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SOUTHERN GULF ISLANDS HARBOURS COMMISSION

Notice of a meeting on **Monday, April 20, 2015** at 9 am

Saanich Peninsula Health Unit, Mt. Newton X Road

D. Hargreaves, N. Pender Island
C. Bunnin, Mayne Island
B. Young, Piers Island
S. Midgley, Galiano Island

L. Peck, Saturna Island
M. Callendar, S. Pender Island
D. Howe, SGI EA Director

AGENDA

1. Approval of Agenda
2. Adoption of Minutes of March 25, 2015
3. Chair's Remarks
4. Presentations/Delegations
 - No one has registered to speak
5. Southern Gulf Islands Harbours Service - 2015 Capital and Operating Budget (Staff Report #SGIHC 2015-01)
6. Terms of Reference – Southern Gulf Islands Harbours Service Dock Infrastructure Engineering Review and Condition Assessment Project (Staff Report #SGIHC 2015-02)
7. Port Browning, Pender Island - Water Lot DL373 (Information Report #SGIHC 2015-03)
8. Operating Model Changes – Repair and Maintenance Work
 - Work and Funding Authorization
 - Procuring Services and Hiring Contractors
 - Current Outstanding Maintenance Tasks
9. Use of Wharfingers Outside of Current Service Agreement
 - Determining Appropriate Work
 - Compensation
10. CRD Integrated Water Services Staff Roles
 - Commission Liaison – Ted Robbins
 - Operations – Dan Robson
 - Capital Projects – Ian Sander
11. Water Taxi and Seaplane Billings - Peggy Dayton; Carl Bunnin
12. Anson Road, Mayne Island Dock Proposal - Ted Robbins; Carl Bunnin
 - Sponsorship Application
 - Rezoning Application
13. Safety and Signage - Sheila Midgley
 - Life Rings, Fire Extinguishers, Signage
 - Proposal from Alea Design and Print
14. Review of CRD Water Lot Leases – Sheila Midgley

To ensure a quorum, please advise Margaret at 250.474.9606 if you or your alternate cannot attend.

15. CBSA Dock Report - Mike Callendar
16. Port Washington Dock - Dave Hargreaves
17. Lyall Harbour Dock - Larry Peck
18. New Business
19. Motion to Close the Meeting
That the Southern Gulf Islands Harbours Commission close the meeting in accordance with the Community Charter, Part 4, s. 90(1) (i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*
20. Adjournment

**Minutes of a Meeting of the
SOUTHERN GULF ISLANDS HARBOURS COMMISSION
held on Wednesday, March 25, 2015 at the
Saanich Peninsula Health Unit, Mt. Newton X Rd., Saanichton, BC**

PRESENT: Carl Bunnin - Chair, Mayne Island
Dave Hargreaves, N. Pender Island
Bryce Young, Piers Island
Mike Callendar, S. Pender Island
David Howe, Regional Director
Ted Robbins, General Manager CRD Integrated Water Services
Marian Brown, Recording Secretary

ABSENT: Larry Peck, Saturna Island; Sheila Midgley, Galiano Island

ALSO PRESENT: Peggy Dayton - CRD Finance; Claude Kennedy, wharfinger

The meeting was called to order at 9:00 am.

1. Approval of Agenda – No agenda

This was an open working session to discuss the SGIHC members' roles following the removal of the position of Ports Manager.

2. Approval of Minutes – January 15, 2015

Moved by Mike Callendar, **seconded** by Bryce Young, that the minutes of the SGIHC meeting held January 15, 2015 be adopted with the following amendment:

Item 11, add the following to the motion, "or confirmation of the possibility for an extension to the water lease if required, or, if required pursue the extension of the water lease to accommodate the dock extension." **Carried**

3. Chair's Report

Miners Bay Fuel Dock Lines

The Chair reported that his investigation of the fuel lines at the Miners Bay dock revealed that the lines were decommissioned, drained and disconnected

Power Washing of Docks

The Chair informed the SGIHC that he had difficulty finding a power washer operator to clean the docks. Discussion ensued on the requirements. Claude Kennedy may have a contact with a power washer operator able to clean all the docks.

Port Washington Dock

The Chair stated that he was in contact with the contractor to deal with the issue of floatation.

Orca Traffic

There has been a request to monitor orca whale traffic through Active Pass. The Chair stated that he will do more research on this request.

Anson Road

The Chair reported on discussions with locals and Islands Trust and he has drafted a preliminary rezoning application. Ted provided historical files on Horton Bay and Anson Rd.

Pacific Yachting Article

Mike Callendar was approached by Pacific Yachting re the work of the SGIHC. Mike provided some historical background.

Swartz Bay Dock

Bryce Young questioned if he was the commissioner for the Swartz Bay dock as well as Piers Island which was confirmed by Ted. It was noted that the parking lot at Swartz Bay is owned by Piers Island.

4. Southern Gulf Islands Harbours Commission Operations - Discussion

Commission members and CRD staff discussed the changes to the operation of the SGIHC with the recent removal of the position of Ports Manager and how this affects the role of the commissioners and wharfingers as well as the safe operation of the dock facilities in conjunction with the current operating bylaws. There is a need to establish guidelines, operating plan and communication flow.

It was noted that:

- CRD Administrative contact for SGIHC will likely be Dan Robson
- With no Ports Manager, does the commission take the role of managing the wharfinger? Previous discussion indicated that the commission wanted to participate in the operation of the docks.
- Does the role of the commissioner and communication with the wharfinger change?
- Commissioners have no right to ask wharfingers to do anything else and no individual is providing instruction
- CRD staff handle contracts, not the commissioners
- Consider looking at increasing the role of the wharfinger, i.e., dock maintenance
- Trying to clarify that the commissioner has to be the principle contact for the wharfinger and that the decision process is consistent across the docks
- Concern expressed about discretionary spending
- Intent was for monies to revert to the operating budget and be used to provide services
- Have to resolve what the service mode would look like
- What limit does one put on discretionary spending and what are the internal accounting procedures?
- CRD staff advised that with regard to emergency issues, do a quick repair to resolve the immediate issue. Concern noted that this may lead to procrastination.
- Need to know the capabilities of the wharfingers

Ted stated he would explore the issue of increasing wharfinger duties with the CRD Human Resources Department and, also, we cannot ignore the issue of insurance and liability. Ted agreed to provide a copy of the CRD's Procurement Policy.

Peggy Dayton reviewed the Finance Departments requirements for payment for work done. It was also noted that the SGIHC no longer has a Treasurer and that commissioners would receive a monthly Revenue and Expenditure report via e-mail.

- Discussion on how the commission is billed for services. Ted stated that they try to bundle jobs on the islands and that on-going commissioner contact would be Dan Robson or one of his supervisors although initially he wants to be available.
- Procedures for backup wharfingers was questioned

Bryce Young questioned the process for examining the reconfiguration of the Piers Island dock as well as the issue of the pilings at Swartz Bay.

