

# swiya Streamlined Existing Private Marine Dock Tenure Process

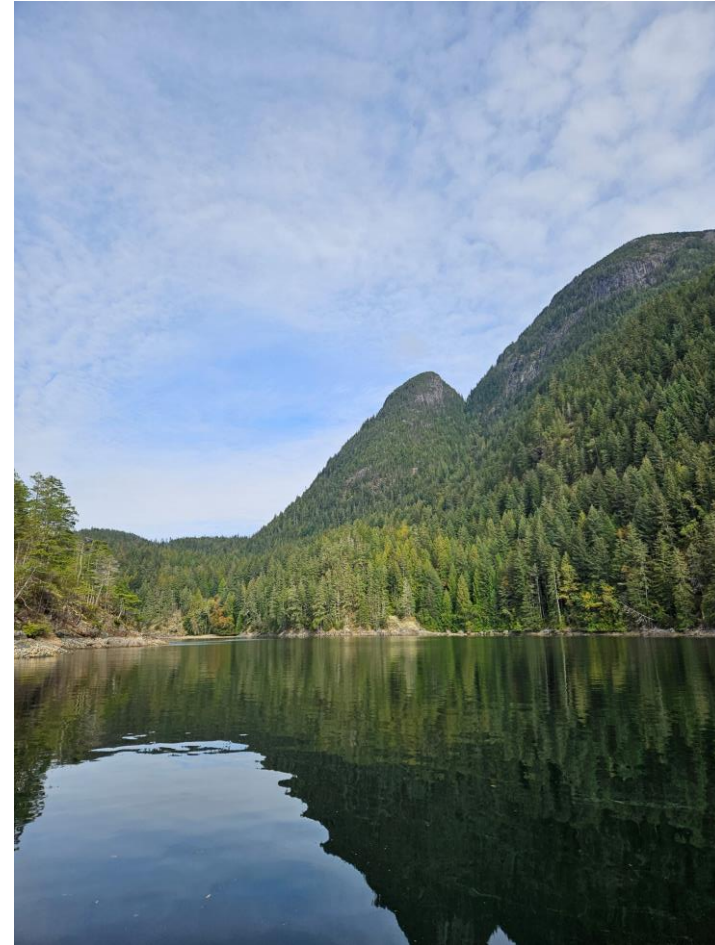
A Guide for swiya Dock Owners





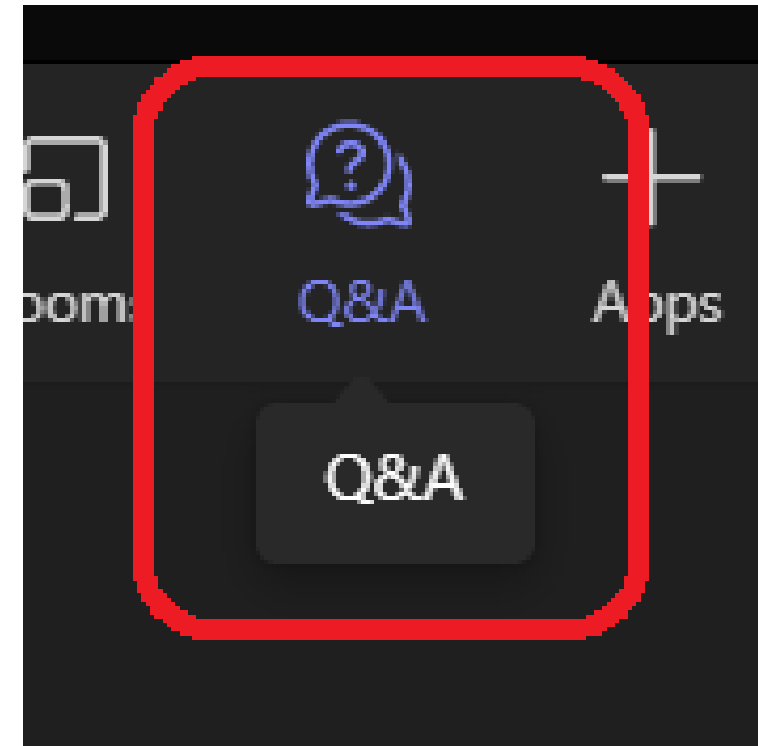
# Outline for Today's Session

1. Welcome and Instructions
2. Participation Overview
3. Purpose of Webinar
4. Background
5. Overview of Streamlined Process
6. Eligible Docks and next steps for other docks
7. Detailed instructions for Streamlined Process
8. Question and Answer



