

Recreational Dock Guidelines Webinar Q&A Summary

Thursday, May 28, 2020
6:30 to 7:45 p.m.

Purpose

The Vancouver Fraser Port Authority (port authority) hosted a webinar to provide information about the new Recreational Dock Guidelines for interested and affected stakeholders and respond to questions. As the port authority responds and adapts to the extraordinary circumstances of COVID-19, the safety and health of its employees, customers, operators and stakeholders is the top priority. Following the federal and provincial governments' recommendations and requirements to practice physical distancing, the port authority hosted a stakeholder engagement webinar in lieu of an in-person information session.

Notification

The port authority mailed letters to all licensed dock owners, unlicensed dock owners and property owners with waterfront access. Letters were mailed through Lettermail via Canada Post on May 15, 2020 and arrived the following week. The letters advised of the new guidelines and key information pertinent to each license group and extended an invitation to attend the webinar. Information about the webinar was also posted to the port authority's webpage and registration was open to the public.

Participation

A total of 179 participants registered for the webinar and 148 attended. The webinar included a presentation about the new guidelines, followed by a question and answer session. Throughout the session, 170 questions were asked. The port authority extended the session by 15 minutes to allow for extra time to answer questions. Answers to questions regarding specific properties or legal matters were deferred for direct follow up and are not included in this summary.

Key Themes

Participants had the opportunity to submit questions in advance or during the webinar. Key themes were as follows:

- Questions and concerns regarding licence fee increases
- Requests for recreational dock program details
- Questions of clarification on whether existing licensed and unlicensed docks are allowed to remain
- Questions of clarification regarding the guidelines for dock sizing, location and features
- Requests for additional information about the Project and Environmental Review (PER) process
- Questions of clarification regarding requirements for dock repairs and maintenance
- Comments and questions about the engagement process

Question and Comment Summary

The following table summarizes questions and comments received during the public engagement webinar and the port authority’s response. Questions and comments are grouped by topic for convenience. If similar or duplicate questions or comments were received, they have been combined and documented once in this report. Some questions/comments have been edited to remove personal or confidential information. Additional questions or comments on the guidelines and related fees can be directed to: recreationaldocks@portvancouver.com

Question/Comment	Response
<p>Cost (general)</p> <ul style="list-style-type: none"> • Questions requesting the rationale for the fee increase • Requests for more information on how “fair market value” was assessed when determining the new licence fees • Comments that the new fees may cause financial burden for some individuals, and what, if any, avenues are available to dispute the increases • Question if any other leaseholders or port authority tenants are facing similar fee increases 	<p>As a port authority, we operate pursuant to the Canada Marine Act and are required to ensure all leases and licences align with fair market value, as indicated in our Letters Patent. While our letters patent came into effect in 2007, the existing licence fees were placed on hold as a result of the moratorium period.</p> <p>Prior to 2020, the annual fees for a recreational dock licence had not increased since 1993.</p> <p>To establish current fair market value, the port authority requested a third-party appraisal valuation to determine market pricing for private moorage water lot tenures. The appraisal compared current market values for water lot tenures in jurisdictions across provinces and in the United States (U.S.), including current available market information in the Lower Mainland. The zonal rates, primarily based on water and land access, are as follows: Zone 1 – \$2,000, Zone 2 – \$1,200 and Zone 3 – \$600.</p> <p>As the new guidelines and fees are implemented, a one-time registration fee of \$250 for new licences and licence renewals will be in effect. This documentation fee covers all necessary costs associated with title searches, releases, registration and transfers at Land Titles Office.</p> <p>If a dock owner cannot afford the new annual licence fee or if the dock is no longer needed, the owner has the option to apply for a permit to remove the dock.</p> <p>Owners of docks and licences in good standing will not be required to pay the new fees until 2025.</p> <p>Documentation fees and other fees outlined under the Canada Marine Act are applicable for all port authority agreements.</p>
<p>Cost (program fees and administration)</p>	<p>The present revenue for the recreational docks program is approximately \$55,000.</p>