Peggy Dayton advised that she was handing over the documentation material for the wharfingers to the commissioners today. She has sent instructions for remittance, collection and payment schedules to the wharfingers. The issue of NSF cheques was noted and questioned whether or not wharfingers or the CRD should deal with them. It was agreed that initially the wharfinger would deal with the problem. Claude requested that yellow customer cards be plasticized and be made for use as a punch card.

The Chair questioned what payment process was in place for water taxis and airplanes using the CRD docks. Reference was made to Schedules D and E. Discussion ensued and it was agreed that commissioners or wharfingers provide a list of those service providers already advertising on the docks and forward the information to the Chair.

Director Howe reviewed the Experience the Gulf Islands proposal and his thoughts on the issue of inter-island transportation and island economy. Concern was noted re the pulling back of BC Ferry services to the Gulf Islands and the need for a different transportation system.

5. Next Meeting Date – April 20, 2015

6. Adjournment

Moved by Bryce Young, **seconded** by Mike Callendar that the meeting adjourn, 11:35 am.

Carried



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**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF MONDAY, APRIL 20, 2015**

**SUBJECT SOUTHERN GULF ISLANDS HARBOURS SERVICE – 2015 OPERATING
AND CAPITAL BUDGET**

ISSUE

The purpose of the report is to provide an overview of the 2015 Southern Gulf Islands (SGI) Harbours Service budget.

BACKGROUND

At its November 4, 2014 meeting, the Southern Gulf Islands Harbours Commission directed Capital Regional District (CRD) staff to amend the 2015 draft operating and capital budget, to reflect budget figures that represent recast revenues, expenditures and capital project and funding requirements in light of recent operating model changes. The priority capital project for 2015 will be to complete the dock infrastructure engineering review and condition assessment to inform future capital project and financial plans. CRD staff has adjusted the budget and the attached budget documents for the information of the Commission.

At year-end 2014, \$93,500 in operating surplus funds were directed to the capital reserve fund in addition to the planned contribution, bringing the current reserve fund balance to \$1,455,908.

CONCLUSION

The 2015 operating and capital budget has been revised to reflect a new operations model in which services, formerly performed by a Ports Manager under contract with the CRD, are performed by CRD Integrated Water Services.

RECOMMENDATION

That the Southern Gulf Islands Harbours Commission receive the final 2015 operating and capital budget and the 2016-2019 capital expenditure plan for information.

Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services

TR:mm
Attachment: 1

CAPITAL REGIONAL DISTRICT

2015 Budget

S&I Small Craft Harbours

Final Budget

Compiled and Presented by CRD Finance

Apr-15

Service: 1.235 SGI Small Craft Harbour Facilities

Committee: Electoral Area Services

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 11 small craft harbour facilities in the Southern Gulf Islands. 9 docks are owned by the CRD and 2 are leased. 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-tim funding of \$1.6million 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 \$238,844.

COMMISSION:

Southern Gulf Islands Harbour Commission as established by Bylaw #2972 in 2002.

FUNDING:

Parcel Tax

SGI HARBOURS	2014	2014	BUDGET REQUEST		FUTURE PROJECTIONS				
	BOARD BUDGET	2014 ESTIMATED ACTUAL	2015 CORE BUDGET	2015 SUPPLEMENTARY	TOTAL 2015	2016	2017	2018	2019
OPERATING COSTS:									
Management Expenditures	25,200	24,120	-	-	-	2,040	2,081	2,122	2,165
Contracted Services	9,400	350	2,000	-	2,000	8,160	8,323	8,490	8,659
Supplies, Advertising, Meetings	8,000	7,000	6,000	-	6,000	6,120	6,242	6,367	6,495
Travel and Training	6,930	5,430	1,000	-	1,000	1,020	1,040	1,061	1,082
Internal Allocations	1,000	3,150	-	-	-	-	-	-	-
Telecommunications	-	-	-	-	-	-	-	-	-
Total Management Expenditures	50,530	40,050	17,000	-	17,000	17,340	17,687	18,041	18,401
*Percentage Increase over prior year					-66.4%	2.0%	2.0%	2.0%	2.0%
Dock Expenditures	85,500	6,480	20,000	-	20,000	20,400	20,808	21,224	21,649
Repairs and Maintenance	65,820	47,880	20,000	-	20,000	20,400	20,808	21,224	21,649
Wharfing Compensation and Travel	-	-	30,000	-	30,000	30,600	31,212	31,836	32,473
Allocations - Operations	33,010	33,010	34,440	-	34,440	35,129	35,831	36,548	37,279
Insurance	23,930	5,280	10,000	-	10,000	10,200	10,404	10,612	10,824
Operating - Other	-	-	-	-	-	-	-	-	-
Total Dock Expenditures	208,260	92,650	114,440	-	114,440	116,729	119,063	121,445	123,874
*Percentage Increase over prior year					-45.0%	2.0%	2.0%	2.0%	2.0%
CAPITAL / RESERVES									
Transfer to Capital Reserve Fund	63,360	170,070	181,790	-	181,790	185,426	189,134	192,917	196,775
TOTAL CAPITAL / RESERVES	63,360	170,070	181,790	-	181,790	185,426	189,134	192,917	196,775
TOTAL COSTS	322,150	302,770	313,230	-	313,230	319,495	325,884	332,402	339,050
FUNDING SOURCES (REVENUE)									
Revenue- Fees	(74,050)	(54,650)	(70,000)	-	(70,000)	(71,400)	(72,828)	(74,285)	(75,770)
Other Income	(5,420)	(5,440)	(2,660)	-	(2,660)	(2,713)	(2,767)	(2,823)	(2,879)
TOTAL REVENUE	(79,470)	(60,090)	(72,660)	-	(72,660)	(74,113)	(75,595)	(77,107)	(78,650)
REQUISITION - PARCEL TAX	(242,680)	(242,680)	(240,570)	-	(240,570)	(245,381)	(250,289)	(255,295)	(260,401)
*Percentage increase over prior year requisition					-0.9%	2.0%	2.0%	2.0%	2.0%
Capital Reserve Fund Balance		1,455,918			1,571,708	1,572,134	1,681,268	1,584,185	1,630,961

CAPITAL REGIONAL DISTRICT - SCHEDULE G

CAPITAL BUDGET FORM 2015 Forecast 2016 to 2019

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

Year (1)	Type Code (2)* ↓	Specific Project Description (3)	Capital Expense \$	Funding		Grant Program Sponsor (6)	Loan Authorization # (7)	Participants (8) ↓
				Source (4)** ↓	Amount Total (5) \$			
2015	S	Dock Engineering Review and Condition Assessment	100,000	R	100,000			
2015	S	Dock Capital Improvements	150,000	R	150,000			
2016	S	Dock Capital Improvements	150,000	R	150,000			
2017	S	Dock Capital Improvements	150,000	R	150,000			
2018	S	Dock Capital Improvements	100,000	R	100,000			
2019	S	Dock Capital Improvements	55,000	R	55,000			
TOTAL			705,000		705,000			

Type Codes (2)*	Funding Source Codes (4)**	
L = Land	D = Debenture Debt (new debt only)	C = Capital Funds on Hand
S = Engineering Structures	E = Equipment Replacement Fund	R = Reserve Fund
B = Buildings	G = Grants (Federal, Provincial)	S = Short Term Loans
V = Vehicles	O = Donations / Third Party Funding	L = Lands Sales
E = Equipment		



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Agenda Item 6
REPORT #SGIHC 2015-02

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF MONDAY, APRIL 20, 2015**

**SUBJECT TERMS OF REFERENCE – SOUTHERN GULF ISLANDS HARBOURS
SERVICE DOCK INFRASTRUCTURE ENGINEERING REVIEW AND
CONDITION ASSESSMENT PROJECT**

ISSUE

The Terms of Reference have been prepared for the dock infrastructure engineering review and condition assessment.