# How to Participate

- Please use Teams' Q&A feature to send questions to our moderators throughout the presentation. Questions will be addressed at the end of the call.
- Please be respectful of presenters and staff. Questions or comments containing disrespectful or derogatory language will not be addressed.



# Questions and Comments – Next Steps

- Your views are important to us, and we want to ensure that you have the information you need.
- We will do our best to address as many questions as possible and we may provide a single response for similar questions.
- Participant information will not be gathered or shared.
- A copy of the presentation and additional resources will be posted online at [gov.bc.ca/swiyadockmanagement](https://gov.bc.ca/swiyadockmanagement)

# Purpose of Webinar

- Explain the new 20-year renewable tenure process under the Ministerial Order
- Clarify eligibility criteria and timelines
- Walk through the submission package and required materials
- Answer common questions and provide support resources

# Streamlined Process for Existing Marine Docks

# Background

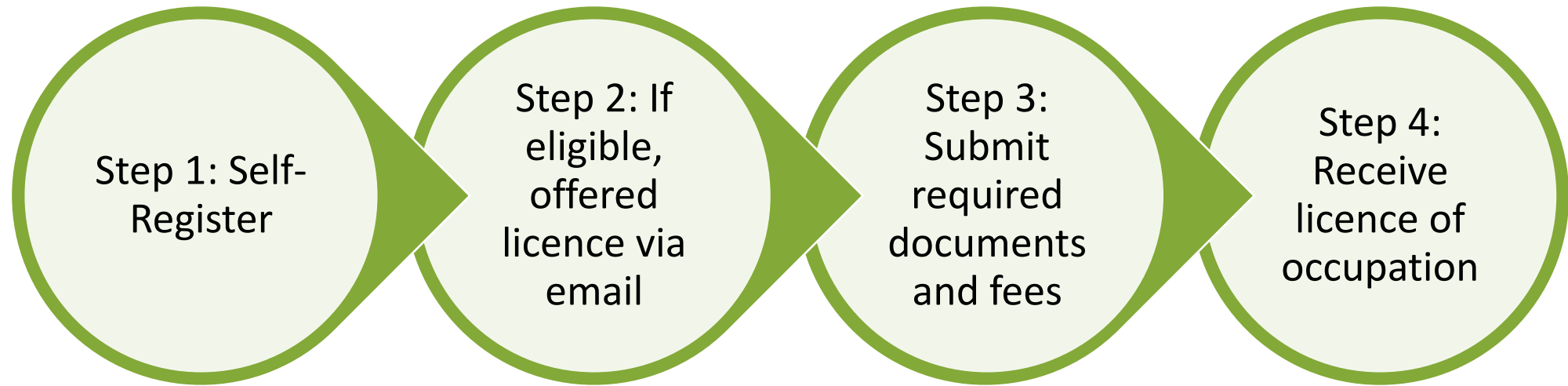
- Addresses feedback from the public and the Dock Management Plan Advisory Group to have more efficient tenure process.
- The new streamlined process:
  - Reduces time for marine dock owners to secure a tenure
  - Eliminates need for application-by-application review
  - Reduces administrative burden for dock owners
- The new process upholds commitments made in August 2024 that self-registered existing docks would transition to long-term authorizations with conditions.

