washing is required this winter.</p> <p>Float B- The gangway is in good condition. The top transition plate was lose and I refastened it.</p> <p>The emergency ladder on the float next to the gangway is badly bent and requires replacement. Almost all of the bull rail bolts along the West side of the float are now lose, they are not as bad on the shore side. The concrete tiles are still shifting and one tile is broken in half.</p> | | | | |
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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> | Lighting | New LED heads | <input checked="" type="checkbox"/> | Life Rings / Heaving Lines |
| | <input checked="" type="checkbox"/> | Extinguishers (expiry dates) | Feb 2023 X 2, April 2023 | <input type="checkbox"/> | Unpaid Moorage |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - A life ring is required for A float. - Replace or repair the notice board. - Tighten lose bull rail bolts on "B" float - Pressure washing the railings and bull rails on the approach is required and painting is recommended. - Pressure wash "A" float, decking, pile wells and bull rails. - Upgrade the decking on gangway to "A" float . - Replace the worn bull rails on "A" float - Replace emergency ladder on "B" float - Service the roller bearings on "A" float if necessary. - Replace rotten deck boards on the approach and wharfhead. | | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Hope Bay Pender
WHARFINGER: Peter Binner

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| APPROACH | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | |
| | The railings require blue paint. The bull rails and decking require pressure washing. There are several deck boards that have developing rot and monitoring for replacement is recommended. | | | | |
| WHARF HEAD | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | |
| | The railings require blue paint and the notice board also requires painting. The bull rails and decking require Pressure washing. A small transition plate is recommended for the top of the gangway. | | | | |
| GANGWAY FLOATS | <p>The gangway requires painting. There is a fair amount of rust developing at the bottom end of the gangway and the guide rails are getting close to their serviceable life and replacement is recommended. The roller bearings require servicing.</p> <p>Float "A"- The pilings and pile wells are in good condition. The float has structural issues and replacement has been scheduled. The connecting chains to "B" float require replacement along with the first 2 deck boards on each float (the cutout in the deck board on A float can be made slightly smaller in width).</p> <p>Float "B"- The pilings and pile wells are in good condition. There are loose bull rail bolts that require tightening (one is broken, SW side).</p> <p>Float "C"- The pilings and pile wells are all in good condition. The emergency ladder requires replacement. The bull rails are tight on this float.</p> <p>Pressure washing the floats is recommended.</p> | | | | |
| OTHER INSPECTIONS | <input checked="" type="checkbox"/> Lighting | | <input checked="" type="checkbox"/> Life Rings / Heaving Lines | good | |
| | <input checked="" type="checkbox"/> Extinguishers (expiry dates) | Aug 2023 | <input type="checkbox"/> Unpaid Moorage | | |
| COMMENTS/INSTRUCTIONS | <p>The chains connecting floats A & B require replacement. The pad eyes on float C where it connects to float A require welding the worn area or replacement.</p> <p>The approach and wharfhead railings require painting along with the notice board.</p> <p>The gangway requires painting and the guide rails are rusted and replacement is recommended.</p> <p>The roller bearings require servicing.</p> <p>Tighten the bull rail bolts on B float, replace broken bolt.</p> <p>A small transition plate at the top of the gangway is recommended.</p> <p>Pressure washing the bull rails and decking on the approach, wharfhead and the floats is recommended.</p> | | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Port Browning Pender
WHARFINGER: Claude Kennedy