BACKGROUND

The Southern Gulf Islands Harbours Commission approved a project in the 2015 service capital budget to undertake an engineering review and condition assessment of the eleven dock facilities under the service's responsibility. The purpose of the engineering review is to establish the state of each dock and its components and determine if there are structural deficiencies that would impact the performance or safety of the dock given its original design and current intended use. The purpose of the condition assessment is to determine if there are improvements required to ensure the dock infrastructure continues to perform safely and in accordance with the expected service life. The Terms of Reference have been drafted for this project and are attached.

ALTERNATIVES

That the Southern Gulf Islands Harbours Commission:

1. Approve the draft Terms of Reference for the dock infrastructure engineering review and condition assessment and direct CRD staff to proceed with the project.
2. Refer the Terms of Reference back to CRD staff for review.

IMPLICATIONS

Finalizing the Terms of Reference for this project will allow the project to proceed and be completed in the Fall of 2015, so that the recommendations can be used to inform the future capital and financial plans for the service.

CONCLUSION

A comprehensive dock infrastructure engineering review and condition assessment is required to establish the state and condition of each of the docks and their components, considering both structural and non-structural aspects. The Terms of Reference for this project have been prepared for the Southern Gulf Islands Harbours Commission's consideration.

RECOMMENDATION

That the Southern Gulf Islands Harbours Commission approve the draft Terms of Reference for the dock infrastructure engineering review and condition assessment and direct CRD staff to proceed with the project.



Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services

TR:mm
Attachment: 1

April 15, 2015



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TERMS OF REFERENCE

THE SOUTHERN GULF ISLANDS HARBOURS SERVICE DOCK INFRASTRUCTURE ENGINEERING REVIEW AND CONDITION ASSESSMENT PROJECT

BACKGROUND

In July 1998, as a result of the Federal Government divestiture of local and regional dock facilities, the Capital Regional District (CRD) adopted Bylaw No. 2614, which established a local service in the Southern Gulf Islands for the purpose of establishing, acquiring and operating the small craft harbor facilities (docks). Under the service, there are eleven dock facilities on six islands. Nine of the facilities are owned by the CRD and two remain under Federal ownership (Department of Fisheries and Oceans Canada), but operated by the CRD under agreement. The list of facilities follows:

1. Galiano Island
 - a. Retreat Cove
 - b. Montague Harbour
 - c. Sturdies Bay

2. Mayne Island
 - a. Miners Bay
 - b. Horton Bay (DFO)

3. Saturna Island
 - a. Lyall Harbour (DFO)

4. Pender Island
 - a. Port Washington
 - b. Hope Bay
 - c. Port Browning

5. Piers Island

6. Swartz Bay

Between 2007 and 2008, various engineering studies of the dock facilities were completed to help the Commission set the capital project priorities and financial plan for the service. Since then, capital improvement projects have been undertaken annually as approved by the Commission.

PROJECT OVERVIEW

The Southern Gulf Islands Harbours Commission (Commission) approved a project in the 2015 service capital budget to undertake an engineering review and condition assessment of the eleven dock facilities under the service's responsibility. The purpose of the engineering review is to establish the state of each dock and its components and determine if there are structural

deficiencies that would impact the performance or safety of the dock given its original design and current intended use. The purpose of the condition assessment is to determine if there are improvements required to ensure the dock infrastructure continues to perform safely and in accordance with the expected service life.

PROJECT SCOPE

The engineering review and condition assessment will include, but is not limited to:

1. Review of original design and construction documents and original intended and current use:
 - a. Consideration of design and dock performance given local water depth, tidal fluctuation, exposure to wave, wake and wind action
 - b. Consideration of 'drive-on' use
2. Review of dock components including:
 - a. Wharfs, decking, gangway and moorage components
 - b. Flotation
 - c. Pile structure and cross supports
 - d. Bulkheads
 - e. Anchorage systems
 - f. Attenuation components and breakwaters
 - g. Ancillary equipment including fuel dispensing equipment and lifting devices
 - h. Decommissioned works including fuel
3. Review of overall dock maintenance and identification of non-structural deficiencies
4. Estimation of remaining service life of dock and components
5. Review of public safety and protection of property requirements including:
 - a. Walkways and handrails
 - b. Fire protection
 - c. Signage
 - d. Life-saving devices
6. Recommendations for structural and non-structural improvements in order of priority to address any safety and risk issues, and provision of Class C budget estimates to undertake recommendations

Note: Electrical installations and equipment will be reviewed by CRD staff. Review of upland access to dock infrastructure and legal review of water leases, rights of ways and all other agreements will be undertaken by others.

Following the completion of the above noted scope of work, the Commission may want to consider the following supplementary scope including identifying opportunities to expand the level of service at each dock facility, such as additional wharfage, improved lighting, provision of utility services (water, sewer, hydro), and installation of lifting devices for cargo. Other considerations could include service level improvements currently outside the service mandate, such as dock parking.

PROJECT BUDGET

A project budget of \$100,000 has been set (\$90,000 for consulting fees and \$10,000 for CRD staff time for project administration).

PROJECT SCHEDULE

The project has been included in the 2015 service capital budget. The following are the proposed project milestones and schedule to complete the project in 2015:

1. May 22 – Finalize project Request for Proposals (RFP) and publicly advertise opportunity with a closing date of June 12
2. June 15 – July 3 – Evaluate proposals and recommend award of consulting contract for Commission's approval
3. July 6 – July 17 – Engage consultant and undertake project planning meetings
4. July 20 – August 31 – Consultant to complete engineering review and condition assessment
5. September – CRD staff and Commission review final draft report
6. October – Commission receive final report and staff recommendation and consider 2016–2020 capital and financial implications

PROJECT MANAGEMENT

The Manager, Capital Projects, CRD Integrated Water Services, will be the staff contact for this project. CRD staff will manage the project and liaise with the Commission as required.



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Agenda Item 7
REPORT #SGIHC 2015-03

**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION
MEETING OF MONDAY, APRIL 20, 2015**

SUBJECT PORT BROWNING, PENDER ISLAND – WATER LOT DL375

ISSUE

The Port Browning dock water lot boundary is misaligned with the dock infrastructure and requires adjustment.