# Recap of August 2024 DMP Announcements

Updates for existing dock and boathouse owners to the Dock Management Plan:

- Allows existing dock and boathouse owners in saltwater as of July 1, 2024 to keep their existing as built structures and register them through an online self-registration form.
- BC and shíshálh will review self-registered docks and boathouses prior to transitioning them into a longer 20-year renewable authorization by August 2027 or sooner
- Timelines for repair or upgrade of existing dock/boathouse components to be more environmentally sensitive:
  - 10 years to update Styrofoam to encapsulated or non-Styrofoam floatation system
  - 10 years to upgrade to light transparent decking or another supported option
  - 2 years to update any actively breaking apart Styrofoam
  - Not using creosote pilings if a piling needs to be replaced
- Removal of requirement for environmental or archaeological reports for existing docks and boathouses (except in specific scenarios). New and replacement docks will be required to complete environmental and archeological reports.

# New Streamlined Process



## **Documents:**

1. Signed declaration
2. Site plan
3. Photos
4. \$1,668.00 + GST rental fee
5. \$1,000 security deposit
6. Certificate of insurance

# Eligible Docks

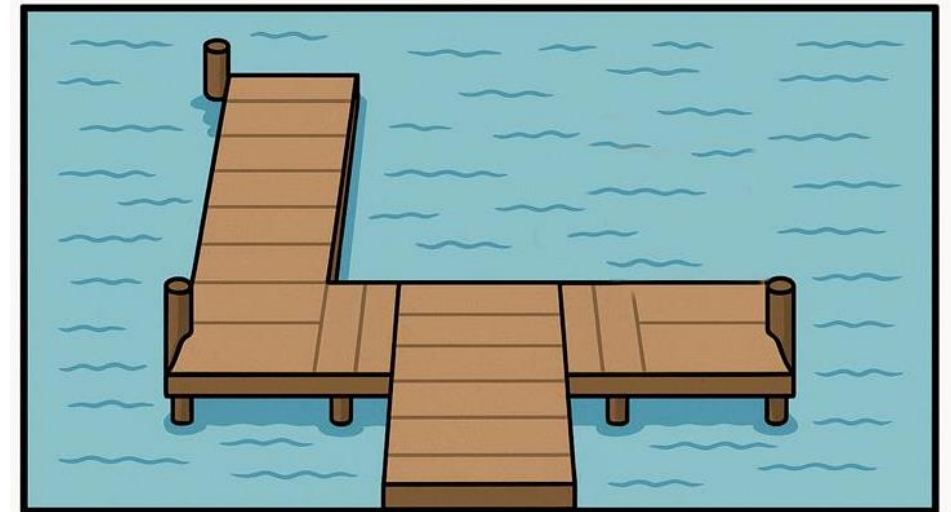
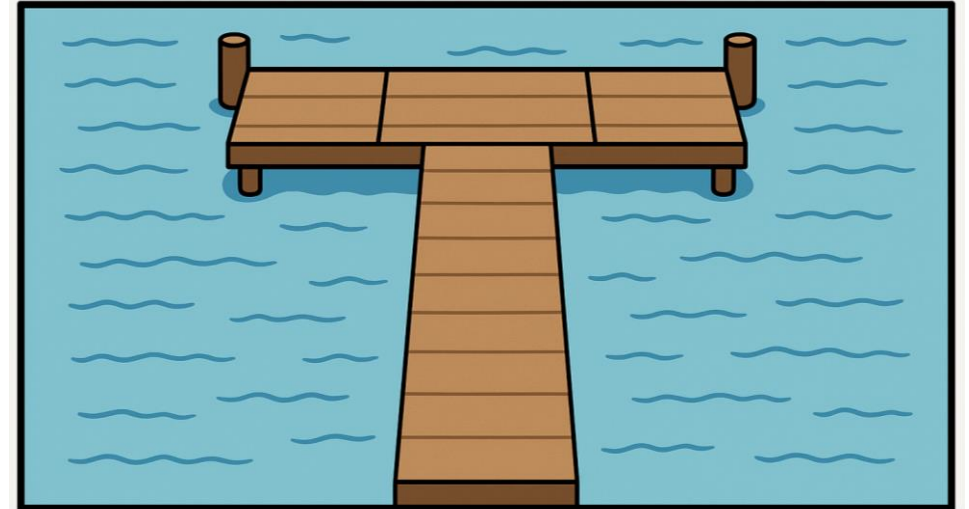
Docks must be:

- A. In the swiya
- B. In the marine environment
- C. A private moorage facility
- D. In existence on July 1, 2024
- E. Registered through the swiya self- registration system
- F. One dock per property
- G. Not derelict
- H. No boathouse



# “One moorage float”

- The Ministerial Order requires a dock to have “one moorage float”
- This means any connected floatation system accessed by a single ramp
  - Eg. T-shaped, I-shaped docks would all qualify as “one moorage floats”



# Derelict Docks

- Docks identified as derelict in the Fall 2024 inventory are not eligible for the long-term authorization until remediation is completed.
- Derelict docks have been defined to include:
  - Sinking docks/boathouses
  - Docks/boathouses impeding passage
  - Collapsing or dilapidated structures
  - Broken pilings or broken mooring chains
  - Deteriorating or spalling un-encapsulated Styrofoam (or similar material)
- Derelict docks will be notified of next steps by letter mail in Fall 2025.
- Derelict docks are required to remediate their docks within two years in alignment with an approved remediation plan.



# Boathouses

- Boathouses that were in the water as of July 1, 2024 are allowed to remain, as-is, in the water.
- Work is currently underway to establish an expedited process to review and issue 20-year tenures for docks and boathouses.
- Fall 2025



# Freshwater Docks

- The pause on freshwater dock authorizations in the swiya will continue while the study is underway.
- In future, existing freshwater docks expected to follow similar process for 20-year renewable long-term authorizations.



# Commercial/Strata Moorages

- Commercial, group and strata moorage dock considerations are under way following spring engagements.
- Field inventories are planned for Fall 2025.
- Provincial staff will contact commercial/group/strata moorage owners for scheduling site visits.



# New or Replacement Structures

- This streamlined process does not give permission to applicants to replace or change the footprint of their existing structures.
- To receive authorization, the structure must have been existing, as-is, on July 1, 2024.
- For modifications to structures, a new authorization may be required.
- Please contact [ssDMP@gov.bc.ca](mailto:ssDMP@gov.bc.ca) with your proposal.

# Details of the Streamlined Process



# Details of the Streamlined Process





## Step 1: Self-Registration

- Online, free and easy to complete
- Dock owners who are in marine swiya
- Dock owners who have not previously self-registered
- Dock owners who had existing private moorage on July 1, 2024

### Dock Registration

**Register your existing Dock or Boathouse within the shishálh swiya (portion of Sunshine Coast)**  
*Registration provides your structures with a swiya General Permission today and ensures an efficient review to support transitions to 20-year renewable long-term authorizations for existing Docks and Boathouses.*

[Let's get started](#) [Dock or Boathouse Registration](#) [Dock Location](#) [Required Adherence](#) [Self Assessment](#)

**Notice for the collection, use and disclosure of personal information**

Your personal information is being collected by the Ministry of Water, Lands and Resource Stewardship under the authority of s.26(c) of the Freedom of Information and Protection of Privacy Act, for the purpose of self-registering and managing a private moorage in the shishálh swiya region of the Sunshine Coast. Should you have any questions about this collection please contact the FCBC South Coast.

Email: [FrontCounterBC.Surrey@gov.bc.ca](mailto:FrontCounterBC.Surrey@gov.bc.ca) Phone number: 604-586-4400