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | |
| | <p>The mud grate requires a modification to allow for proper drainage. The railings require painting and the notice board requires replacement or repair.</p> <p>The bull rails and the decking require pressure washing and there are a number of deck boards that have developing rot and monitoring for replacement is recommended.</p> | | | |
| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | |
| | N/A | | | |
| GANGWAY FLOATS | <p>The gangway is in good condition and the roller bearings require service. The guide rails are in good condition.</p> <p>Float A - The flotation of the float under the gangway was again low in the water but was just checked by Georgeson and they found only a small amount of water in the float. There was a line tied to the float that was extremely heavy and was cut free which improved the flotation but there could be considerable marine growth on the billets that are causing issues with other areas of this float. Removal of this growth is recommended. There are loose bull rail bolts that require tightening.</p> <p>Float B - The pilings and pile wells are in good condition. The float is in good condition.</p> <p>Float C - The float has a minor flotation issue at the end that connects to float B. This condition has been stable for a number of years. The pilings and pile wells are all in good condition.</p> <p>Pressure washing the bull rails and the floats is required.</p> <p>There are a few concrete pads that the approach pilings sit on (close to shore) that are breaking down. Future repair is recommended.</p> | | | |
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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> Lighting | 12 volt motion sensor | <input checked="" type="checkbox"/> Life Rings / Heaving Lines | good |
| | <input checked="" type="checkbox"/> Extinguishers (expiry dates) | Aug 2023 | <input type="checkbox"/> Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | | | | |
| | <p>Pressure washing is required as described.</p> <p>The mud grate requires a modification that allows for proper drainage. Replacing the first 8 feet (?) of decking and replacing with an expanded metal grating might be a solution.</p> <p>Removal of the marine growth on the billets of float A and C (?) may help with the flotation issues.</p> <p>Bull rail bolts on float A require tightening.</p> | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 5-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Port Washington Pender
WHARFINGER: Rod MacLean

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted |
| | The railings and bull rails are unpainted and pressure washing is recommended. The decking is in good condition. The notice board is rotten and requires replacement. |

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| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted |
| | There is roughly 40% of the decking that has varying degrees of developing rot. Replacement is not urgent at this time but replacement is recommended. The bull rails are in good condition and pressure washing is recommended. |

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| GANGWAY FLOATS | Float A - The gangway requires painting. The bottom end of the gangway is very rusty and may need some repair if things get any worse. The bull rails (both sides) are loose in the middle section of the float. Tightening the bolts is required and inspection of the internal structure is recommended. There is a section of rub board missing in this middle area on the South side. Inspect anchor chains and adjust as required. |
| | Float B - The gangway requires painting and replacing the kick boards is recommended. The roller bearings require servicing if necessary. There is a small hole that has been worn on the roller, this is not current but likely happened in the past when the bearings failed and the roller was jammed. The guide rails are in good condition. The bull rails under the gangway are broken and pieces are missing in the area of the pile well on the South side, replacement is required. Some of the bull rail on this float is getting rough (sides and around pile wells) and replacement is recommended. There are a few bull rail bolts that require tightening. The flotation requires inspection at the end of the float where the light standard is. The difference in height between floats B & C is becoming unsafe and the connecting hardware requires replacement. |

Float C - The float is in reasonable condition, there are some loose bull rail bolts that require tightening. The anchor chains require inspection and adjustment.
Pressure wash all the floats.

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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> Lighting New LED lights | <input checked="" type="checkbox"/> Life Rings / Heaving Lines 2 X good |
| | <input checked="" type="checkbox"/> Extinguishers (expiry dates) Dec 2022 | <input type="checkbox"/> Unpaid Moorage |

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| COMMENTS/INSTRUCTIONS | - Replace the rotten notice board. |
| | - The floats require pressure washing along with the bull rails on the wharfhead and if possible, the unpainted railings on the approach. |

- The flotation requires inspection on B float, the two floats should be closer in height.

- The bull rail bolts require tightening on A & B floats and inspection of the internal structure of A float is recommended. Replace section of rub board on A float.

- Bull rail sections require replacement as described.

- Painting the gangways is required. Replacement of the kick boards on gangway B is recommended.

- Replace the connecting hardware between B & C float.

- Inspect and adjust all anchor chains.

- Replacement of the rotten decking on the wharfhead is recommended.



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 4-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Piers Island
WHARFINGER: Mike Smart

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| APPROACH | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | | |
| | <p>The railings and bull rails are unpainted and require pressure washing. The mud grate is working reasonably well and the decking is in good condition and pressure washing this winter is recommended.</p> <p>There is a small section of bull rail with developing rot, near the gangway, replacement is recommended.</p> | | | | | |
| WHARF HEAD | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | | |
| | <p>The notice board is located on the float</p> | | | | | |
| GANGWAY FLOATS | <p>The decking and non skid expanded aluminum grating on the gangway require an upgrade. The gangway is in reasonable condition otherwise. The wheel bearings require servicing.</p> <p>The float is in reasonably good condition, the flotation is good and all pilings and UHMW rub plates are in good condition. The bull rails along the South side of the float are quite worn and replacement is recommended.</p> <p>The aluminum notice board is in good condition with all notices posted.</p> | | | | | |
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| OTHER INSPECTIONS | <input type="checkbox"/> | Lighting | N/A | <input checked="" type="checkbox"/> | Life Rings / Heaving Lines | good |
| | <input checked="" type="checkbox"/> | Extinguishers (expiry dates) | Aug 2023 | <input type="checkbox"/> | Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - The railings and the bull rails on the approach require pressure washing and pressure washing the decking is recommended. - The gangway requires an upgrade to the surface, an expanded metal grating product is recommended. - The gangway wheel bearings require service. - The bull rails along the South edge of the float are worn and replacement is recommended. The section of bull rail on the approach that has rot could also be replaced. | | | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 8-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Lyall Harbour Saturna
WHARFINGER: Veronica Vos

