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## SOUTHERN GULF ISLANDS HARBOURS COMMISSION

Notice of Meeting on **Friday, November 27, 2020 at 9 a.m.**

Goldstream Meeting Room, Integrated Water Services at 479 Island Highway, Victoria, BC

**Members of the public wishing to listen to the meeting may do so by calling 1-833-353-8610; 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.**

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B. Mabberley, Galiano Island (Chair)

R. Fenton, South Pender Island

P. Brent, Saturna Island (V. Chair)

J. Hall, Piers Island/Swartz Bay

J. Deschenes, North Pender Island

D. Howe, Electoral Area Director

B. Dearden, Mayne Island

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### AGENDA - REVISED

#### 1. TERRITORIAL ACKNOWLEDGEMENT

#### 2. APPROVAL OF AGENDA

#### 3. ADOPTION OF MINUTES

*Recommendation: That the minutes of the September 25, 2020 meeting be adopted.*

#### 4. CHAIR'S REMARKS

#### 5. GENERAL MANAGER'S REPORT

#### 6. DELEGATIONS / PRESENTATIONS

*Presentations and delegations requests can be made online [here](#), a printable form is also available. Requests must be received no later than 4:30 p.m. two calendar days prior to the meeting.*

#### 7. COMMISSION BUSINESS

##### 7.1. SGIHC 20-06 Southern Gulf Islands Harbours Service 2021 Operating and Capital Budget

**Recommendation:** *The Southern Gulf Islands Harbours Commission:*

- 1. Approve the 2021 Operating and Capital Budget as presented;*
- 2. Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund; and*
- 3. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and five year Financial Plan for the Southern Gulf Islands Harbours Service.*

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*To ensure quorum advise Denise at 250.360.3087 if you are unable to attend*

**7.2. SGIHC 20-07 Alternative Approval Process – Next Steps**

*Report to follow*

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

**7.3. SGIHC 20-08 Project Update**

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

**7.4. Dock Inspections Reports**

*Recommendation: That the Dock Inspection Reports be received for information.*

**8. NEW BUSINESS**

**9. ADJOURNMENT**



Making a difference...together

**MINUTES OF A MEETING OF THE SOUTHERN GULF ISLANDS HARBOURS COMMISSION**  
**Held Friday, September 25, 2020 at the Panorama Recreation Centre Boardroom, 1885 Forest Park Drive, North Saanich, BC**

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**PRESENT:**     **Commissioners:** B. Maberley (Chair), Galiano Island; D. Howe, Regional Director  
**Electronic:** P. Brent, Saturna Island; B. Dearden, Mayne Island; J. Deschenes, North Pender Island; R. Fenton, South Pender Island; J. Hall, Piers Island

**Staff:** T. Robbins, General Manager, Integrated Water Services; D. Puskas, Manager, Capital Works; D. Dionne (Recorder)  
                  **Electronic:** D. Robson, Manager, Saanich Peninsula and Gulf Islands Operations

The meeting was called to order at 9:03 a.m.

**1. TERRITORIAL ACKNOWLEDGEMENT**

**2. APPROVAL OF AGENDA**

The following item was added under New Business:

9.1 Western Canada Marine Response Corp. Update

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Brent,  
That the September 25, 2020 agenda be approved as amended.

**CARRIED**

**3. ADOPTION OF MINUTES**

**MOVED** by Commissioner Howe, **SECONDED** by Commissioner Dearden,  
That the minutes of the June 26, 2020 meeting be adopted.

**CARRIED**

**4. APPROVAL OF RESOLUTION**

1. That this resolution applies to the Southern Gulf Islands Harbours Commission for the meetings being held between September 1, 2020 and December 31, 2020.
2. That the attendance of the public at the place of the meeting cannot be accommodated in accordance with the applicable requirements or recommendations under the Public Health Act, despite the best efforts of the Saanich Peninsula Wastewater Commission, because:
  - a. The available meeting facilities cannot accommodate more than (5) people in person, including members of the Southern Gulf Islands Harbours Commission and staff, and
  - b. There are no other facilities presently available that will allow physical attendance of the Southern Gulf Islands Harbours Commission and the public in sufficient numbers; and
3. That the Southern Gulf Islands Harbours Commission is ensuring openness, transparency, accessibility and accountability in respect of the open meeting by the following means:
  - a. By allowing the public to hear or participate via teleconference or electronic meeting software,
  - b. By providing notice of the meeting in newspaper or local notice Board, including the methods for providing written or electronic submissions,
  - c. By making the meeting agenda, as well as the other relevant documents, available on the CRD website, and directing interested persons to the website by means of the notices provided in respect of the meeting,

- d. By strongly encouraging the provision of, and subsequently receiving and distributing to members, written correspondence from the public in advance of the meeting, and
- e. By making the minutes of the meeting available on the CRD website following the meeting.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the Southern Gulf Islands Harbours Commission adopt the resolution as presented.

**CARRIED**

## **5. CHAIR'S REMARKS**

The Chair made no remarks.

## **6. DELEGATIONS / PRESENTATIONS**

There were no delegations or presentations.

## **7. COMMISSION BUSINESS**

### **7.1. SGIHC 20-05 Project Update**

D. Puskas reviewed the project updates and provided the following additional information:

- Piers Island – staff continue to work with the North Cowichan Tribe on the permitting process, their concerns are primarily with the traditional harvesting areas and staff believe this work is outside of those areas.
- Miners Bay – Department of Fisheries and Oceans Canada (DFO) has stated that a new Request for Project Review would be required for working outside the Fisheries window. This process typically takes a few weeks, by the time it is completed it would be close to the next Fisheries window which is December 1, 2020. The contractor was scheduled to mobilize September 28, 2020 to finish on October 9, 2020. Due to materials delay, the contractor has stated that they can't start until October 1, 2020, which makes the Request for Project Review a requirement from DFO. This now puts the Contractor starting December 1, 2020 and finishing December 15, 2020 – within the next Fisheries window.

Discussion ensued regarding risk and safety concerns related to the Miners Bay dock. Staff were asked to arrange a meeting between B. Mabblerley, B. Dearden, a School Board representative, the school boat Captain, the ambulance boat Captain and CRD's Risk Manger to discuss the safety concerns.

- Horton Bay – T. Robbins advised that there has been some interest from various groups to acquire the dock and there may be a need for Request for Expressions of Interest around acquiring that facility. More information will come as this continues to evolve.
- Spanish Hills – Due to the small number of respondents to the Request for Standing Offers, staff propose to issue a Request for Qualifications (RFQ) which will allow more opportunity for local contractors to respond. With an approved list of qualified local contractors staff can then tailor agreements with them according to their qualifications and have a pool of contractors that would benefit all Southern Gulf Island docks. Staff will forward the links to the RFQs once they have been posted to the website, along with the contact information for CRD's Purchaser responsible for issuing the RFQs, so that contractors can contact her directly for questions or assistance as needed.

Discussion ensued regarding on-island resources and utilizing the currently unemployed for some of the minor dock maintenance. Staff was asked to connect with CRDs Southern Gulf Island Planning department, to review opportunities to connect local, on-Island contractors for some of the Various Repairs works.

- Swartz Bay – There are some structural issues with the first float, the contractor will be checking if there are adjustments they can make in the short term, until the replacement is received next year.

#### **9:58 J. Hall left the meeting**

- Anson Road – The draft Development Permits have been received from Islands Trust for the works on the docks. There is a Zoom meeting on Monday regarding these.

Discussion ensued with staff responding to questions regarding the number of proponents, the Budget shortfall, potential cost to rate payers, concerns with onshore construction, outstanding variance that needs to be resolved and the increasing material costs.

T. Robbins advised that the recommendation in the report is to address a budget revision in 2020 in order to have the offshore and onshore budgets amended so that contracts can be legally awarded with adequate budget in place.

The onshore tender doesn't close until October 8, 2020 and is valid for 90 days.

Staff proposed that, due to the uncertainty of the onshore tender, the offshore contract could be awarded to Luxton today as it is within the available budget.

Staff will then bring back a recommendation to consider amending the budget based on the offshore tender price received. As the budget will be insufficient, the contract for the offshore work won't be able to be awarded until the budget is amended.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Dearden,  
That the Onshore Construction works project at Anson Road dock be awarded to Luxton.