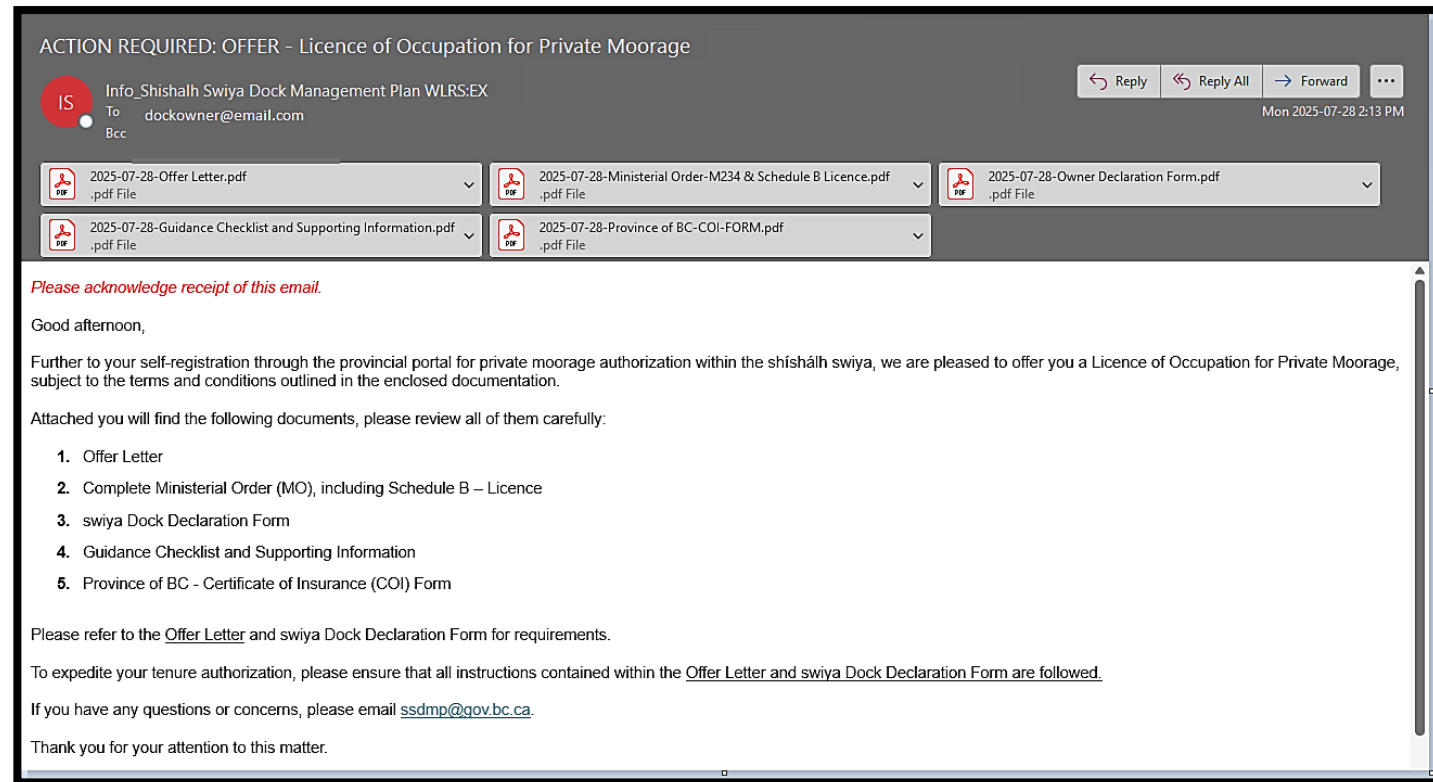
## Step 2: Pre-Screening:

- Staff review self-registrations to determine if registrant is eligible for the streamlined process.
- Pre-screening confirms the dock is:
  - In the marine swiya
  - Private moorage purpose
  - Existed on July 1, 2024
  - Not derelict
  - No boathouse present
  - One dock per property
- If pre-screening determines a registration is not eligible, further review required.



### Step 3: Offer Email

- Offer email is sent to the self-registrant.
- The email contains multiple documents for reference.





Email Attachment	Description
Offer Letter	Outlines requirements for next steps required to receive a finalized licence
Ministerial Order-M234 & Schedule B Licence	Ministerial Order and sample licence for reference
Owner Declaration Form	Template form to be filled out and signed by dock owner
Guidance Checklist and Supporting Information	Provides guidance and support to dock owners for submitting required documents and fees
Province of BC COI Form	Standard form required to be filled out to demonstrate insurance requirements for licence



## Step 4: Submit documents

Gather and include the following requirements in your submission:

1. Signed Owner Declaration(s)
2. Photos of the private moorage facility
3. Plans or drawings of dock
4. \$1668.00 (+GST) one-time payment for the 20-year tenure
5. \$1,000 security deposit
6. Proof of personal liability insurance (homeowners or renters insurance with a minimum coverage of \$2,000,000)



# 1. Fill and Sign Declaration(s)

**OWNER(S) DECLARATION UNDER MINISTERIAL ORDER M234**

*I declare the following facts to be true:*

1. I am an owner/leaseholder OR an authorised signatory of a corporate owner/leaseholder of the following property:

a. civic address: \_\_\_\_\_

b. legal description: \_\_\_\_\_

c. Parcel Identifier (PID): \_\_\_\_\_

("my Property").

liability insurance which meets the requirements of section 0.0 of the Licence.