BACKGROUND

In 2001, as part of the Federal Government (Fisheries and Oceans Canada (FOC)) dock divestiture plan, it was identified that portions of the Port Browning dock infrastructure fell outside the water lot registered for the facility. The divestiture process proceeded on the understanding that FOC would have the water lot resurveyed and adjust the registered legal plan accordingly. Unfortunately, it was recently brought to CRD staff's attention that this work was not completed. CRD staff have contacted the FOC Small Craft Harbours Branch, and it has been agreed that FOC will complete this work at their expense. Further, CRD staff have confirmed that a public road right of way (Plan 608 RW) exists upland of the dock, providing legal access between Razor Point Road and the dock. In light of the recent work completed to improve access to the dock, staff have requested that the right of way be staked in the field by the surveyors when they are on-site conducting the water lot re-survey. A site plan is attached for reference.

ALTERNATIVES

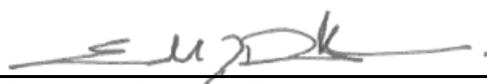
That the Southern Gulf Islands Harbours Commission receive the staff report for information.

CONCLUSION

Updating the water lot survey and registered plan resolves the outstanding misalignment with the physical dock infrastructure at Port Browning. Fisheries and Oceans Canada is undertaking this work at their expense as part of the divestiture commitment.

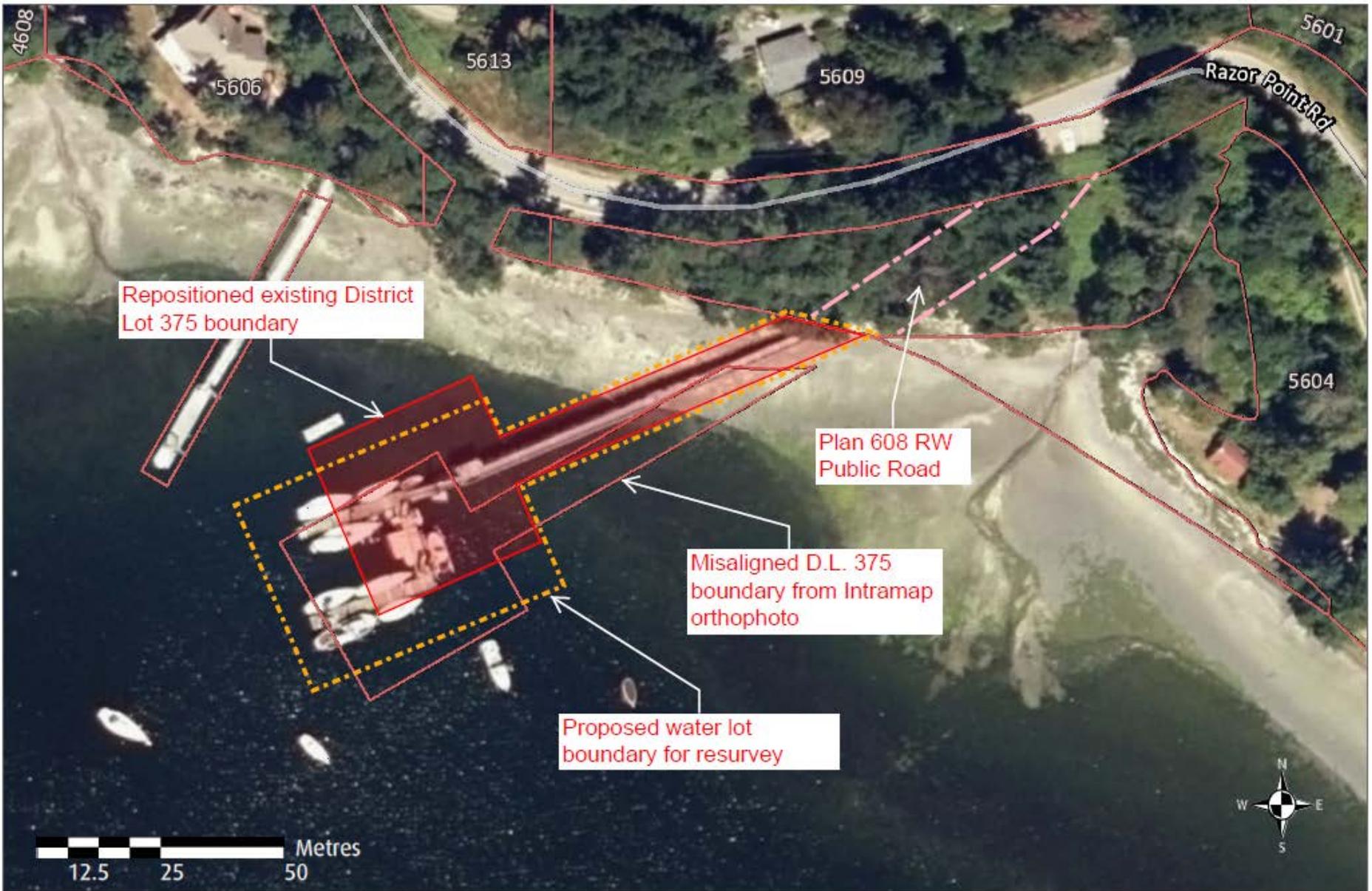
RECOMMENDATION

That the Southern Gulf Islands Harbours Commission receive the staff report for information.



Ted Robbins, B.Sc., C.Tech.
General Manager, Integrated Water Services

TR:mm
Attachment: 1

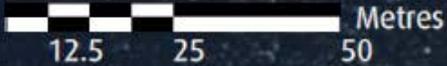


Repositioned existing District Lot 375 boundary

Plan 608 RW Public Road

Misaligned D.L. 375 boundary from Intramap orthophoto

Proposed water lot boundary for resurvey



Important

This map is for general information purposes only. The Capital Regional District (CRD) makes no representations or warranties regarding the accuracy or completeness of this map or the suitability of the map for any purpose. This map is not for navigation. The CRD will not be liable for any damage, loss or injury resulting from the use of the map or information on the map and the map may be changed by the CRD at any time.

Printed Wed, Mar 11, 2015

CRD Harbours

Port Browning Facility

Intramap 2.0

Capital Regional District
gis@crd.bc.ca
<http://www.crd.bc.ca>



North Pender Island docks report

March 25th. 2015

Hope Bay Dock:

- 1) 3/4" galvanized chain to replace some worn pieces that hold the floats together.
- 2) a metal grate at the transition of the road to the dock.
- 3) the Aluminum ramp extension needs to be altered, Peter Binner has an idea that might work.
- 4) need a 10" wire rope sheave/pulley with a hook rated at 5 tons, for the crane on the dock.
- 5) there are some skirt boards that have come off of the floats that need to be replaced.
- 6) Defining a section of the dock for overnight moorage so the section would have to be stenciled.

Port Washington Dock:

- 1) Dangerous wiring on dock.

Rod has been in touch with Marty Venoit @ Integrated Water Services ,Supervisor Electrical, Industrial Automation CRD regarding a lighting problem on our main dock, we have chatted a few times and his crew Joe Kolic came out and replaced the appropriate fixture. At that time it was pointed out that in a couple cases wire for wing docks were installed in potential dangerous places, allowing for dock chaffing and probable damage if not more serious liability,they made notes at that time along with more lighting for north wing were heavy public travel is being used (high school boat ,2x / day) • Sea air travelers (3x / day) and Canada Post daily deliveries 5x / week early am wires are improperly dangling on ramp structure and should be relocated. they said they would submit a report and hopefully a result would happen within the month (8 weeks ago ?).