**CARRIED**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Deschene,  
That staff defer any budget amendments related to the Anson Road dock project, until the tenders for the Offshore Construction works have been received.

**CARRIED**

#### **7.2. Dock Inspections Reports**

D. Robson advised that two inspection reports were missing, Swartz Bay and Piers Island. He advised that staff are working with Peter Binner and island contractors to complete some of the dock maintenance and repairs.

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the Dock Inspection Reports be received for information.

**CARRIED**

**8. SOUTHERN GULF ISLANDS HARBOURS COMMISSION – EXPIRING TERMS  
(DECEMBER 31, 2020)**

- John Hall, Piers Island
- Brian Dearden, Mayne Island
- Jean Deschenes, North Pender Island
- Paul Brent, Saturna Island

T. Robbins advised that each of the members listed are able to stand for another term. And stated that members can advise Director Howe if they wish to stand another term or not. The term would begin January 2021.

**9. NEW BUSINESS**

**9.1. Western Canada Marine Response Corp. (WCMRC) Update**

P. Brent submitted a sketch showing the results of Saturna Island community consultation regarding potential placement of the two WCMRC Oil Spill docks (with containers) at Lyall Harbour. He advised that the end result being the dock/cans proposed to be placed perpendicular to the two far set of pilings at Lyall Harbour, maximizing the available space elsewhere for emergency and larger vessel use, using areas unpopular with boaters and maximizing the structural strength where the dock/cans would be attached to the Lyall Harbour facility.

D. Robson advised that WCMRC would like to proceed with the Custodian Agreement, which is still with the CRD's legal team.

**10. ADJOURNMENT**

**MOVED** by Commissioner Brent, **SECONDED** by Commissioner Howe,  
That the meeting be adjourned at 10:50 a.m.

**CARRIED**

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CHAIR

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SECRETARY



**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
MEETING OF FRIDAY, NOVEMBER 27, 2020**

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**SUBJECT 2021 Operating and Capital Budget**

**ISSUE SUMMARY**

To present the 2021 Southern Gulf Islands Harbours Service operating and capital budget and to highlight the changes from the 2020 budget and the proposed 2021 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 2021 budget has been prepared considering:

1. Actual expenditures incurred between 2018 and 2020
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 2020 may be made in January 2021. The CRD Board will give approval to the budget and financial plan in March 2021.

The Financial Plan for the years 2022 to 2025 may be subject to change in future years.

**BUDGET OVERVIEW**

***2020 Operating Expense and Revenue Budget***

It is anticipated that the 2020 operating expenses for the Harbours management and dock operations will be approximately \$24,600 under budget primarily due to lower repair and maintenance costs and lower wharfing compensation and travel costs. The lower wharfing compensation costs is directly related to lower anticipated moorage revenue for the service. Wharfing compensation is one half of the moorage revenue collected for each dock. Operating

revenue for 2020, which includes moorage and licensing fees, will be approximately \$5,720 under budget. This results in a net budget surplus of \$18,880. It is recommended that the budgeted transfer to the Capital Reserve Fund be increased from \$170,000 to \$188,880 to balance the 2020 budget.

**2021 Operating and Capital Expense and Revenue Budget**

The 2021 harbours management budget has been increased over by \$3,896 (7.6%) over the 2020 budget, primarily as a result of an insurance rate increase. The dock operating expense budget has been increased by \$12,696 (8.6%) over the 2020 budget primarily due to the transitioning of operations from the Horton Bay Dock to the Anson Road Dock on Mayne Island.

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 budgeted transfer to the Capital Reserve Fund (CRF) in 2021 remain the same as the 2020 budget, at \$170,000, to build up the reserve fund in assisting to fund future capital requirements in aiming to reduce the debt borrowing. A total of \$1,037,000 will be required from capital reserves over the next five years to support the capital expenditure plan. The CRF balance at the end of 2020 is projected to be approximately \$571,434.

Capital Expenditure Plan

The 5-year 2021 to 2025 capital plan includes \$2,544,000 of expenditures to be funded by a combination of capital reserve funds, Municipal Finance Authority (MFA) borrowing, Federal/Provincial grants and capital funds on hand.

There is currently no existing debt for this service. However, as noted in the 2020 budget, the 2021 to 2025 capital plan has been prepared on the basis that a loan, now in the amount of \$1,165,000, be undertaken through MFA to partially fund the longer term capital plan, including expenditures for construction of the Anson Road Facility (funding split between debt, capital reserves and capital funds on hand); upgrades to the Retreat Cove Dock Facility and Miners Bay upgrades; Port Washington Dock Improvements; and Swartz Bay Improvements and dock replacement. Although it was previously anticipated that a loan authorization public approval process could begin as early as the winter of 2020, it is now proposed to undertake an Alternative Approval Process in early 2021; this is set out under a separate report to the Commission.

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

**Table 1 – Future New Debt Simulation**

<i>Future Borrowing(s) Estimation</i>	<i>Term</i>	<i>Borrowing Year</i>	<i>Retirement Year</i>	<i>Refinance Year</i>	<i>Estimated Interest Rate</i>	<i>Principal</i>	<i>Principal Payment</i>	<i>Interest Payment</i>	<i>Total Annual Debt Cost</i>
	15	2021	2036	2031	1.80%	\$710,000	\$41,056	\$12,780	\$53,836
	15	2022	2037	2032	1.90%	\$380,000	\$21,974	\$7,220	\$29,194
	15	2023	2038	2033	1.90%	\$75,000	\$4,337	\$1,425	\$5,762
<b>Total</b>						<b>\$1,165,000</b>	<b>\$67,367</b>	<b>\$21,425</b>	<b>\$88,792</b>

At the commencement of each loan, 1% of the gross amount borrowed is withheld and retained by MFA as Debt Reserve Fund (DRF). In order to provide the full amount to fund the capital



project, this 1% DRF amount is budgeted in operating budget in the year of the initial borrowing (2021). However, there is no principle payment required in the year of borrowing.

*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. Whenever possible, any funds remaining upon completion of a project are transferred back to the CRF for use on future capital projects.

Three projects, the Dock Infrastructure Engineering Reviews for Piers, Miners and Lyall, are anticipated to be completed by year-end and estimated \$142,660 of unspent funds will be transferred back to the CRF.

*Parcel Tax*

The service is funded by parcel taxes and moorage and licensing fees. All properties within the local service area are responsible for the parcel tax. Table 2 below summarizes the 2021 over 2020 changes for parcel tax.

**Table 2 – Parcel Tax Summary**

Budget Year	Parcel Tax	Taxable Folios Numbers	Parcel Tax per Folio
<b>2020</b>	\$273,347	6139	<b>\$46.86</b>
<b>2021</b>	\$291,845	6139	<b>\$50.04</b>
<b>Change (\$)</b>	\$18,498	0	<b>\$3.18</b>
<b>Change (%)</b>	6.8%	0.00%	<b>6.8%</b>

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

Users of the service pay the dock moorage and licensing fees; the total fee revenue budget for 2021 is \$99,300.

**RECOMMENDATION**

The Southern Gulf Islands Harbours Commission:

1. Approve the 2021 Operating and Capital Budget as presented;
2. Direct staff to balance the 2020 actual surplus or deficit on the 2020 transfer to the Capital Reserve Fund; and
3. Recommend that the Electoral Areas Committee recommend that the CRD Board approve the 2021 Operating and Capital Budget and five year Financial Plan for the Southern Gulf Islands Harbours Service.