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| APPROACH | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | |
| | N/A | | | |
| WHARF HEAD | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | |
| | The bull rails require pressure washing along with any accumulated gravel. The notice board has a poor backing an up grade of this material and painting is recommended. | | | |
| GANGWAY FLOATS | The gangway is in good condition. The main float (A) is low in the water, the flotation that was installed is insufficient. There is minimal wear on the pilings and in the pile wells. The anodes on the 2 steel piles have been replaced. There is a new transition plate between floats A & B and B float is also low in the water at this point. There is minimal wear with the pilings and in the pile wells. The transition to C float has become poor as the height of C float is now much higher than float B. There is a rubber mat for the transition that now has a considerable dip in it and is presenting a potential tripping hazard. The flotation in B float requires inspection and hopefully a pump out will resolve this problem. Float C is in good condition with a minor dip at the end likely due to the weight of the anchor chains. Pressure washing the floats and bull rails is recommended for this winter. | | | |
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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> Lighting | requires inspection and upgrade to LED | <input checked="" type="checkbox"/> Life Rings / Heaving Lines | 2 rings, 1 requires a new grab line |
| | <input checked="" type="checkbox"/> Extinguishers (expiry dates) | April 2023 | <input type="checkbox"/> Unpaid Moorage | |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - The flotation on B float at the connection to float C, requires inspection and follow up action to have the two floats matching in height. A rigid hinged transition plate may be required if this problem persists. - The height of A float is also a concern and monitoring the change in flotation is recommended. - Pressure washing the wharfhead as described along with the floats is required this winter. - Upgrading the notice board is recommended. | | | |



Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 4-Oct-2022
INSPECTOR: Peter Binner

DOCK FACILITY: Swartz Bay
WHARFINGER: Mike Smart

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| APPROACH | <input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted | | | | |
| | <p>The metal railings require a new coat of (CRD) Blue paint. There is an electrical conduit running from shore to the electrical box mounted on the light post that is deteriorating but also may be redundant as there are overhead wires running to the panel. Inspection of this is recommended.</p> <p>The concrete approach is in good condition. The aluminum notice board is also in good condition.</p> | | | | |
| WHARF HEAD | <input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted | | | | |
| | <p>N/A</p> | | | | |
| GANGWAY FLOATS | <p>The gangway requires painting (blue) and the wooden ladder rungs require replacement or possible replacement of all the wood decking with an expanded metal product. The gangway hinge requires inspection, it gets a fair amount of abuse from some of the winter storms.</p> <p>The roller bearings require service or replacement as required. The guide rails are in good condition and the roller is rusty.</p> <p>Float A - The float is slated for replacement in the next few months.</p> <p>Float B - The float is in good condition, the transition plate is also in good condition. The end of this float has a slight dip, likely due to the weight of the anchor chains which require inspection and adjustment.</p> <p>Some minor pressure washing is recommended later in the winter.</p> | | | | |
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| OTHER INSPECTIONS | <input checked="" type="checkbox"/> | Lighting | 4 LED lights on standards/working | <input checked="" type="checkbox"/> | Life Rings / Heaving Lines |
| | <input checked="" type="checkbox"/> | Extinguishers (expiry dates) | June 2023 | <input type="checkbox"/> | Unpaid Moorage |
| COMMENTS/INSTRUCTIONS | <ul style="list-style-type: none"> - Upgrading the gangway as described is recommended, service or replace the roller bearings as required. - Painting the railings on the approach is recommended. - Inspect electrical conduit at the beginning of the approach. - Minor pressure washing is recommended later in the winter. | | | | |
| | | | | | |