Question/Comment	Response
<ul style="list-style-type: none"> • Requests for information about specific program details and how licence fees are used • Requests for the anticipated revenue generated from the program • Query about the nature and level of program administrative costs included for purposes of determining revenue-neutral licence fees • What are the total fees and administrative costs to install a new dock? 	<p>Currently, the program is running at a deficit. In future, the recreational dock program intends to be a revenue neutral program, not cost neutral. This means the intent is to put dollars generated from the program back into improvement projects and/or services associated with the program, and not solely to cover costs. The specific services are to be determined, but may include environmental studies, marine operations, debris cleanup, etc. This approach reflects the terms and requirements under the Canada Marine Act and our Letters Patent.</p> <p>Forecast revenues in 2025 will be subject to the number of new applicants in each zone, number of unlicensed users applying as well as number of users transitioning and/or applying for shared docks. Between 2020 and 2025, it is projected that this program will still run at a deficit. The intent is to have the program become revenue neutral by 2025, once the new fees are applied for all users.</p> <p>A five-year rollout for the new fees has been introduced. Those with existing licences will not be required to pay the new fee until 2025. Moreover, existing owners are exempt from the new recreational dock design guidelines until such time as major repairs or a replacement is required. Those with unlicensed docks will pay a nominal fee of \$140 for the first year and the new fee starting July 2021. New dock applications will be charged the new fee per zone should their application be successful.</p> <p>To install a new dock, the fees and other associated administrative costs would include: a \$500 + GST PER application fee; associated construction and preliminary design and study costs; a \$250 registration fee for the licence; and an annual licence fee depending on the zone.</p> <p>For more information, please see the fee section of our website.</p>
<p>Cost (zoning)</p> <ul style="list-style-type: none"> • Requests for more information on how zone fees are determined • Comment that recreational docks should be more valuable in rural areas with water-only access 	<p>To establish current fair market value, the port authority requested a third-party appraisal valuation to determine market pricing for private moorage water lot tenures. The appraisal compared current market values for water lot tenures in jurisdictions across provinces and in the United States, including current available market information in the Lower Mainland.</p> <p>The zonal rates, primarily based on water and land access, are as follows: Zone 1 – \$2,000, Zone 2 – \$1,200 and Zone 3 – \$600.</p>

Question/Comment	Response
	<p>Fee information can be found on our website under the licence and fee section.</p>
<p>Number of docks</p> <ul style="list-style-type: none"> Questions about the number of licensed and unlicensed docks in the Burrard Inlet area 	<p>The port authority has documented 404 licensed docks and 105 known unlicensed docks in Burrard Inlet. These do not include unlicensed mooring buoys and/or floating structures.</p>
<p>Unauthorized docks</p> <ul style="list-style-type: none"> Questions regarding why the port authority permits unauthorized docks, and how people were able to build unauthorized docks during the moratorium 	<p>An unlicensed dock installed prior to, or post the 2008 moratorium, did so without port authority permission and without a licence. As such, it is considered to have been installed illegally.</p> <p>All recreational docks within the port authority's jurisdiction require a licence and Project Environmental Review (PER) permit approval from the port authority, which must be in place before a dock is installed.</p> <p>The port authority has a compliance, monitoring and enforcement program in place with a goal to work collaboratively with dock owners and permit holders to achieve compliance amicably.</p> <p>An overview of our compliance monitoring and enforcement program can be found here.</p> <p>As part of the new recreational dock program, there is an opportunity for unlicensed dock owners to come forward and apply for a dock licence within a one-year period. The port authority may deem any unlicensed dock owners in trespass and pursue further measures should they remain unlicensed after June 15, 2021.</p>
<p>Licence requirements</p> <ul style="list-style-type: none"> Question about whether a licence is required for a dock that does not have boats moored at any time Requests for more information on how permit ownership works, and if it belongs to the residence or applicant Question about how permits and licensing works for stratas with multiple tenants 	<p>All recreational docks in the port authority's jurisdiction require a licence. The purpose of a recreational dock is to allow users moorage of a private watercraft. By definition, a recreational dock is a structure for mooring boats located immediately in front of an existing residential property. Recreational docks are for non-commercial, private use. A recreational dock licence is not permitted for any other types of primary uses without a watercraft vessel. Any other types of use for a recreational dock would contradict the terms of the Licence agreement.</p>