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

**ATTACHMENT**

Appendix A: 2021 Operating and Capital Budget and 2021 – 2025 Financial Plan

# **CAPITAL REGIONAL DISTRICT**

## **2021 Budget**

### **S/GI Small Craft Harbour Facilities**

#### **Commission Review**

**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 \$332,424.

**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	2020		BUDGET REQUEST				FUTURE PROJECTIONS			
	BOARD BUDGET	ESTIMATED ACTUAL	CORE BUDGET	ONGOING	ONE-TIME	TOTAL	2022	2023	2024	2025
<u>OPERATING COSTS</u>										
<b>Management Expenditures:</b>										
Contract for Services	10,000	10,000	10,170	-	-	10,170	10,370	10,580	10,790	11,010
Supplies, Advertising	1,060	1,060	1,080	-	-	1,080	1,100	1,120	1,140	1,160
Travel and Training	7,290	2,200	7,420	-	-	7,420	7,570	7,720	7,870	8,030
Internal Allocations	24,028	27,758	25,504	-	-	25,504	27,107	27,648	28,202	28,766
Insurance	5,910	5,910	7,950	-	-	7,950	8,110	8,270	8,440	8,610
Other Operating Expenses	3,060	3,300	3,120	-	-	3,120	3,180	3,240	3,300	3,360
<b>TOTAL MANAGEMENT EXPENDITURES</b>	<b>51,348</b>	<b>50,228</b>	<b>55,244</b>	<b>-</b>	<b>-</b>	<b>55,244</b>	<b>57,437</b>	<b>58,578</b>	<b>59,742</b>	<b>60,936</b>
*Percentage Increase over prior year						7.6%	4.0%	2.0%	2.0%	2.0%
<b>Dock Expenditures:</b>										
Repairs and Maintenance	55,670	42,810	61,500	-	-	61,500	57,730	58,870	60,010	61,160
Wharfinger Compensation and Travel	49,890	42,310	56,700	-	-	56,700	52,730	53,790	54,860	55,950
Insurance	31,160	31,160	30,446	-	-	30,446	28,680	29,280	29,880	30,480
Electricity	3,080	2,730	3,130	-	-	3,130	2,620	2,670	2,720	2,770
Supplies	4,460	5,920	4,840	-	-	4,840	4,680	4,800	4,920	5,040
Operating - Other	4,150	-	4,490	-	-	4,490	4,270	4,390	4,510	4,630
<b>TOTAL DOCK EXPENDITURES</b>	<b>148,410</b>	<b>124,930</b>	<b>161,106</b>	<b>-</b>	<b>-</b>	<b>161,106</b>	<b>150,710</b>	<b>153,800</b>	<b>156,900</b>	<b>160,030</b>
*Percentage Increase over prior year						8.6%	-6.5%	2.1%	2.0%	2.0%
<b>TOTAL OPERATING COSTS</b>	<b>199,758</b>	<b>175,158</b>	<b>216,350</b>	<b>-</b>	<b>-</b>	<b>216,350</b>	<b>208,147</b>	<b>212,378</b>	<b>216,642</b>	<b>220,966</b>
<u>DEBT / RESERVE</u>										
Transfer to Capital Reserve Fund	170,000	188,880	170,000	-	-	170,000	150,000	150,000	150,000	150,000
MFA Debt Reserve Fund	-	-	7,100	-	-	7,100	3,800	750	-	-
MFA Interest	-	-	3,195	-	-	3,195	14,585	20,356	21,425	21,425
MFA Principal	-	-	-	-	-	-	41,056	63,030	67,367	67,367
<b>TOTAL DEBT / RESERVE</b>	<b>170,000</b>	<b>188,880</b>	<b>180,295</b>	<b>-</b>	<b>-</b>	<b>180,295</b>	<b>209,441</b>	<b>234,136</b>	<b>238,792</b>	<b>238,792</b>
<b>TOTAL COSTS</b>	<b>369,758</b>	<b>364,038</b>	<b>396,645</b>	<b>-</b>	<b>-</b>	<b>396,645</b>	<b>417,588</b>	<b>446,514</b>	<b>455,434</b>	<b>459,758</b>
<u>FUNDING SOURCES (REVENUE)</u>										
Revenue- Fees	(91,000)	(85,280)	(99,300)	-	-	(99,300)	(107,680)	(109,670)	(111,720)	(113,830)
Grants in Lieu of Taxes	(5,211)	(5,211)	(5,300)	-	-	(5,300)	(5,300)	(5,300)	(5,300)	(5,300)
Other Income	(200)	(200)	(200)	-	-	(200)	(200)	(200)	(200)	(200)
<b>TOTAL REVENUE</b>	<b>(96,411)</b>	<b>(90,691)</b>	<b>(104,800)</b>	<b>-</b>	<b>-</b>	<b>(104,800)</b>	<b>(113,180)</b>	<b>(115,170)</b>	<b>(117,220)</b>	<b>(119,330)</b>
<b>REQUISITION - PARCEL TAX</b>	<b>(273,347)</b>	<b>(273,347)</b>	<b>(291,845)</b>	<b>-</b>	<b>-</b>	<b>(291,845)</b>	<b>(304,408)</b>	<b>(331,344)</b>	<b>(338,214)</b>	<b>(340,428)</b>
*Percentage increase over prior year Requisition						6.8%	4.3%	8.8%	2.1%	0.7%

<b>Reserve Schedule</b>
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<b>Reserve Fund: 1.235 SGI Harbour Facilities - Capital Reserve Fund</b>
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Bylaw 2719
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<b>Reserve Cash Flow</b>
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Fund:	1054	Estimated	Budget				
Fund Centre:	101467	2020	2021	2022	2023	2024	2025
<b>Beginning Balance</b>		466,134	571,434	119,434	129,434	104,434	204,434
<b>Transfer from Ops Budget</b>		188,880	170,000	150,000	150,000	150,000	150,000
<b>Transfer from Cap Fund</b>		142,660	-	-	-	-	-
<b>Transfer to Cap Fund</b>		(244,000)	(622,000)	(140,000)	(175,000)	(50,000)	(50,000)
<b>Interest Income</b>		17,760	-	-	-	-	-
<b>Ending Balance \$</b>		<b>571,434</b>	<b>119,434</b>	<b>129,434</b>	<b>104,434</b>	<b>204,434</b>	<b>304,434</b>

<b><u>Assumptions/Background:</u></b>
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* Interest should be included in determining the estimated ending balance for the current year. Interest in planning years nets against inflation which is not included. Also offset with Realized Loss (Gain).
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**CAPITAL REGIONAL DISTRICT**  
**FIVE YEAR CAPITAL EXPENDITURE PLAN SUMMARY - 2021 to 2025**

<b>Service No.</b>	<b>1.235 SGI Small Craft Harbour Facilities</b>	<b>Carry Forward from 2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
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**EXPENDITURE**

Buildings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Engineered Structures	\$242,000	\$1,674,000	\$520,000	\$250,000	\$50,000	\$50,000	\$50,000	\$2,544,000
Vehicles	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	<b>\$242,000</b>	<b>\$1,674,000</b>	<b>\$520,000</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$2,544,000</b>

**SOURCE OF FUNDS**

Capital Funds on Hand	\$242,000	\$342,000	\$0	\$0	\$0	\$0	\$0	\$342,000
Debenture Debt (New Debt Only)	\$0	\$710,000	\$380,000	\$75,000	\$0	\$0	\$0	\$1,165,000
Equipment Replacement Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants (Federal, Provincial)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Donations / Third Party Funding	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve Fund	\$0	\$622,000	\$140,000	\$175,000	\$50,000	\$50,000	\$50,000	\$1,037,000
	<b>\$242,000</b>	<b>\$1,674,000</b>	<b>\$520,000</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$2,544,000</b>

CAPITAL REGIONAL DISTRICT CAPITAL PLAN

CAPITAL BUDGET FORM  
2021 & Forecast 2022 to 2025

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

**Proj. No.**  
The first two digits represent first year the project was in the capital plan.

**Capital Exp. 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

**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

**Funding Source Codes (cont)**  
 Res = Reserve Fund  
 STLoan = Short Term Loans  
 WU = Water Utility

**Asset Class**  
 L - Land  
 S - Engineering Structure  
 B - Buildings  
 V - Vehicles

**Capital Project Title**  
Input Title of Project. For example "Asset Name - Roof Replacement", "Main Water Pipe Replacement".

**Capital Project Description**  
Briefly describe project scope and service benefits. For example: "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".