- 2) Sinking Floats

South wing floats have been sinking since early summer. This has been mentioned countless times to the former Ports Manager, with no action.. Rod was put in touch with Cory Johnson from Marine Services on S.S.Island. they came in the fall to exam thoroughly and agreed farthest floats were not installed and should be corrected soon along with chain locations readdressed to function properly. They were submitting a report at that time and I told them to pass along to Ted Robins, which I assume they did. • Again this was in early Jan 2015

Browning Dock:

RCMSAR20 – Dock visits

The station has visited Horton Bay and Montequ Harbour docks in January and February. Both visits were productive for the Wharfinger at Montequ. The wharfinger at Horton Bay was away so we met with Carl Bunnin. A sign was put up at Montequ and one will be posted at Horton Bay and the other docks just as soon as the Station gets more printed.

Ted Robbins

From: DAVE HARGREAVES <davenliz3613@shaw.ca>
Sent: Tuesday, April 07, 2015 1:57 PM
To: carl bunnin; Ted Robbins
Subject: Electrical Work at Port Washington dock
Attachments: Quotation - Port Washington Dock.pdf

Hi Carl and Ted.

Please find attached a quotation from our local Electrical Contractor for the work needed at Port Wash. I realize from Ted's previous comments that electrical work should be done by IWS staff. But given the low cost and quick solution, I thought it might ease things a bit.

Anyway, Just thought this might help put the work into perspective..

Let me know if we can consider local contractors for any or this type of work..

Cheers - Dave

Home Phone: 250-629-3676 or cell: 250-415-1070

###

SCHOONER POINT ELECTRIC LTD.

37160 GALLEON WAY

PENDER ISLAND, B.C.

TEL - 250 539-0803 EMAIL - schoonerpoint@shaw.ca

BUSINESS NO. - 83039 7329 WCB NO. - 774491-AA

PORT WASHINGTON DOCK

TASKS

INSTALL 2 NEW MATCHING FLOODLIGHTS

REPLACE DAMAGED CABLE ON FLOATING DOCK

REROUTE CABLE THAT IS DANGLING IN WATER

RESTRAP CONDUIT UNDER RAMPS

DEVICES

QTY.

PRICE PER

TOTAL

LED WALL PACK FIXTURES

2

\$ 276.20

\$ 552.40

2 CONDUCTOR TECK CABLE

50

\$ 2.75

\$ 137.50

TECK CONNECTORS

8

\$ 17.20

\$ 137.60

PVC JBS

2

\$ 27.88

\$ 55.76

MISC STRAPPING FOR PVC

1

\$ 18.00

\$ 18.00

MISC MATERIAL

1

\$ 45.00

\$ 45.00

TOTAL COST

\$ 946.26

LABOUR

12

\$ 60.00

\$ 720.00

SUB-TOTAL

\$ 1,666.26

G.S.T.

\$ 83.31

TOTAL

\$ 1,749.57

Ted Robbins

From: Dave H <davenliz3613@shaw.ca>
Sent: Sunday, March 22, 2015 11:36 PM
To: Carl Bunnin, SGI HARBOURS; Ted Robbins
Subject: Browning Dock needs

Further to my previous note about dock needs; Here is the list of needs for the Browning dock. Claude notes that he is "out of pocket" for some costs paid to a patron. See item 7.

Carl : I will get my comments to you tomorrow about input to Wednesdays meeting.

Regards
Dave Hargreaves

----- Original message -----

From: Claude Kennedy <claudekennedy@yahoo.com>
Date: 22/03/2015 1:15 PM (GMT-08:00)
To: DAVE HARGREAVES <davenliz3613@shaw.ca>
Subject: Re: Browning Dock

Hello Dave,
Peter and I are reviewing the "new" deposit receipt booklet sent from CRD at the moment.

Proposed Action List- Browning Dock

1. Need a power wash of dock wharf and floating dock surfaces before they dry out. This was not completed though requested and said approved by Pete Williams years ago. The dock wooden surfaces are degrading from the activity of moss digesting the wood. The floating dock boards are extremely slippery when wet as they are covered with green algae as well.
2. The outer floating dock has sunk 30 cm. at the right end, needs sistered floatation block to lift and level end at the outer dolphin.
3. I would recommend that we remove the rock at head of path and use a 3/8 chain between the existing right hand cedar tree and the 4x4 SGIHC sign. This would have a combination lock for wharfinger and patrons. Note that we have enjoyed cooperation with our patrons and it would continue to be a no parking zone- loading and unloading only. Many patrons have significant gear to offload and load for the use of their vessels. I have chain and would take care of this operation, then we could review on an ongoing basis.
4. I would like to promote fire safety on our wharf zone by posting " No Smoking" signs on the dock. Recommend posting also, that outside cooking/barbecue stoves be of controlled fuel types like propane. This is common signage throughout marinas public and private.
5. At the seaward edge "L" where the present Search and Rescue dock meets the outer floating dock the edging board needs to be trimmed and cut back 2" and refastened. A nylon rub plate surface is needed between the two surfaces to prevent continuous surface erosion. That board breaks the fasteners several times during the year. I have replaced fasteners and had requested that the issue be addressed previously.
6. The RBC booklets received from CRD are good from the deposit point of view but I will need new receipt booklets for Browning Dock customers soon if available. Just a reminder that we will need to gain control/cancel the box 60 SGIHC postal box if not already done and remove the information from new receipt booklets. I did find using the prior Excel document and having the accounting record online and printed of real service in managing the prior deposits in lieu of ports manager support.
7. I have one much delayed request regarding the personal payment out of my pocket to a patron who had requested a pro-rated refund from a quarterly deposit made to the SGIHC as per schedule C first paragraph #1. When informed, the previous ports manager choose to argue the issue refusing to give the patron the refund, though the terms of the request were met by the request being received with 30 days due notice. After six months of making the request to the ports manager to clarify and make good on the issue, I wrote up the receipt/refund and paid the patron out of my own pocket. I have a copy of the \$70 refund receipt made out to a local patron.

Thank you,
Claude

From: DAVE HARGREAVES <davenliz3613@shaw.ca>
To: "Wharfinger - Browning, Kennedy, Claude Kennedy - Browning Warfinger" <claudekennedy@yahoo.com>

Sent: Friday, March 20, 2015 4:44 PM
Subject: Browning Dock

Hi Claude.

DO you have any issues with the dock? Are there any supplies that you need??

Cheers - Dave Hargreaves - Commissioner

Home Phone: 250-629-3676 or cell: 250-415-1070

Ted Robbins

From: Capt. Larry Peck <sail@meriah.com>
Sent: Wednesday, April 08, 2015 4:20 PM
To: carl bunnin
Cc: Ted Robbins; directorsgi; Peggy Dayton; Bryce Young; Sheila Midgley; Mike Callendar; Dave Hargreaves
Subject: Re: April 20th SGIHC meeting
Attachments: Draft Strategic Plan v 3.pdf; CoastalCommunities_Report_Mar27.indd.pdf

Hi Carl,

First, some good news... I will be able to make it for the April 20th meeting after all.