Question/Comment	Response
<ul style="list-style-type: none"> • Question about licence fees and who is required to pay them • Question about what happens to the licence should a home be sold 	<p>The licence the port authority provides is not a permit for ownership or any form of exclusive use. The licence is a non-exclusive agreement for a type of access to the water, foreshore and submerged land within the port authority’s jurisdiction. In this case, a recreational dock. It does not assign any ownership of the water, foreshore and/or submerged land.</p> <p>Depending on the situation and topography of the shoreline, two or more lot owners may be interested in having a shared dock. All shared dock applicants must be waterfront or abutting property owners. There is currently no licensing framework for stratas.</p> <p>If a shared dock can only be accessed through a neighbour’s private property, then the shared users will need to come to an agreement on access to the shared dock. The port authority is responsible for the stewardship of the lands and waters that make up the Port of Vancouver, and is therefore not responsible for coordinating rights of access outside of its jurisdiction. The port authority is also not a party to, or responsible for, the application of any upland access agreement between shared dock users.</p> <p>Project permits for shared recreational dock installation should be submitted online through the Project and Environmental Review (PER) Portal available at: www.eper.portvancouver.com.</p> <p>Shared docks will be assessed on a case-by-case basis. Please contact RecreationalDocks@portvancouver.com with information on your specific shared dock design and plans.</p> <p>A recreational docks licence is associated with the upland owner. In some instances, the upland ownership may be directly with the municipality, and thus require either consent or a direct sublicense agreement with the respective municipality. Please see our website for more detailed information pertaining to the municipalities of the Village of Belcarra and the District of North Vancouver.</p> <p>All dock owners who have or build a dock within the port authority’s jurisdiction are required to have, and pay for, a licence. The licence agreement outlines the terms and conditions for use.</p> <p>Should the upland owner sell their property, the port authority may grant a consent to assignment of the licence prior to the completion date of the sale of the upland property, providing the licensee is in good</p>

Question/Comment	Response
	<p>standing and submits a request within a reasonable time from the completion date.</p>
<p>Water lease requirements</p> <ul style="list-style-type: none"> • Question if a water lease needs to be in place before an application is submitted, or if the process includes a water lease when the permit is issued • Question about the percentage increase to leases for non-residential water leases 	<p>The licence for recreational docks provides non-exclusive access to Port of Vancouver waters directly from the user's upland property. There are no lease interests created on the water lot. Once the application is submitted, and approved, our real estate team will formalize the licence agreement.</p> <p>Port authority commercial leases are based on a dollar per square footage basis and account for various other factors in determination, whereas recreational dock licences are fixed, per year fees for usage. There are also other fee considerations for our commercial tenancies. More information can be found on our website.</p> <p>Commercial agreements are set up differently, particularly those for terminal tenants. There is no equivalent comparison between commercial leases and residential leases from both the financial and non-financial standpoint.</p>
<p>Renewal and exceptions for licensed docks</p> <ul style="list-style-type: none"> • Request for clarification on the timing of the fee requirements and licence renewals • Question about how a homeowner determines if a dock licence exists • Questions on whether existing dock licences will remain under the new guidelines, or if changes are required 	<p>Licensed dock owners in good standing do not have to pay the new licence fee until July 1, 2025. Licence renewals moving forward will now be for 10 years, instead of two. Depending on your renewal date, you may enter into a new 10-year licence agreement in 2020, 2021 or 2022. Your fee in 2025 will be prorated based on the commencement month of your licence agreement, with the new fees commencing as of July 1, 2025.</p> <p>The port authority will continue with 10-year licence agreements as long as these guidelines are in effect. During this time, no annual increase in fees is anticipated.</p> <p>Please contact the port authority to check status of your licence. Note, if you have not been in contact with the port authority in the past two years, you may not have a licence.</p> <p>The port authority recognizes that licensed recreational docks within the port authority's jurisdiction that existed before 2020 may not fully comply with the design criteria and environmental guidelines. These existing licensed docks are exempt from the guidelines until such time as any replacement or upgrade of the existing dock is necessary (e.g. replacement of floats, pier, pilings or</p>