**Total Project Budget**  
This column represents the total project budget not only within the 5-year window.

FIVE YEAR FINANCIAL PLAN

Proj. No.	Capital Exp.Type	Capital Project Title	Capital Project Description	Total Proj Budget	Asset Class	Funding Source	C/F from 2020	2021	2022	2023	2024	2025	5 - Year Total
19-01	New	Anson Road	Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	\$1,445,000	S	Debt	\$0	\$433,000	\$0	\$0	\$0	\$0	\$433,000
					S	Res	\$0	\$437,000	\$0	\$0	\$0	\$0	\$437,000
					S	Cap	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$100,000
19-02	Renewal	Retreat Cove	Upgrades to the Retreat Cove Dock Facility to maintain level of service.	\$185,000	S	Debt	\$0	\$0	\$185,000	\$0	\$0	\$0	\$185,000
19-03	Decommission	Horton Bay	Decommission the Horton Bay dock after construction of the Anson Road facility.	\$100,000	S	Cap	\$82,000	\$82,000	\$0	\$0	\$0	\$0	\$82,000
20-02	Renewal	Spanish Hills	Upgrades to the Spanish Hills Dock Facility to maintain level of service.	\$75,000	S	Cap	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$60,000
20-04	Renewal	Miners Bay Upgrades	Upgrades to the Miners Bay wharfhead and approach upgrades.	\$277,000	S	Debt	\$0	\$277,000	\$0	\$0	\$0	\$0	\$277,000
21-01	Renewal	Port Washington	Dock improvements outlined from the 18-01 Inspections project.	\$195,000	S	Debt	\$0	\$0	\$195,000	\$0	\$0	\$0	\$195,000
21-02	Renewal	Inspections	Detailed inspections including underwater inspection.	\$125,000	S	Res	\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
21-03	Renewal	ANNUAL PROVISIONAL: Dock Improvements	An annual provisional fund is required to address unplanned dock safety issues.	\$200,000	S	Res	\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
21-05	New	Piers Island Additional Float	Installation of an additional float at the Piers Island dock.	\$135,000	S	Res	\$0	\$135,000	\$0	\$0	\$0	\$0	\$135,000
22-01	Renewal	Hope Bay	Dock improvements outlined from the 18-01 Inspections project.	\$90,000	S	Res	\$0	\$0	\$90,000	\$0	\$0	\$0	\$90,000
22-02	Renewal	Swartz Bay Improvements & Dock Replacement	Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.	\$175,000	S	Debt	\$0	\$0	\$0	\$75,000	\$0	\$0	\$75,000
					S	Cap	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
<b>GRAND TOTAL</b>				<b>\$3,002,000</b>			<b>\$242,000</b>	<b>\$1,674,000</b>	<b>\$520,000</b>	<b>\$250,000</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$2,544,000</b>

<b>Service:</b> 1.235 <b>SGI Small Craft Harbour Facilities</b>			
<b>Proj. No.</b> 19-01	<b>Capital Project Title</b> Anson Road	<b>Capital Project Description</b> Construction of the Anson Road facility - gravel roadway, approach, main float and approximately 720 ft of moorage.	
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0	
<b>Project Rationale</b> Construction of a new dock facility at the end of Anson Road. Works include construction of a walkway ramp, gravel road and turnaround, pump out toilet, main float with 6 fingers to provide approximately 720 ft of moorage. Funding to be partially from reserves and partially from the capital reserve and funds from the acquisition of Horton Bay. Funds are required to carry out the required archeological investigation and procure a contractor for construction.			
<b>Proj. No.</b> 19-02	<b>Capital Project Title</b> Retreat Cove	<b>Capital Project Description</b> Upgrades to the Retreat Cove Dock Facility to maintain level of service.	
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0	
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in the Moffatt & Nichol Summary Report for Southern Gulf Islands Harbour Commission (SGIHC) Facilities December 11, 2015 and Stantec's 2018 top-side inspection. Recommended works include repairs to the approach piles, and repairs to the floats. Due to the quickly deteriorating condition of the Sturdies Bay facility, this project has been delayed to 2021.			
<b>Proj. No.</b> 19-03	<b>Capital Project Title</b> Horton Bay	<b>Capital Project Description</b> Decommission the Horton Bay dock after construction of the Anson Road facility.	
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0	
<b>Project Rationale</b> 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.			
<b>Proj. No.</b> 20-02	<b>Capital Project Title</b> Spanish Hills	<b>Capital Project Description</b> Upgrades to the Spanish Hills Dock Facility to maintain level of service.	
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0	
<b>Project Rationale</b> This project includes works to maintain the current level of service as recommended in DFO commissioned assessment. Recommended works include preventative maintenance works on piles to extend service life, replace broken pile footing and repairs to the gangway. Funding are required for staff to retain a contractor to carry out the works.			
<b>Proj. No.</b> 20-04	<b>Capital Project Title</b> Miners Bay Upgrades	<b>Capital Project Description</b> Upgrades to the Miners Bay wharfhead and approach upgrades.	
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0	
<b>Project Rationale</b> Additional works were highlighted during the completion of the 2018 upgrade works including the required to replace the wharf head decking, need to replace the electrical system and lighting, repairs and replacements for rails on the approach and additional piles requiring replacement. A grant has been submitted and unsuccessful in 2020, funding through borrowing is required.			
<b>Proj. No.</b> 21-01	<b>Capital Project Title</b> Port Washington	<b>Capital Project Description</b> Dock improvements outlined from the 18-01 Inspections project.	
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0	
<b>Project Rationale</b> 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.			



**APPENDIX A**

<b>Proj. No.</b> 21-02	<b>Capital Project Title</b> Inspections	<b>Capital Project Description</b> Detailed inspections including underwater inspection.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> 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.		

<b>Proj. No.</b> 21-03	<b>Capital Project Title</b> ANNUAL PROVISIONAL: Dock Improvements	<b>Capital Project Description</b> An annual provisional fund is required to address unplanned dock safety issues.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> Funds are required for unplanned & minor repairs such as minor board replacement, painting, emergency repairs, and electrical repairs.		

<b>Proj. No.</b> 21-05	<b>Capital Project Title</b> Piers Island Additional Float	<b>Capital Project Description</b> Installation of an additional float at the Piers Island dock.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> 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.		

<b>Proj. No.</b> 22-01	<b>Capital Project Title</b> Hope Bay	<b>Capital Project Description</b> Dock improvements outlined from the 18-01 Inspections project.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> 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.		

<b>Proj. No.</b> 22-02	<b>Capital Project Title</b> Swartz Bay Improvements & Dock Replacement	<b>Capital Project Description</b> Dock improvements outlined from the 18-01 Inspection project with dock replacement happening in 2022.
<b>Asset Class</b> S	<b>Board Priority Area</b> 0	<b>Corporate Priority Area</b> 0
<b>Project Rationale</b> 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.		

**1.235 - SGI Small Craft Harbour Facilities**

**Capital Projects Fund**

Updated @ Oct 08, 2020

Year	Project#	Status	Capital Project Description	Total Project Budget	Expenditure Actuals	Remaining Funds	Funding Source		Total Funding in Place	Return Project Surplus After CRF*
							CRF*	Other Grant**		
2017	CX.124.2001	CLOSE	Dock Infra Engineering Review - Piers	389,700	318,646	71,054	389,700	-	389,700	40,000
2017	CX.124.2003	CLOSE	Dock Infra Engineering Review - Miners	560,000	403,214	156,786	560,000	-	560,000	-
2017	CX.124.2004	CLOSE	Dock Infra Engineering Review - Lyall	677,000	611,340	65,660	327,000	350,000	677,000	65,660
2019	CX.120	OPEN	Anson Road Dock Phase 1	575,000	87,304	487,696	63,000	512,000	575,000	-
2019	CX.142	OPEN	Horton Bay Decommissioning	100,000	18,246	81,754	-	100,000	100,000	-
2019	CX.154	OPEN	SGI Spanish Hills Dock Upgrades 20-02	75,000	-	75,000	-	75,000	75,000	-
2020	CX.155	OPEN	SGI Harbours Docks Various Repairs 20-03	50,000	25,557	24,443	50,000	-	50,000	-
			<b>Totals</b>	<b>2,426,700</b>	<b>1,464,306</b>	<b>962,394</b>	<b>1,389,700</b>	<b>1,037,000</b>	<b>2,426,700</b>	<b>105,660</b>

\* CRF (Capital Reserve Fund)