The commercial services used by our dock include Sea Air with their scheduled float plane service, Gulf Island Water Taxi with their school boat and Boot Cove Marine Services (David Rees-Thomas) who operate a water taxi service out of Lyall Harbour. I expect that there is also a contract with Saturna Point Holdings which operates the fuel dock. Any other commercial or fishing vessels (ie: "Edgewater Fortune" & "My Buddy") will use the dock facility on an occasional basis only.

As for the ongoing discussion about Harbour Authority operations and the role of the Harbours Commission I am concerned about community input regarding unique issues of importance to each of the Island dock facilities. I would also like to see a process whereby Island contractors have an opportunity to bring tax dollars back into the communities for repairs & maintenance. In many cases we do have the skills and resources available on the Islands and usually at a lower cost.

What has happened to the the Strategic Plan Framework? Should we not be referring to the guidelines presented in this booklet (attached below). I have also attached a useful document which was produced by the Nova Scotia Coastal Communities Network (attached below).

I have included just below a requested reply from Joanne Pinches, our wharfinger, with a list of important items for our attention...

Several requests have also been received by me from local contractors and boaters for installation of a crane hoist and electricity for the docks, both of which could be a revenue generator and would certainly be a valuable infrastructure resource for Saturna.

Cheers, Larry

From: Joanne Pinches <joanne.pinches@gmail.com>
Date: 8 April, 2015 7:42:06 AM PDT
To: "Capt. Larry Peck" <sail@meriah.com>
Subject: **Lyall Harbour**

Hi Larry,

Here is a list of things that are needed at the Lyall Harbour dock. The first three items are priority and should be completed ASAP.

New life ring
Fire extinguisher (current one is marked 'loaner' and is half size)
Aluminum drop box for permits (Pete Williams said there is one for us but it just hasn't made it out here)

New paint for fuel and float plane areas (power wash beforehand recommended)
Sign for fuel dock indicating no moorage at any time
Repair of metal rods joining the floats
New ramp grating (very slippery and dangerous)
Similar information signs as other CRD docks
Tops for pilings to prevent birds from roosting
Ladder for emergency access from the water

The only fishing boat that has left me registration is called My Buddy and the contact name is Men Xuan Pham.

Thanks,
Joanne

On 2 Apr, 2015, at 10:33 AM, carl bunnin wrote:

Good morning,

Our next Commission meeting is scheduled for Monday April 20th. I would like to provide Ted and Margret the meeting agenda by April 11th. If you have items you would like included in the agenda please email them to me by April 9th.

Please take time to review the minutes from our working meeting of March 25th. I would appreciate your thoughts and comments on moving forward with the key topics.

Could you please provide the list of water taxi and float plane service providers using your Islands docks. I would appreciate receiving this by the 9th of April.

Regards,
Carl Bunnin

Ted Robbins

From: Sheila Midgley <kingfisher@gulfislandswireless.com>
Sent: Saturday, April 11, 2015 4:20 PM
To: Ted Robbins
Subject: Fw: DOCK SERVICES

Hello Ted,

The following issues have been brought to my attention. Of all the Harbours that the Commission over-sees, the ones on Galiano have suffered the most neglect. I would be really appreciative if these basic essentials listed below could be dealt with prior to the May long weekend.

REPAIRS:

Retreat Cove: The roller there has been broken for years -- the bearings and retainers are totally shot. This absolutely needs to be fixed as it is putting stress on the rest of the dock.

Montague Harbour: Seaplane float has floatation issues and is no longer level
One piling is now seriously tilted

SIGNAGE:

Montague:

Yellow stripes for loading zones and emergency 15 min zone are very faded.
Another sign needed re: wharfing rates. The one sign at top of dock is not visible from most of the wharf.
Sign needed to clarify space designated for bow tie only.

Sturdies Bay:

Yellow stripe for loading and emergency zone very faded.
Signage needed to point out loading zone. Yellow stripe not seen at night well enough.

Retreat Cove:

The entrance to Retreat is very difficult to see at night and during adverse weather conditions – reflective signage or white markings (which work well) are needed. Indicators should be visible at a couple of hundred feet, if possible.

Many thanks, Sheila Midgley

Ted Robbins

From: directorsgi
Sent: Monday, April 13, 2015 4:24 PM
To: Ted Robbins
Subject: Fw: SGI Harbours Commission

David Howe,
SGI Electoral Area Director,
Capital Regional District

From: Wayne Peace <waynepeace@gmail.com>
Sent: Monday, April 13, 2015 3:32 PM
To: Ian Dow
Cc: directorsgi; Peace Wayne; Wayne and Colleen Ming; Dave Maude; Bianchin Maxine; Dave Lindquist
Subject: Re: SGI Harbours Commission

Thanks for your detailed concerns, Ian. I first started using the dock in 1996. It doesn't seem like much has been done since then - aside from the herring hatchling netting, of course.

Regards
Wayne

On Mon, Apr 13, 2015 at 11:25 AM, Ian Dow <ic_dow@yahoo.ca> wrote:
SGI CRD Director Howe,

April 13, 2015,

Dave,

I appreciate the work that is being done by the SGI Harbours Commissioners and Ted Robbins who are initiating an Engineering study of the CRD docks in the Southern Gulf Islands.

As you are aware, the Miners Bay dock on Mayne Island is likely the CRD dock that is in the poorest condition in the Region.

In 2008 Engineer Tuttle made certain recommendations for repairs and maintenance which were urgently required for the dock to maintain safe usability for the public. Little to none of these recommendations were carried out.

I understand also the need to establish what additional work may be required, which needs an up to date professional Engineers report, complete with those recommendations.

There are however, immediate safety, cleanliness, appearance and obvious maintenance issues which do not require an Engineering study to attend.

The Miners Bay dock is the only SGIHC owned dock on Mayne Island and it is in a significant state of neglect. I have not seen a wharfinger's presence or attendance to these matters for at least 4 months. The Miners Bay dock is not being properly maintained on a day to day basis. As of today, the amount of bird excrement, especially in the seaward half of the dock is unacceptable. The deck has not been cleaned to the point that it is very slippery to walk on, there are abandoned fuel pipes which are corroded to a safety concern and should be removed, there are a number of planks that should have been replaced when a small work project replace a few planks was done a few months ago. Two planks are so rotted that you sink a half inch when you step on them. There are still chunks of plywood nailed over holes in the decking. There are holes in the dock around a large cleat which is

almost falling through the dock. Bracing requires repair work. Where expanded metal should be installed at the ramp ends to avoid slipping and falling from slime and bird excrement, a few duroid shingles have been nailed down, (years ago). This was temporary which has become permanent. Old and outdated signage should be removed, new paint and new signage should have been addressed by now as the Active Pass Festival is only 2 weeks away.