Question/Comment	Response
<p>Application and exceptions for unlicensed docks</p> <ul style="list-style-type: none"> • Questions about the application process, including if unlicensed dock applications are the same process as new dock applications, and how the port authority prioritizes applications submitted • Questions about when dock owners will be required to comply with the new regulations • Questions about whether unlicensed docks will remain under the new guidelines, and if so, will they infringe on potential new dock locations 	<p>other structural components). Exempt docks are subject to compliance with the terms of the licence, including maintenance and repair obligations.</p> <p>All existing unlicensed dock owners must apply for a licence by June 15, 2021. Details on how to do this are on our website.</p> <p>Documentation should be submitted to the port authority via the RecreationalDocks@portvancouver.com email address prior to June 15, 2021.</p> <p>Should you apply for a licence within this timeframe, your dock will be reviewed in its current condition and may not be required to comply entirely with the new Recreational Dock Guidelines. Your dock may be able to remain 'as is' until such a time as replacement and /or major repairs are needed, at which time the new guidelines will apply.</p> <p>The port authority may deem an owner of an unlicensed dock in trespass and pursue further measures should they remain unlicensed after June 15, 2021.</p> <p>If there are specific situations where an existing unlicensed dock prevents construction of a potential new dock, the port authority will review those situations on a case-by-case basis.</p>
<p>Guidelines</p> <ul style="list-style-type: none"> • Requests for clarification on dock specifications, how they are measured, and if there are any allowances or exceptions (e.g., docks larger than 60 metres, less than 10 metres between docks) • Question as to why there is no dock width minimum, and if there is a dock width maximum • Question about whether a floating boat dock is allowed at the shoreline so that a boat can fit onto the floating boat launch platform • Question about the location of a dock, and whether it has to be in front of a property • Question about the location of the environmental areas 	<p>The Recreational Dock Guidelines were developed to ensure safety, protect the environment, and maintain public and Indigenous access and respect neighbours' views and access.</p> <p>The port authority does not intend to allow exceptions for individual dock size or location requirements; exceptions may be considered for shared docks on a case-by-case basis.</p> <p>The port authority recognizes there are existing floats. At this time, the recreational dock program is only addressing dock structures. A recommendation for new float applications and existing float structures will be addressed in the near future. Float structures should only be used for moorage of non-motorized watercrafts and may include conditions such as removal during certain period(s) of the year.</p>

Question/Comment	Response
	<p>The guidelines include the sizes as maximum “areas” rather than specific lengths and widths. This is to allow more flexibly in dock orientation.</p> <p>The port authority will consider neighbouring or existing docks in the assessment and review process. New docks will be required to meet the 10 metre spacing. The 10 metre measurements between docks are determined from dock-edge to dock-edge to reduce shading and environmental impact.</p> <p>All docks must be located in front of the licensed upland property. There may be certain situations due to topography that require docks to be located in deep water or slightly adjacent to the upland property. These are case-by-case situations to be reviewed by the port authority. Please reach out to the port authority with specific questions relating to location.</p> <p>The environmental areas can be found on our website and also as an appendix in the Recreational Dock Guidelines document.</p>
<p>Guidelines (ownership, use and upland property)</p> <ul style="list-style-type: none"> • Request for an explanation of the term “non-exclusive use”, and if another boat is allowed to moor in a licensed water lot • Questions about how the new guidelines affect where people are able to build docks, including in front of a private property • Question about ways for a private homeowner to find out if they have an existing licence • Question about upland riparian rights, and why they aren’t recognized in the program • Question if there are any alternative agreement structures for the upland owner to carry sole ownership of the title and control who the dock is shared with 	<p>The recreational dock and licence program provides an opportunity for residential upland owners to access the water lot within port authority jurisdiction directly from the upland property. This does not constitute any exclusive use, or ownership rights to the licence holder.</p> <p>The program does not provide exclusive rights to the foreshore nor water properties, and does not consider these areas to be under the upland owner’s private property. Licences provide non-exclusive rights, which means other users will be allowed to pass through the area. Given that a recreational dock licence is associated with the upland owner, no other boats would be allowed to moor to the licensee’s dock structure without the prior consent of both the user and the port authority.</p> <p>The guidelines state one dock may be built per waterfront property. All docks must be located in front of the licensed upland property. There may be certain situations due to topography that require docks to be located in deep water or slightly adjacent to the upland property. These are case-by-case situations to be reviewed by the port authority. Please reach out to the port authority with specific questions relating to location.</p> <p>In some instances, the upland ownership may be directly with the municipality, and thus requiring either</p>