\*\* Other Grant (DFO)

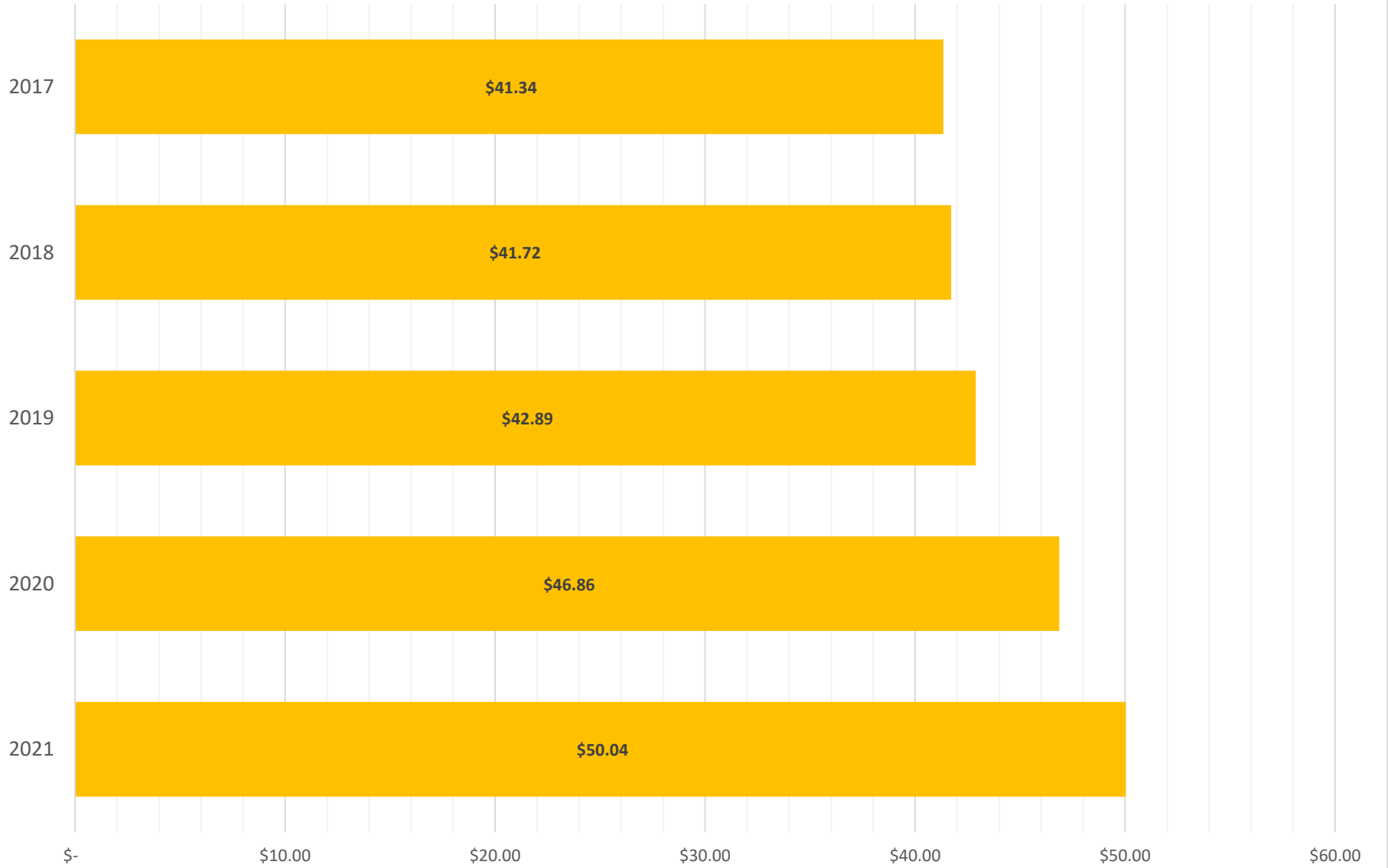
<b>Service:</b>	<b>1.235</b>	<b>SGI Small Craft Harbour Facilities</b>	<b>Levy Statistics</b>
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<u>Year</u>	<u>Parcels</u>	<u>Parcel Tax</u>	<u>Tax per Parcel</u>
2012	5,889	\$271,930.00	<b>\$48.60</b>
2013	6,141	\$260,470.00	<b>\$44.64</b>
2014	6,146	\$242,680.00	<b>\$41.56</b>
2015	6,163	\$240,570.00	<b>\$41.08</b>
2016	6,155	\$241,860.00	<b>\$41.36</b>
2017	6,157	\$241,860.00	<b>\$41.34</b>
2018	6,163	\$244,280.00	<b>\$41.72</b>
2019	6,140	\$250,190.00	<b>\$42.89</b>
2020	6,139	\$273,347.00	<b>\$46.86</b>
2021	6,139	\$291,845.00	<b>\$50.04</b>

*Change from 2020 to 2021*

\$3.18  
6.77%

SGI Small Craft Harbour Facilities  
Funding Analysis 2017 - 2021



## APPENDIX A

### Southern Gulf Island Harbours Revenues & Expenditures by Dock

	2020									2021 Budget	
	Revenue			Expenditures			Surplus/(Deficit)			Revenue	Expenditures
	Budget	Estimated Actual	% Rem	Budget	Estimated Actual	% Rem	Budget	Estimated Actual	% Rem		
<b>Piers Island</b>	3,500	3,500	0.0%	10,370	7,710	25.7%	(6,870)	(4,210)	38.7%	3,560	10,212
<b>Swartz Bay</b>	5,500	6,500	-18.2%	10,380	9,070	12.6%	(4,880)	(2,570)	47.3%	5,590	10,222
<b>Montague Harbour</b>	12,000	10,500	12.5%	15,710	13,790	12.2%	(3,710)	(3,290)	11.3%	12,200	15,642
<b>Sturdies Bay</b>	2,500	200	92.0%	9,450	6,360	32.7%	(6,950)	(6,160)	11.4%	2,540	9,262
<b>Pt Washington</b>	3,500	6,300	-80.0%	11,210	9,570	14.6%	(7,710)	(3,270)	57.6%	3,560	11,052
<b>Miners Bay</b>	5,500	6,800	-23.6%	12,260	13,440	-9.6%	(6,760)	(6,640)	1.8%	5,590	12,132
<b>Port Browning</b>	19,000	14,400	24.2%	18,720	14,790	21.0%	280	(390)	239.3%	19,320	18,702
<b>Hope Bay</b>	6,500	7,100	-9.2%	12,000	10,670	11.1%	(5,500)	(3,570)	35.1%	6,610	11,862
<b>Retreat Cove</b>	5,500	4,800	12.7%	10,600	8,740	17.5%	(5,100)	(3,940)	22.7%	5,590	10,442
<b>Lyll Harbour</b>	8,500	7,680	9.6%	13,580	10,310	24.1%	(5,080)	(2,630)	48.2%	8,640	13,692
<b>Horton Bay</b>	8,500	8,500	0.0%	13,660	11,790	13.7%	(5,160)	(3,290)	36.2%	4,320	13,432
<b>Spanish Hills</b>	3,500	2,000	42.9%	10,470	8,690	17.0%	(6,970)	(6,690)	4.0%	3,560	10,212
<b>Anson Road</b>	-	-	0.0%	-	-	0.0%	-	-	0.0%	11,220	14,242
<b>Total</b>	<b>84,000</b>	<b>78,280</b>	<b>6.8%</b>	<b>148,410</b>	<b>124,930</b>	<b>15.8%</b>	<b>(64,410)</b>	<b>(46,650)</b>	<b>27.6%</b>	<b>92,300</b>	<b>161,106</b>
<b>Commercial Customer Revenues</b>	<b>7,000</b>	<b>7,000</b>								<b>7,000</b>	
<b>Grand Total Fee Revenue</b>	<b>91,000</b>	<b>85,280</b>								<b>99,300</b>	



**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
MEETING OF FRIDAY, NOVEMBER 27, 2020**

**SUBJECT     Alternative Approval Process - Next Steps**

**ISSUE SUMMARY**

To provide the Southern Gulf Islands Harbours Commission with background on capital projects requiring debt funding and identify next steps.