These are straightforward regular repair and maintenance issues that have not been attended to as a regular part of a wharfingers duties and responsibilities. These maintenance repairs are to be budgeted annually which is what the parcel tax paid by every SGI taxpayer is requisitioned to fund. Also the repairs cannot and should not wait a year to be a part of the Engineering study which Ted Robbins has initiated. They are immediate concerns which have needed attention for far too long. This is a complaint which has not, to my knowledge or inspection, received action since I first voiced my concerns to the new Commissioners in early January. I have attended SGHC meetings and presented reports and pictures of the shortcomings and these issues still remain. I have spoken with Commissioner Bunnin, I have sent written request which have received no action or unsatisfactory reply. I am not the only voice on this issue, I am the messenger.

Sincerely,
Ian Dow,
President, MIRRA

List of users to be invoiced for moorage services.

April 8th 2015

Schedule "D"

Water Taxi, Carter Boat, Emergency Service Vessels

Gulf Island Water Taxi
p.o. Box 226 Stn Ganges
Salt Spring Island, BC
V8K 2V9

ph: 250-537-2510 $62.50 + 550.00 = \$612.50$

Mayne Inter-Island Sea Tours
286 Bakerview
Mayne Island, BC
V0N 2J1

ph: 250-539-5393 $62.50 + 143.00 = \$206.00$
Mr. Andy Pearson (7 X \$20.50)

Boating Adventures
710 Horton Bay Road
Mayne Island, BC
V0N 2J2

ph: 250-222-8747 $62.50 + 205.00 = \$267.50$
Mr. Toby Snelgrove

Boot Cove Marine Services
bootcovemarine@saturnacan.net

Mr. David Rees-Thomas $62.50 + 143.50 = \$206.00$

BC Hydro
500 Lower Ganges Road
Saltspring Island, BC
V8K 2N8

ph: 250-538-4204 $62.50 + 340.00 = \$402.00$

RCMP
4419 Bedwell Harbour Road
Pender Island, BC
V0N 2M0

ph: 250-629-6171 $62.50 + 550.00 = \$612.50$
Sgt: Rod Pick (allows for two boats)

Continued

List of users to be invoiced for moorage service, continued.

RCMP mail stop 909
 14200 Green Timber Way
 Surrey, BC
 V3T 6P3
 ph: 778-290-2653
 Contact: Leah Verhaeghe

Note: Following approval of invoice by Pender detachment
 billing would be mailed to attention of Leah Verhaeghe.

Canada Post
 Mander Marine Service
9mander9@gmail.com
 ph: 250-886-3795
 Mr. Mark Anderson

62.50 + 550.00 = \$612.00

Schedule "E"
 Seaplane License Agreement

Seair Seaplanes
 4640 Inglis Dr.
 Richmond, BC
 V7B 1W4
 ph: 604-273-8900

	Galiano	Mayne	Pender	Saturna
	62.50	62.50	62.50	62.50
	<u>410.00</u>	<u>410.00</u>	<u>550.00</u>	<u>550.00</u>
	\$ 472.50	\$ 472.50	\$ 612.50	\$612.50

Saltspring Air
 Po Box 257
 Saltspring Island, BC
 V8K 2V9
 ph; 250-537-9880

	Galiano	Mayne	Pender
	62.50	62.50	62.50
	<u>205.00</u>	<u>410.00</u>	<u>410.00</u>
	\$267.50	\$472.50	\$472.50

Schedule "C"
 Reserved Moorage, Fuel Dock

Saturna Point Holdings
 100 East Point Road
 Saturna Island, BC
 V0N 2Y0
 ph: 250-539-5726

30' X (1.5 X 42.50) = \$ 1912.50

Questions: Contact Carl Bunnin, Ph: (250) 539-2311



Victoria Office
200-1627 Fort Street
Victoria, BC V8R 1H8
Telephone: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca
**North Pender, South Pender,
Galiano, Mayne, Saturna**

Salt Spring Office
1-500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8
Telephone: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca
Salt Spring

Northern Office
700 North Road
Gabriola Island BC V0R 1X3
Telephone: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca
**Gambier, Lasqueti, Hornby,
Denman, Gabriola, Thetis,
Ballenas-Winchelsea**

Development Application Fee Sponsorship Application Form

Agenda Item 12

*Under Islands Trust Policy 4.1.xiii, Trust Council Executive Committee may sponsor development application fees. When applying for sponsorship, please submit this form, or the details in a letter, **with your development application**. Applicants are encouraged to file this form with or after their development application.*

To be eligible for Executive Committee Sponsorship:

- ✓ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility for the benefit of the community at large and consistent with goals in the Official Community Plan (OCP).
- ✓ The applicant is an established or establishing institution supported by taxpayers that is seeking to establish, expand or modify a community facility. (Potential sponsorship of up to one half of the costs of the application)
- ✓ The applicant seeks to implement specific objectives of an OCP with broad community benefits.

The following are NOT eligible for Executive Committee Sponsorship:

- ✗ The applicant is a registered for-profit corporation under the Corporations Act.
- ✗ The applicant is a non-profit agency or organization seeking to establish, expand or modify a facility that would not benefit the community at large.
- ✗ An applicant claims that he or she cannot afford the cost of the application, and the application would not otherwise qualify for sponsorship or initiation.
- ✗ ALR and Subdivision referral application fees are not eligible.

SECTION 1: APPLICANT INFORMATION

(Please print or type all sections)

Organization Name: _____

Primary Contact: _____

Address: _____

Telephone: _____ E-mail: _____

Charitable Status Number (If applicable): _____

Organization Mandate (Attach bylaws, constitution or cite organization website): _____

Board Members (Name, Position): _____

SECTION 2: DEVELOPMENT APPLICATION INFORMATION

Check development application where fee refund is requested:

- | | |
|--|--|
| <input type="checkbox"/> Official Community Plan | <input type="checkbox"/> Development Variance Permit |
| <input type="checkbox"/> Zoning Bylaw Amendment | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Other: _____ |

Development Application Submitted? Yes No Application #: _____

Development Application Fees Paid (Amount): _____ Receipt #: _____

SECTION 3

Objective of Development Application: _____

Describe how the Development Application furthers official community plan goals: _____

SECTION 4

I/we declare that all of the above statements and the information contained in the material submitted in support of the application are to the best of my/our knowledge true and correct.

Printed Name: _____

Signature: _____ Date: _____

Contact Information (e-mail and/or phone): _____

INFORMATION TO BE COMPLETED BY ISLANDS TRUST

Date of Executive Committee Consideration: _____ Decision: _____

Financial Details: _____

Fee Refunded: _____

Organization Charitable Status Number: _____

LTC Notified (Date): _____

Applicant Notified (Date): _____



Victoria Office
200 - 1627 Fort Street
Victoria, BC V8R 1H8
Ph: (250) 405-5151
Fax: (250) 405-5155
information@islandstrust.bc.ca

Salt Spring Office
1 - 500 Lower Ganges Road
Salt Spring Island, BC V8K 2N8
Ph: (250) 537-9144
Fax: (250) 537-9116
ssiinfo@islandstrust.bc.ca

Northern Office
700 North Road
Gabriola Island BC V0R 1X3
Ph: (250) 247-2063
Fax: (250) 247-7514
northinfo@islandstrust.bc.ca

North Pender, South Pender,
Galiano, Mayne, Saturna, Executive

Salt Spring

Gambier, Lasqueti, Hornby,
Denman, Gabriola, Thetis

Bylaw Amendment Application Form

For Official Community Plan, Land Use Bylaw, Zoning Bylaw, Subdivision Bylaw.
Rural Land Use Bylaw and Land Use Contract Amendments.

