

Application Guidance for Existing Commercial, Group and Strata Moorages in the shíshálh swiya

As part of the updates to the shíshálh swiya Dock Management Plan, a new section of the Management Plan, called the “Progressive Upgrade Plan” is required to outline timelines for existing structures to upgrade to encapsulated Styrofoam or non-Styrofoam floatation, to non-creosote pilings, and to light-penetrating decking. This plan supports the gradual upgrade and alignment of commercial and strata/group moorages with best management practices (BMPs).

To begin the application review process please complete a [Progressive Upgrade Plan](#) as outlined below. This plan will accompany the package already submitted, simplifying the application process for moorage owners. Technical staff will review the Progressive Upgrade Plan along with the other submitted documents and advise on all next steps to complete the process.

An approved Progressive Upgrade Plan will become part of your Management Plan and be enforceable within your tenure contract.

Application process

Step 1: Submit a Progressive Upgrade Plan

- Email your completed Progressive Upgrade Plan to ssDMP@gov.bc.ca
- The Progressive Upgrade Plan outlines when existing structures will be upgraded to encapsulated Styrofoam or non-Styrofoam floatation, to non-creosote pilings, and to light-penetrating decking. Use the attached guidance below to complete the plan
 - [Samples and templates are available for reference](#)

Step 2: File review

- Technical staff will review the file and advise if any required documents are missing.
- Many applicants will have submitted materials recently and these will be reviewed prior to requesting any further information to minimize duplicative requests of existing moorage owners.

Step 3: Submit missing materials (if needed)

- If additional documents are required, staff will provide guidance and support during submission

Step 4: Application review

- Complete applications are reviewed in the order received, with priority for expired tenures

Step 5: Decision issued

- A final decision will be issued once review is complete. Decisions may take up to 6 months after a complete application is received

Details required in Progressive Upgrade Plans

Progressive Upgrade Plans are designed to give moorage owners the time they need to complete upgrades within their long-term tenure. The Progressive Upgrade Plan also gives moorage owners the opportunity to provide details on where upgrades are most appropriate and why. Below is the where, when, why and how of the plan:

1. Where – Site plan with specific float references

- A site plan that details all floats in a way that is labelled individually for easy reference is required. This helps staff identify which sections of moorage are going to be upgraded. The float references can be numbered, lettered, named etc. but need to be identifiable. See sample plan for examples

2. When – Timelines for upgrades

- A specific timeline as to when upgrades will be completed is required as part of the Progressive Upgrade Plan. A year that the upgrades will be completed is sufficient. Unless otherwise specified, all upgrades will be considered to be scheduled for completion on or before April 30 of the year provided. If upgrades to different areas in the site plan are planned to be completed in different years, please specify those sites and timelines separately e.g. if floats 1-5 will be upgraded by 2028, but floats 6-10 are not planned for upgrades until 2035, please provide both dates, and not just the later date

3. What – What upgrades are you going to be making?

- Detail the upgrades you will be making to align with Best Management Practices:
 - i. Required Upgrades: Outline upgrades to 1) light penetrating decking, 2) non-creosote pilings, and 3) encapsulated or non-Styrofoam floatation

- ii. Encouraged Upgrades: While not a requirement, it is encouraged to make upgrades in alignment with other relevant Best Management Practices as well. Please outline any plans for updating over time to other Best Management Practices. Where it is identified that such upgrades will occur, they will become enforceable items

4. Why – Rationale

- There are scenarios where required upgrades, such as light penetrating decking, may not be possible or may not achieve the intended environmental benefit. In those scenarios, please provide a rationale for that exception
- For example, light penetrating decking will not provide environmental benefit for docks located inside boathouses, since the marine substrate is already shaded. Another example could be on fuel floats where concrete decking may be essential for fuel spill management. Additional scenarios may exist
- Please also provide rationale for the timing of upgrades. Expected timelines may be up to 10-15 years with rationale. Timelines up to the end of the tenure term will also be considered with acceptable justifications
- For repair or removal of derelict docks and floats, there is a firm 2-year maximum timeframe to complete those projects
- For other Best Management Practices, if upgrades over time are not planned, please outline rationale why additional upgrades are not proposed