**BACKGROUND**

At its June 26, 2020 meeting, the Southern Gulf Islands Harbours Commission (the Commission) directed staff to proceed with planning of an Alternative Approval Process (AAP) for borrowing approximately \$530,000, and present detailed next steps with a proposed schedule and estimated parcel tax implications.

Since then, the Anson Road On-Shore and Dock tenders closed and were over budget. Staff have evaluated the priority of projects and have proposed amendments to the 5-year Capital Plan so that the Anson Road project can continue.

Staff have identified the following projects requiring borrowing and the year they are to be implemented.

***Table 1: Projects and Required Borrowing***

<b>Year</b>	<b>Project</b>	<b>Budget Amount</b>
2021	Anson Road	\$433,000
2021	Miners Bay Upgrades	\$277,000
2022	Retreat Cove	\$185,000
2022	Port Washington	\$195,000
2023	Swartz Bay Dock Improvements	\$ 75,000
<b>Total</b>		<b>\$1,165,000</b>

**Alternative Approval Process**

In order to proceed with the completion of the noted projects, a loan is required which must first be approved by the electors of the service area. Due to the wide spread service area over the Southern Gulf Islands an Alternative Approval Process (AAP) is recommended over a Referendum.

The Capital Regional District (CRD) may proceed with consideration of adoption of a loan authorization bylaw, unless more than 10% of the electors indicate they are opposed to the CRD undertaking the loan, by signing an elector response form by the deadline. If less than 10% of electors sign the response forms prior to the deadline, elector approval will be determined to have been obtained, and the CRD may proceed with the bylaw and projects.

For the purpose of an AAP process, the CRD Board is required to:

1. Establish the deadline for receipt of elector response, at least 30 days after second publication of statutory notice;
2. Establish elector response forms; and
3. Determine a fair total number of electors of the area to which the approval process applies.

Additionally, a notice of the AAP providing specific information concerning the AAP will be published in a newspaper for two consecutive weeks. The notice will also be placed on the CRD's website and posted at prominent locations throughout the Southern Gulf Islands.

A deadline for the AAP process must be at least 30 days after the second publication of the statutory notice in the newspaper.

**Table 2: Next Steps and Timeline for the AAP**

	<b>NEXT STEPS</b>	<b>TIME FRAME</b>
1	Staff report to the Commission – Outlining the AAP	November 27, 2020
2	Introduction and three readings of the Loan Authorization Bylaw (LAB)	January 2021 – Electoral Areas Committee (EAC) January 2021 – CRD Board
3	Obtain Statutory approval from the Inspector of Municipalities	Early February 2021
4	AAP process report to the EAC and CRD Board	February 2021 – EAC March 2021 – CRD Board
5	Publish first statutory notice in newspaper, post on CRD website	March 2021
6	Response form, Number of Electors memo, Bylaw, and information materials available; website, handouts and other communications	Commencing March 2021 through AAP period
7	Publish second statutory notice in newspaper, post on CRD website	End of March 2021
8	AAP response opportunity ends	At least 30 days after second statutory notice – Deadline Friday, April 30, 2021
9	Determination and certification re: elector responses and report to EAC and CRD Board	May 2021 – EAC May 2021 – CRD Board
10	Apply for certificate of approval	One month from adoption Estimated end of June 2021
11	Receipt of Certificate of Approval from Inspector Municipalities	Mid-July 2021
12	Secure initial draw on Loan	August 2021

**Elector Response Forms**

The AAP process requires that electors must respond in the form established by the CRD Board. Staff will draft the response form for a single response per form for the AAP process report to the EAC and CRD Board.

Eligible individuals who can fill out a response form are resident electors or non-resident property electors of the Southern Gulf Islands Harbours Local Service Area. An elector will be required to deliver their completed form, with original signature (in person, by mail or by courier), to the CRD's Legislative and Information Services office in Victoria prior to the deadline. Facsimiles, emails or other electronic submissions will not be accepted, and postmarks will not be accepted as the date of submission.

**Certificate of AAP Results**

Completed elector response forms must be received by the CRD's Legislative and Information Services prior to the deadline date. After the deadline date, the Corporate Officer must determine and certify whether elector approval has been obtained (i.e. the number of valid elector response is less than 10%).

If elector approval is obtained, the CRD Board may consider the bylaw for adoption at the same Board meeting as the AAP results report is received. Following a 30-day quashing period, the CRD may apply to the Inspector of Municipalities for the Certificate of Approval. The CRD would then proceed with continuation of advancement of the project.

**ALTERNATIVES**

*Alternative 1*

The Southern Gulf Islands Harbours Commission receive this report for information.

*Alternative 2*

The Southern Gulf Islands Harbours Commission refer the report back to staff for additional information.

**IMPLICATIONS**

*Alternative 1*

Staff will continue with the Alternative Approval Process to meet the timeline noted above. Staff will preset updates as the process progresses.

*Alternative 2*

Staff will present a report at the next Southern Gulf Islands Harbours Commission meeting with the additional requested information. This will likely delay the Loan Authorization Bylaw reading and ultimately delay when funds can be accessed.

**RECOMMENDATION**

The Southern Gulf Islands Harbours Commission receive this report for information.

Submitted by:	Dale Puskas, P.Eng., Manager, Capital Projects
Concurrence:	Ted Robbins, B.Sc., C.Tech., General Manager, Integrated Water Services
Concurrence:	Robert Lapham, M.C.I.P., R.P.P., Chief Administrative Officer





**REPORT TO SOUTHERN GULF ISLANDS HARBOURS COMMISSION  
MEETING OF FRIDAY, NOVEMBER 27, 2020**

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**SUBJECT**     **Project Update – November 2020**

**ISSUE SUMMARY**

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

**BACKGROUND**

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

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

**Piers Island Upgrades**

No update.

**Miners Bay Upgrades**

The contractor, Heavy Metal Marine, has fabricated the docks and is mobilizing November 30, 2020 with construction complete December 14, 2020.

Construction is to start with the cantilever platform for the gangway, with anchor driving and float installation to follow.

The environmental monitor, Hemmera, is mobilized and, as a requirement from provincial permitting, a Cultural Expert from the Tsawout First Nation will be present during the anchor driving.

A Mayne Island electrician is being retained to relocate the electrical from the old floats.

**Horton Bay Decommission**

This project is on hold until Anson Road is complete.

**Spanish Hills**

Due to the weather, some of the work (painting) will have to be deferred until 2021. A request for quote for the notice board will be issued before the end of November. The flotation will be assessed and addressed in 2021.

**SGIH Docks Various Repairs**

Funds have been used for minor repair works at Swartz Bay and Miners Bay.

**Anson Road Dock Project**

The on-shore works have been awarded to Luxton, with work to start in December.

The approach and dock tender closed October 8, 2020, with two bids received. Both bids were over budget and available funds. The 2021 5-year Capital Plan and pending Alternative Approval Process (AAP) have been adjusted so that work could commence for the summer fisheries window if the AAP is approved.

**ALTERNATIVES**

*Alternative 1*

The Southern Gulf Islands Harbours Commission receive this report for information.

*Alternative 2*

The Southern Gulf Islands Harbours Commission refer the report back to staff for additional information.

**IMPLICATIONS**

*Alternative 1*

Staff will preset updates as the process progresses.

*Alternative 2*

Staff will present a report at the next Southern Gulf Islands Harbours Commission meeting with the additional requested information.

**RECOMMENDATION**

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

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



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 08-Nov-2020

DOCK FACILITY: Hope Bay Pender

INSPECTOR: Peter Binner

WHARFINGER: Peter Binner

<b>APPROACH</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	Railings require painting. There are a number of deck planks that have rot issues and replacement is recommended.

<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	Railings require painting along with the notice board. The light standard also requires painting. There are a number of deck planks that have rot issue and replacement is recommended.

<b>GANGWAY FLOATS</b>	A small transition plate is required for the top of the gangway.
	There was a serious wind storm at the end of October, 2 boats sunk at the dock and another was nearly swamped. There were several sections of rub boards that are missing on "A" float. 45' of 2" x 12', the outside of "A" float along with 20' of 2" x 12" on the inside of "A". I have a few sections that could be reused.
	The pilings and pile wells are all in reasonably good condition.
	The chains connecting "A" & "B" float are wearing and replacement is recommended.