OFFICE USE ONLY

Application Fee: _____ Receipt No: _____ File No: _____

SECTION 1: DESCRIPTION OF PROPERTY (AS INDICATED ON STATE OF TITLE CERTIFICATE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____
Range _____ Other Description _____
Street Address or General Location _____
Jurisdiction and Folio Number _____ (From Property Assessment/Tax Notice)
Parcel Identifier (PID) _____ - _____ - _____ (From State of Title Certificate)

SECTION 2: OWNER INFORMATION (ADD ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

(1) Name	_____	(2) Name	_____
(1) Street Address	_____	(2) Street Address	_____
Town/Prov.	_____	Postal Code	_____
Telephone	_____	Fax	_____
Email	_____	Email	_____

SECTION 3: APPLICANT INFORMATION (IF DIFFERENT FROM OWNER)

Name _____ Street Address _____ Town/Prov. _____
Postal Code _____ Telephone _____ Fax _____ Email _____

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact a Deputy Secretary at one of the above noted offices if you have any questions regarding the collection of personal information on this form.

The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a staff person for assistance.

Mail or deliver the completed application form, fee, plans and supporting material to the Islands Trust Office. The fee is payable to the Islands Trust. Contact Islands Trust staff for the current fee prior to submitting your application as fees may change annually.

SECTION 4: Plan Designation or Zone changes:

Official Community Plan amendment requested (if applicable and be specific):

Land Use Bylaw, Zoning, Subdivision or Rural Land Use Bylaw amendments requested (if applicable and be specific):

Land Use Contract amendments requested (if applicable and be specific):

SECTION 5: Site Plans (if applicable):

Submit one (1) full-size copy and three (3) reduced (11X 17) copies of a detailed Site Plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines. Show the location of any proposed buildings, structures and land clearing showing accurate dimensions of their size and the distances between the proposed developments and existing features, including lot lines. You may be required to submit an elevation showing the side views of the proposed development.

SECTION 6: Describe the current uses of the land and buildings on the property.

SECTION 7: Describe the proposed uses of the land and buildings and the proposed timing of the development or commencement of use.

SECTION 8: Describe the current uses of land and buildings on adjacent properties. You may be required to submit a site plan showing existing features of adjacent properties.

SECTION 9: Describe the reasons in support of the bylaw amendment. Attach additional comments on a separate page. Submit any technical reports, studies or appraisals of the property and report on any community consultation you have undertaken.

SECTION 10: APPLICATION COMPLETION CHECKLIST:

- I have completed all sections of this application form
- I have included detailed site plans and elevation drawings as required in Section 5 of this application form
- I have included a recent State of Title Certificate (not more than 30 days old)
- I have included copies of all covenants registered against the title
- All owners listed on the title have signed the application
- I have included the correct fee (contact Staff for current fees)

IMPORTANT: Your application will not be considered complete unless it contains all of the information above.

A Note about Obtaining State of Title Certificate and Covenants: State of Title Certificate and covenants may be obtained from the Land Title Office or through your local government agent office for a fee.

SECTION 11: OWNER'S CONSENT AND AUTHORIZATION

(Signature of all registered owners is required.
For additional owners, including Strata Corporations, attach a separate sheet)

In order to assist Islands Trust Planners in the review and evaluation of my application, by signing below, authorize the Planners assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to arrange to schedule a convenient time for such a visit, to inspect the land. I acknowledge a right, if a convenient time can be scheduled, to accompany the Planner on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

(1) _____
Consent and Authorization Signature

(2) _____
Consent and Authorization Signature

(1) _____
Date

(2) _____
Date

Contaminated Sites Regulation

Please note that pursuant to Section 4(4) of the Contaminated Sites Regulation, B.C.Reg. 375/96, **a site profile is not required and will not be accepted by the Islands Trust.** If you have any questions, please contact this office.



**Wearing a
lifejacket
saves lives**

**Porter un gilet
de sauvetage
sauve des vies**



**CANADIAN
RED CROSS
CROIX-ROUGE
CANADIENNE**



Lifejacket Wear and Boating Safety

For many Canadians, the summer season means enjoying outdoor activities such as fishing, powerboating or canoeing.

But each year, tragic and avoidable boating-related fatalities occur across Canada. A Canadian Red Cross report examining these fatalities over 16 years revealed many common factors:

- Only 12% of immersion fatalities were reported to be correctly wearing a lifejacket or Personal Flotation Device (PFD).
- Of all recreational boating immersion deaths during this period, 93% were male.
- Men between 15 and 54 years old accounted for the majority of fatalities.
- Alcohol was a factor for nearly half of these.
- 64% of the immersion deaths resulted from a capsized vessel or a fall overboard with environmental conditions such as the weather, wind and waves as significant contributing factors.

Prevention

Always wear a lifejacket or PFD: A properly worn flotation device is the fundamental safety item for anyone heading out on a boat. It keeps you at the surface of the water during unexpected or unintentional entries into water, reduces the initial impact (cold water shock to your muscles) of a fall into cold water, and can help you reach safety. All persons on board, even strong swimmers, should be wearing a lifejacket/PFD.

Be aware of environmental conditions: Check weather and water conditions before heading out and monitor for changing conditions while out. Return to the nearest point of safety if the conditions change. The presence of cold water, wind, waves, current and darkness make recreational boating activities much more dangerous.

Stay alert and in control: Never consume alcohol before or during a boating outing.

Plan and prepare: Ensure the operator of the boat is experienced, the vessel is loaded properly, and that appropriate safety equipment is on board. An emergency plan should be established ahead of time.



Checklist for Choosing a Lifejacket or PFD

- Is it Canadian-approved?
- Will it support the person it was made for?
- Are all the snaps, belts, ties, tapes and/or zippers in good condition?
- Is it easy to put on and take off?
- Can you move your arms freely when wearing it?
- Does it let you bend at the waist?
- Can you see the ground at your feet and walk over obstacles easily?
- Does it keep your head above water?
- Can you swim and manoeuvre easily in the water?
- Have you attached a whistle to your flotation device?

Considerations when Choosing a Lifejacket or PFD

Activities: When available, choose a PFD that meets your particular needs. Today there are PFDs specially designed for various activities including pleasure boating, fishing, water skiing, tubing, kayaking, canoeing and rafting. Note that inflatable PFDs are not approved for persons who are less than 16 years of age, or weight less than 36.3 kgs, as well for those participating in activities where an inherent buoyant (contains permanent flotation) vest is required such as riding a personal water craft, paddling in white water, being towed behind a boat (water skiing, wakeboarding, etc.), or using a sailboard.

Colour: PFDs are available in many bright colours. The Canadian Red Cross recommends bright colours for better visibility in the water.

Size: PFDs must be an appropriate size to be effective. Sizing is based on chest measurements for adults and weight for children—read the label for details. Choose one that is comfortable but snug, and allows free movement.