Question/Comment	Response
	<p>consent or a direct sub-licence agreement with the respective municipality. Please see our website for more detailed information pertaining to the municipalities of the Village of Belcarra and the District of North Vancouver.</p> <p>For questions about existing licences, please contact: RecreationalDocks@portvancouver.com.</p> <p>The recreational dock program permits users to build a dock structure and access the port authority's jurisdictional waters. Riparian rights are recognized in the port authority's recreational dock program.</p> <p>Depending on the situation and topography of the shoreline, two or more lot owners may be interested in having a shared dock. All shared dock applicants must be waterfront property owners.</p> <p>If a shared dock can only be accessed through a neighbour's private property, lot owners will need to come to an agreement or consensus regarding access to the shared dock. The port authority is responsible for the stewardship of the lands and waters that make up the Port of Vancouver, and is therefore not responsible for coordinating rights of access outside of its jurisdiction. The port authority also is not a party to, or responsible for, the application of any upland access agreement.</p>
<p>Guidelines (public access)</p> <ul style="list-style-type: none"> • Question if the new guidelines protect public beaches, and if there is any setback from public spaces 	<p>New docks will be required to maintain public and/or Indigenous access to the beach or foreshore. Between the high water and low water mark, structures cannot block public and/or Indigenous access along a beach or foreshore area. The only exception to this is when access is included in the design to allow people to travel around or across the structure, such as stairs over a pier or a clear passage underneath it.</p>
<p>Guidelines (environment and archaeology)</p> <ul style="list-style-type: none"> • Questions about environmental reporting, and if upgrades or modifications will be allowed in environmentally sensitive areas • Question if federal agencies (e.g., Fisheries and Oceans Canada) are involved if there are any environmental concerns • Question if an archaeological overview assessment or report will be required 	<p>Each dock application will be reviewed on an individual basis under our PER process to determine potential environmental and community impacts.</p> <p>Existing licensed docks in environmentally sensitive areas will be allowed to remain in place but no new docks will be allowed to be constructed in environmental areas.</p> <p>With regards to involvement of other federal agencies, Fisheries and Oceans Canada may review new recreational docks applications. Please see their</p>

Question/Comment	Response
<ul style="list-style-type: none"> Request for more information on how other environmental plans fit within these guidelines (e.g., Bedwell Bay Sustainability report) 	<p>requirements for projects near water at: http://www.dfo-mpo.gc.ca/pnw-ppe/reviews-revues/request-review-demande-d-examen-001-eng.html</p> <p>The requirement for an Archaeological Overview Assessment will be confirmed by the port authority after the application is submitted. Dock owners/applicants may be required to commission one or more archaeological assessment(s) for recreational dock construction, upgrades, and/or repair and maintenance. The port authority will consider the proposed work, location, and archaeological information available to the port authority to determine if an archaeological assessment is required.</p> <p>To determine if an archaeological assessment is required, the applicant must provide information about the project area and the proposed project works, as well as any previously conducted archaeological assessments, if available. This information is to be provided in the permit application.</p> <p>As part of the Village of Belcarra’s Official Community Plan, the Bedwell Bay Sustainability Plan was adopted to manage group wharfages (shared docks) and private docks. The plan identifies four zones where shared and private docks are permitted. Please see our website for more detailed information pertaining to each municipality.</p>
<p>Guidelines (shared docks)</p> <ul style="list-style-type: none"> Questions if shared dock guidelines will be more flexible, and the number of shareholders permitted Comment that turning a private dock into a shared dock would be perceived as an invasion of privacy, and question whether the port authority had considered privacy matters when developing the new guidelines Request for more information about who can apply for a shared dock, and if it is restricted to property owners Question about the number of boat slips that will be granted for investment properties 	<p>A shared dock will accommodate the needs of multiple upland owners and alleviate the environmental impacts from high density individual dock structures. All shared dock applicants must be waterfront or abutting property owners.</p> <p>You can apply for a shared dock in the same manner as an individual dock; however, shared docks may be subject to different design criteria than those outlined for individual docks. For example, the float size of a shared dock may be larger than the 30 square metres design criteria for a private recreational dock, if required, to facilitate the use of multiple users. Shared docks should follow other design criteria outlined in the Recreational Dock Guidelines.</p> <p>For a shared dock, we strongly encourage the parties involved to have a legal agreement outlining:</p>