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

<b>COMMENTS/INSTRUCTIONS</b>	Painting the railings is required along with painting the notice board and the lamp standard.
	A small transition plate is recommended for the top of the gangway.
	New chains connecting "A" & "B" float are recommended.
	Replacing the missing rub boards on "A" float is required.
	Monitor deck planks on approach and wharfhead.

DATE: 10-Nov-2020

DOCK FACILITY: Horton Bay Mayne

INSPECTOR: Peter Binner

WHARFINGER: Richard Jarco

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>Things are holding up considering the bit of rot here and there and the need for pressure washing. There are no serious safety issues at this time in this area. The railings and light standard are loose at the gangway end of the approach.</p> <p>A new snow shovel is recommended.</p>

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

<b>GANGWAY FLOATS</b>	<p>The gangway is getting to be in rough condition. The wood decking is rotting and there is no way to tell how long it will last before it breaks. The metal gangway is rusty but will hold up longer than the wood decking. The roller is operating as it should.</p>
	<p>The floats are in reasonable condition but are low in the water. There is non skid wire mesh over the decking so slipping is not much of an issue.</p>

<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting	still works	<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Jan 2021, 2 others	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	<p>The loose railing and the rotten gangway decking are the only concerns that I have for this facility and will recommend repair for the record.</p>
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# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 14-Nov-2020

DOCK FACILITY: Lyall Harbour Saturna

INSPECTOR: Peter Binner

WHARFINGER: VVos/JSylvester

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

<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	The wharfhead is in good condition, no issues to report. The notice board is in reasonable condition, all notices are posted.

<b>GANGWAY FLOATS</b>	There are 4 safety chains that were attached to each side of the old gangway railing which should also be attached to the railing, on both sides of the gangway, of the wharfhead. This was never completed as the previous connections were welded, the 4 chains are now only bolted to the gangway and left unattached. Stainless hose clamps could be used to attach the chain to the wharfhead railings on either side of the gangway. The chains are there to help someone from falling through the gap between the two railings. The gangway is otherwise in good condition.
	"A" float will require pressure washing in some areas this winter. The pilings are all in good condition with minimal wear showing. The exception is the piling that the Kayak float is riding against and it is wearing down the piling fairly quickly. UHMW should be installed instead of the sacrificial piece of wood now installed. This is not our float but it is causing considerable wear on our piling. Notifying the owner of the float that this problem requires addressing ASAP. The Transition plate between A & B float is old and rust is deteriorating this metal plate. A new plate is required as this is slowly becoming a tripping hazard. Both floats are low in the water at this point. "B" float requires pressure washing, with attention to under the bull rails. "C" float is in good condition. One newly installed ladder will be removed and can be relocated to the dock at Port Browning.

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

<b>COMMENTS/INSTRUCTIONS</b>	The safety chains require attachment (I temporarily tied the chains to the railing), I spoke to Jeremiah about addressing this repair.
	The owner of the Kayak float should be notified about addressing the wear on the piling and supply UHMW to the piling well on his float. Pressure washing some areas on A & B float are required The rubber bumpers still need to be installed for the new ladders and one ladder is to be removed which can be installed at the dock in Port Browning. The old steel transition plate between A & B float requires replacement, the hinges have rusted out and there are numerous issues that have developed that are making this a potential tripping hazard.

DATE: 10-Nov-2020

DOCK FACILITY: Miners Bay Mayne

INSPECTOR: Peter Binner

WHARFINGER: Neil Jensen

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>There is newly installed conveyor belt non skid mat from the beginning of the approach to the entrance to B,C &amp; D float. A new barrier to the wharfhead has been installed to replace the old one that was damaged. There are several deck planks that have developing rot and require replacement. Plywood patches have been applied to the areas with deeper rot. These are in the area around the entrance to gangway B and the notice board. The notice board is rotten and replacement is required.</p> <p>The railings, the bull rails and under the bull rails require pressure washing.</p>

<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>The railings and bull rails that lead to gangway "A" gangway require pressure washing. More plywood patches have been applied to areas of rotten decking.</p>

<b>GANGWAY FLOATS</b>	<p>Gangway "A" has deteriorating decking and replacing this with MiniMesh is recommended. The roller bearings require service and grease fittings changed to 90 degree fittings.</p> <p>The pile well, NE side of the gangway requires aprox. 6 feet of UHMW. The pilings are showing roughly 15% wear. The SE pile well at the end of the float is in good condition and the 3 inside pilings are showing roughly 15 to 20% wear. The SW end pile well is also in good condition and there is minimal wear on the pilings.</p> <p>The bull rails are rough due to excessive pressure washing and are showing wear for their age.</p>
	<p>Gangway "B" and the floats are slated for replacement in December. There is nothing to report as things are holding up at this point.</p> <p>"C" float is 45' x 9' and "A float is 14' wide if there is consideration of joining the two floats.</p>

<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting            inspection and upgrade is required <input checked="" type="checkbox"/> Life Rings / Heaving Lines            good x 2
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)            "A" 10/20, Approach 03/21,"C" 06/21 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<p>The lighting requires upgrading.</p> <p>The bull rails require pressure washing and there are several deck planks that require replacement in the area of the gangway to "B" float and near the notice board. The notice board requires replacement.</p> <p>The decking on gangway "A" is deteriorating and replacement with MiniMesh is recommended. The roller bearings require service and grease fittings changed to 90 degree fittings.</p> <p>A piece of UHMW is required for the NE pile well next to the gangway.</p>

DATE: 10-Nov-2020

DOCK FACILITY: Montague Harbour Galiano

INSPECTOR: Peter Binner

WHARFINGER: Erik Meden

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	Railings and bull rails are painted. Notice board is clean, all information is posted.

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

<b>GANGWAY FLOATS</b>	<p>The gangway is in good condition. The floats are all in reasonable condition, the emergency/loading zone and float plane landing bull rails have all been repainted with yellow paint. The pilings and pile wells are in good condition except for a piece of UHMW that has broken off in one well. The pieces that were installed were too narrow and the pressure from the float will eventually destroy most of what was installed. Replacing with a minimum of 4' x 3/4' beveled edge UHMW is recommended for the 4 pile wells on "B" float. Pressure washing is not required at this time.</p>

<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting		<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	May 2021, July2021	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	Replacing the UHMW in the pile wells is recommended.

DATE: 12-Nov-2020

DOCK FACILITY: Piers Island

INSPECTOR: **Peter Binner**

WHARFINGER: Mike Smart

<b>APPROACH</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>The railings and bull rails are unpainted. Pressure washing along and under the bull rails is recommended. There is a section of bull rail that has developing rot and replacement is recommended.</p>

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

<b>GANGWAY FLOATS</b>	<p>The gangway is in good condition. The floats, pilings and pile wells are all in good condition. The notice board is also in good condition.</p>
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<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting		<input checked="" type="checkbox"/> Life Rings / Heaving Lines	good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	Sept 2021	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	<p>Pressure washing the railings and bull rails is all that is required here. The one section of rotten bull rail requires repair.</p>
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DATE: 08-Nov-2020

DOCK FACILITY: Port Browning Pender

INSPECTOR: Peter Binner

WHARFINGER: Claude Kennedy

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>The mud grate is clogged and modification for proper drainage is required. The railings require painting and the bull rails require pressure washing with attention to the area under the bull rail. There are still a number of deck boards that have developing rot and require replacement in the near future. The notice board is rotten and replacement is required.</p>

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

<b>GANGWAY FLOATS</b>	<p>The gangway is in good condition.</p>
	<p>"A" float has recently become unusually low in the water at the end under the gangway. Inspection of the flotation is required and the other end of this float is also showing signs of being low in the water.</p>
	<p>The pilings and pile wells on B float are all in good condition. There is also a slight issue with C float being low in the water where it abuts to B float.</p>

<b>OTHER INSPECTIONS</b>	<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)    Nov 2021 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<p>The mud grate requires a proper installation to maintain drainage.</p>
	<p>Painting the railings is required.</p>
	<p>Monitoring the rot with the deck planks on the approach is recommended.</p>
	<p>"A" float requires inspection of the flotation at both ends, particularly the end under the gangway. There has been a sudden change with the sinking of this end.</p>
	<p>Replacement of the rotten notice board is required.</p>