Question/Comment	Response
	<ul style="list-style-type: none"> • Each owners' responsibilities and obligations for matters such as dock maintenance and costs • Changes to ownership should one owner sell their upland property • A provision should an owner want out of the dock share <p>In addition to a project permit, applicants applying for a shared recreational dock will be required to obtain a licence agreement from the port authority. The licence agreement sets out the term of the licence, allowable uses, the licence area, insurance terms, and any other requirements and/or restrictions.</p> <p>The licence application process will be initiated upon submission of a project permit application, and the project permit review and licence agreement processes will be conducted at the same time.</p> <p>Project permits for shared recreational dock installation should be submitted online through the Project and Environmental Review (PER) Portal available at: www.eper.portvancouver.com.</p> <p>Shared docks will be assessed on a case-by case-basis. Please contact RecreationalDocks@portvancouver.com with information on your specific shared dock design and plans including the number of boat slips. Each application will be processed individually.</p>
<p>Project and Environmental Review (PER) (process, timelines and documentation)</p> <ul style="list-style-type: none"> • Request for more information about the PER process timelines, including new dock applications and improvements to existing licensed docks • Question if specialist reports can be grouped between multiple land holders to reduce costs • Question if there is a time limit to install a dock once the permit is issued 	<p>The port authority administers the PER process to ensure all projects and activities within its jurisdiction meet applicable standards and minimize environmental and community impacts. The PER application process applies to all new recreational dock applications and repairs, maintenance, upgrades and expansions of existing docks.</p> <p>Once a complete application has been received, it is processed on a first-come, first-served basis.</p> <p>Category A applications cover minor maintenance and/or repairs, and typically take approximately one to 10 business days from a complete application to permitting. Maintenance applications are already in effect for licensed docks. Dock owners may submit maintenance and repair applications at any time.</p> <p>Category B applications are required for new dock installation, and are estimated to take up to 60 business days for project review.</p>

Question/Comment	Response
	<p>Specialist reports may be grouped over two or three land holders, as long as the coverage area is applicable to all proposed project areas.</p> <p>Timelines for construction are provided in the permit and typically allow for a one-year timeline for construction.</p>
<p>PER (applications fees and categories)</p> <ul style="list-style-type: none"> • Requests for more information about the fees for licensing and the PER application • Questions if applications to expand existing docks will be accepted, and if so, what category of application is required 	<p>The port authority administers the PER process to ensure all projects and activities within its jurisdiction meet applicable standards and minimize environmental and community impacts. The level of review required for each project is based on potential project-related impacts, with category A reviews being the least complex and category D reviews being the most complex.</p> <p>For recreational docks, most maintenance, servicing and repair activities fall into category A, while new recreational dock projects or dock upgrades fall into category B. Depending on the category of review, the applicant may be required to submit an application fee, documentation deposit, and incur other expenses as part of the PER process.</p> <p>The following is a summary of the application fees for each category of review:</p> <ul style="list-style-type: none"> • Category A no fee • Category B (if no consultation) \$500 + GST • Category B (if consultation is required) \$2,500 + GST • Category C \$12,500 + GST • Category D \$22,500 + GST <p>Please see our website for the new guidelines that provide further detail on application requirements.</p> <p>Please see our Project and Environmental Review Application Guide for more information on fees, project categories, and how to apply.</p>
<p>PER (maintenance and repair)</p> <ul style="list-style-type: none"> • Comment that the new program creates a financial burden on owners by requiring them to apply for a permit for basic dock maintenance (e.g., Fixing boards) • Request for the list of maintenance projects that require a PER permit 	<p>All overwater works require an environmental review and the issuance of a permit with environmental conditions. We facilitate this through our PER process. Generally, maintenance and repair applications through the PER process are Category A. Category A applications do not have a cost associated with them and can be completed between one and 10 business days.</p>

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<ul style="list-style-type: none"> Request for clarification on what is considered dock disposal 	<p>In the guidelines, maintenance and repair is considered as any activity required to keep existing infrastructure in its current operational state. This may include fixing boards, removing debris, power washing, and painting.</p> <p>Dock disposal is removal of the whole or part of a dock with appropriate upland disposal of the removed portions. A PER project permit will be required prior to removing a dock.</p>
<p>Program development and implementation timing</p> <ul style="list-style-type: none"> Request for an explanation on the length of time it took to develop and implement these guidelines Question if additional resources will be made available to applicants during the application process Comment that the recreational docks program should be more approachable, and less commercially focused 	<p>In 2007, as part of the amalgamation of different authorities into the Vancouver Fraser Port Authority, the port authority undertook an analysis, and a long-term visioning exercise and related studies that highlighted program cost and environmental challenges with the recreational dock program at the time. That led to the moratorium in 2008. During the moratorium, existing licences were extended for ongoing short-term two-year durations, but no new docks were permitted. Fees were also held at original rates until an overall plan was established.</p> <p>During the moratorium, the port authority considered a variety of approaches in managing docks in addition to Indigenous, municipal and environmental and sustainability considerations. This resulted in the Recreational Dock Guidelines for Burrard Inlet.</p> <p>The port authority is able to assist recreational dock applicants once an initial submission through the PER portal is made, even if documents are missing. After that, the port authority is able to provide information on application needs and missing components. We understand many applicants may have questions on the guidelines, and we will remain open to supporting applicants throughout the process.</p>
<p>Engagement process</p> <ul style="list-style-type: none"> Requests for information regarding notification letter, one participant had not received a letter Concerns about public participation during the engagement period Questions about webinar participation Questions about who the port authority had consulted with prior to developing the new guidelines and why they were selected 	<p>Notification letters were distributed to all licensed dock owners, property owners with an unlicensed dock on their property and property owners who may apply for a recreational dock. An email was also sent out via Metro Vancouver to their database of contacts in Indian Arm and Electoral Area A.</p> <p>The port authority apologizes if some licence holders did not receive a letter.</p> <p>For public and stakeholder engagement, the port authority follows the IAP2 spectrum of engagement. The spectrum, which has five levels of engagement</p>

Question/Comment	Response
	<p>(inform, consult, involve, collaborate or empower), helps guide the port authority in how it engages with the public. We carefully assess which level of engagement is appropriate for the particular situation.</p> <p>In this case, the port authority engaged with the public at the “inform” level. This level of engagement was chosen because the guidelines themselves are technical in nature, drawing upon scientific and environmental best practices.</p> <p>In terms of engagement tools, the port authority regularly uses digital engagement platforms and online questionnaires, in addition to face-to-face engagement. As noted during the webinar, in-person information sessions had been planned for the Recreational Dock Guidelines engagement; however, following direction from health authorities on physical distancing, the port authority was required to move the face-to-face meeting to a digital digital/webinar format. We adjusted our promotional strategies to ensure a wide reach, and provided additional ways to engage, including a dedicated email address, and an online questionnaire.</p> <p>Regarding the question and answer period, the decision to mute all attendees and facilitators during the webinar was necessary to ensure the sound and overall technological performance of the webinar was the best it could be, knowing in advance of the meeting that nearly 150 attendees had registered for the information session. Registrants were invited to submit questions in advance and informed that the chat function would be available in real-time during the webinar to ask questions.</p> <p>Due to time constraints, not all of the questions could be addressed during the webinar. The port authority committed to responding to these questions. Unanswered questions were compiled and addressed in this document. Any questions related to individual situations will be responded to directly. An online questionnaire was made available on our digital platform to gather additional feedback on the process and the guidelines. The questionnaire closed June 10, 2020. An engagement summary report will also be posted to the port authority website when available.</p> <p>The new guidelines were developed over the past several years with input from a third-party appraisal firm, real estate, planning, enforcement and compliance and environmental departments. Indigenous groups were also involved and consulted in the development of the guidelines.</p>

Question/Comment	Response
	The port authority has been working with the municipalities to address matters like environmental protection and public access to the waterfront.