DATE: 08-Nov-2020

DOCK FACILITY: Port Washington Pender

INSPECTOR: Peter Binner

WHARFINGER: Rod MacLean

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

<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>Bull rails are unpainted and pressure washing is recommended when other areas require this work.</p> <p>There are numerous deck planks that have developing rot and selective replacement is recommended. There is a concern that a tripping hazard is likely as the public use this area for general recreation on a daily basis.</p>

<b>GANGWAY FLOATS</b>	<p>Gangway "A" requires painting and roller bearings require servicing. One guide rail is loose but this is not affecting the roller. Replacing the wood decking with MiniMesh is recommended.</p> <p>The pilings and pile well are in good condition. The float requires the bull rail bolts tightened and the anchor chains checked for tightening.</p> <p>Gangway "B" requires painting and the roller bearings require service or replacement.</p> <p>The bull rails under the gangway have been damaged and require repair and the bull rails around the pile wells on B float are old and replacement is recommended. The old UHMW (?) is breaking down and replacement is recommended. There are some loose bull rail bolts at the end of B float that require tightening. There is a section of rub board that is missing on B float, replacement is required. The end of B float is considerably lower than the adjoining C float. Inspection of the flotation in this area is recommended. A better transition plate between the 2 floats will be required if this issue can be resolved.</p> <p>"C" float requires the anchor chains inspected and tightened and is otherwise OK.</p>
	<p>The lighting requires a full inspection, some fixtures work, others don't.</p>

<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting    requires inspection <input checked="" type="checkbox"/> Life Rings / Heaving Lines    2 x good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)    Sept 2020 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<p>There are a number of issues at this facility that require attention. The more urgent ones are listed below.</p> <p>A full inspection of all the lighting fixtures is required.</p> <p>The notice board requires replacement. The selective replacement of a number of wharfhead deck planks is required as the surface is becoming very irregular and presents a possible tripping hazard. Float A requires bull rail bolts tightened and anchor chains inspected and tightened. The roller guide rail requires reattachment.</p> <p>On B float there are issues with areas of bull rail that require replacement. The big issue here is with the difference in height between B &amp; C float, this is a very poor fit and presents a dangerous transition.</p> <p>Adjusting and inspecting the anchor chains on C float is required.</p>

DATE: 10-Nov-2020

DOCK FACILITY: Retreat Cove Galiano

INSPECTOR: **Peter Binner**

WHARFINGER: Kiyoshi Okuda

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>The railings have been painted along with the notice board. The mud grate requires a bit of cleaning and the wharfinger will attend to this.</p>

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

<b>GANGWAY FLOATS</b>	<p>The gangway and roller are in good condition. The roller bearing requires servicing and the grease nipples changed to a 90 degree fitting.</p> <p>The floats are in good condition. the first set of pilings next to the gangway (NW side) are showing 20 to 30% wear. All other pilings and pile wells are in good condition with minimal wear showing.</p>
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<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting    N/A <input checked="" type="checkbox"/> Life Rings / Heaving Lines    good
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)    June 2021 <input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	<p>Monitoring the wear of a few pilings is recommended.</p>
	<p>Replacing the grease fittings (90 degree) and servicing the roller bearings is recommended.</p>

DATE: 10-Nov-2020

DOCK FACILITY: Spanish Hills Galiano

INSPECTOR: Peter Binner

WHARFINGER: Dan White

<b>APPROACH</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	Railings and bull rails are unpainted, things are in generally good condition.

<b>WHARF HEAD</b>	<input checked="" type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	Railings and bull rails are unpainted. Pressure washing the bull rails and under them along with the old the seat is recommended the next time the decking requires cleaning.  There is still no notice board or CRD labeled life ring.

<b>GANGWAY FLOATS</b>	There is a very nice new transition plate at the top of the gangway, many thanks for that! The gangway is another story, it has new paint and roller bearings but it has rust issues. Replacement sometime in the future is recommended.
	The float likely has flotation issues or considerable growth that is causing it to be low in the water. Monitoring this is recommended, in the long term, replacement may be required.

<b>OTHER INSPECTIONS</b>	<input type="checkbox"/> Lighting    N/A	<input type="checkbox"/> Life Rings / Heaving Lines    N/A
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)    July2021	<input type="checkbox"/> Unpaid Moorage

<b>COMMENTS/INSTRUCTIONS</b>	The condition of the gangway and the float are items of concern. Monitoring the condition of these is recommended.
	A notice board is required, along with a CRD labeled life ring.
	Pressure washing may be required at some point during the winter.

DATE: 10-Nov-2020

DOCK FACILITY: Sturdies Bay Galiano

INSPECTOR: **Peter Binner**

WHARFINGER: Kiyoshi Okuda

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	<p>Railings and bull rails are unpainted. The steel barrier requires painting. The railings and bull rails require pressure washing but in conjunction with pressure washing the decking or the float.</p> <p>The notice board requires painting and the hinges on the Plexiglas covering require replacement.</p>

<b>WHARF HEAD</b>	<input type="checkbox"/> Signage <input type="checkbox"/> Envelope Supply <input type="checkbox"/> Notices Posted <input type="checkbox"/> Rates Posted
	<p>Railings and bull rails are unpainted, same requirement as the approach for pressure washing.</p> <p>The lighting requires inspection.</p>

<b>GANGWAY FLOATS</b>	<p>The gangway is in reasonable condition. It is old and the decking could be replaced with MiniMesh and this would extend its service life. The servicing of the roller bearings is extremely difficult and requires lifting a very heavy gangway to gain access to the bearings.</p>
	<p>The float is in reasonable condition but the float is showing signs of both ends being low in the water. The bull rail bolts are all tight but there is a hump developing that requires monitoring.</p>
	<p>The pilings and pile wells are all in good condition.</p>

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

<b>COMMENTS/INSTRUCTIONS</b>	<p>The lighting requires inspection.</p>
	<p>Pressure washing the railings and bull rails is recommended. Painting the barrier to the wharfhead is required.</p>
	<p>Replacement of the gangway decking with MiniMesh is recommended. This is a major service dock for Galiano, the MiniMesh decking would provide a safer transit up and down the gangway.</p>
	<p>Monitor the float for changes in the flotation.</p>



# Southern Gulf Islands Harbours DOCK INSPECTION REPORT

DATE: 12-Nov-2020

DOCK FACILITY: Swartz Bay

INSPECTOR: **Peter Binner**

WHARFINGER: Mike Smart

<b>APPROACH</b>	<input checked="" type="checkbox"/> Signage <input checked="" type="checkbox"/> Envelope Supply <input checked="" type="checkbox"/> Notices Posted <input checked="" type="checkbox"/> Rates Posted
	Everything is in order in this area, no issues to report.

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

<b>GANGWAY FLOATS</b>	<p>The gangway itself is in reasonable condition. There is a problem with the alignment of the float, which caused the gangway to move out of the guide rails, due to moving the floats back toward the approach when the new float was recently installed. The contractor returned to correct the problem only to have made things more of a problem. New longer guide rails were installed and were moved over to one side, reducing access to that side of the float and the guide rails were extended longer than necessary which has caused the apron to hang up on the end of the guide rails. The under side of the apron has been damaged along with the roller bed boards that are being chewed up by the apron that now is incorrectly aligned.</p> <p>Having Mike Smart attend to repairing this problem is recommended as he is familiar with the way this gangway has to work.</p> <p>There was a repair to both sides of the float where new rub boards were installed to temporarily support the missing beams.</p> <p>The new float is doing well.</p>
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<b>OTHER INSPECTIONS</b>	<input checked="" type="checkbox"/> Lighting		<input checked="" type="checkbox"/> Life Rings / Heaving Lines	
	<input checked="" type="checkbox"/> Extinguishers (expiry dates)	June 2021	<input type="checkbox"/> Unpaid Moorage	

<b>COMMENTS/INSTRUCTIONS</b>	The issue with the gangway and the roller guide rails will be resolved by Mike Smart.
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