9. The private moorage facility fronting my Property is required for the following purpose(s): \_\_\_\_\_

10. The distance from my Property to the closest marina or group moorage facility is \_\_\_\_\_

14. I understand and agree that my signature on this declaration shall be deemed to be my signature on the Licence for the private moorage facility fronting my Property and I will be contractually bound by the terms of the Licence.

\_\_\_\_\_  
(Declarant's Signature)                      (For Corporation Name – If Applicable)

\_\_\_\_\_  
(Declarant's Printed Name)                      (Date)

Declarant's mailing address(es) \_\_\_\_\_

\_\_\_\_\_

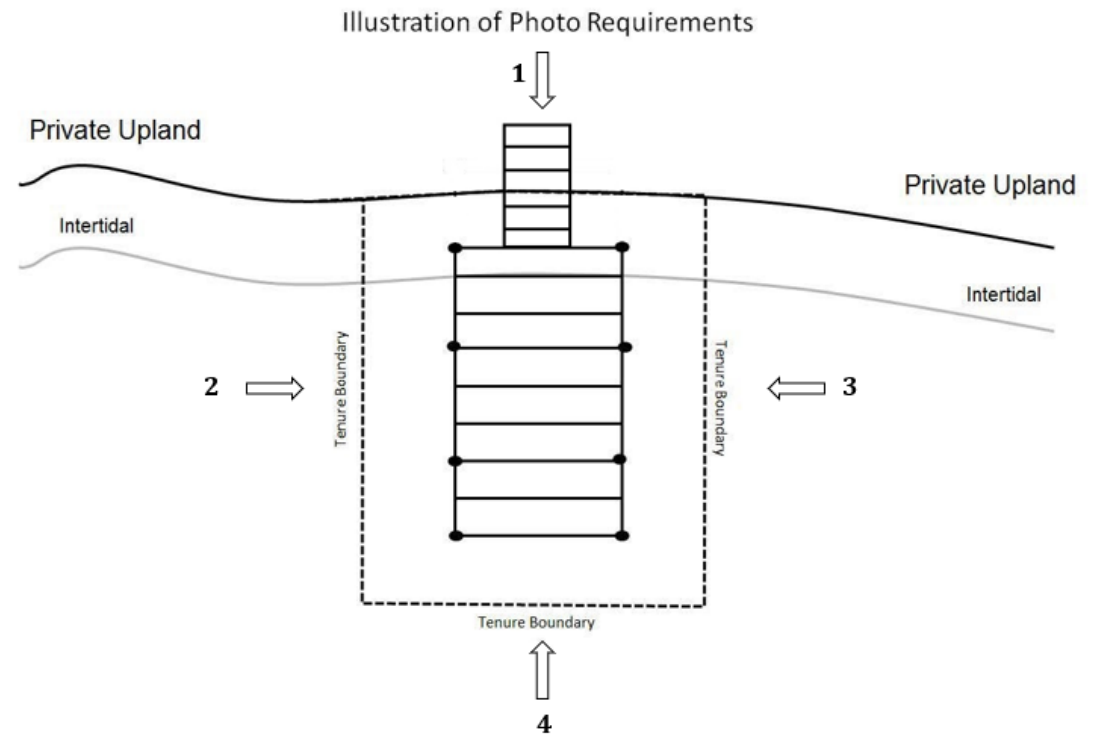
Declarant's telephone number(s) \_\_\_\_\_

Declarant's email address(es) \_\_\_\_\_



## 2. Photos of the private moorage facility

- From all sides and top
- Within 1 year of submission

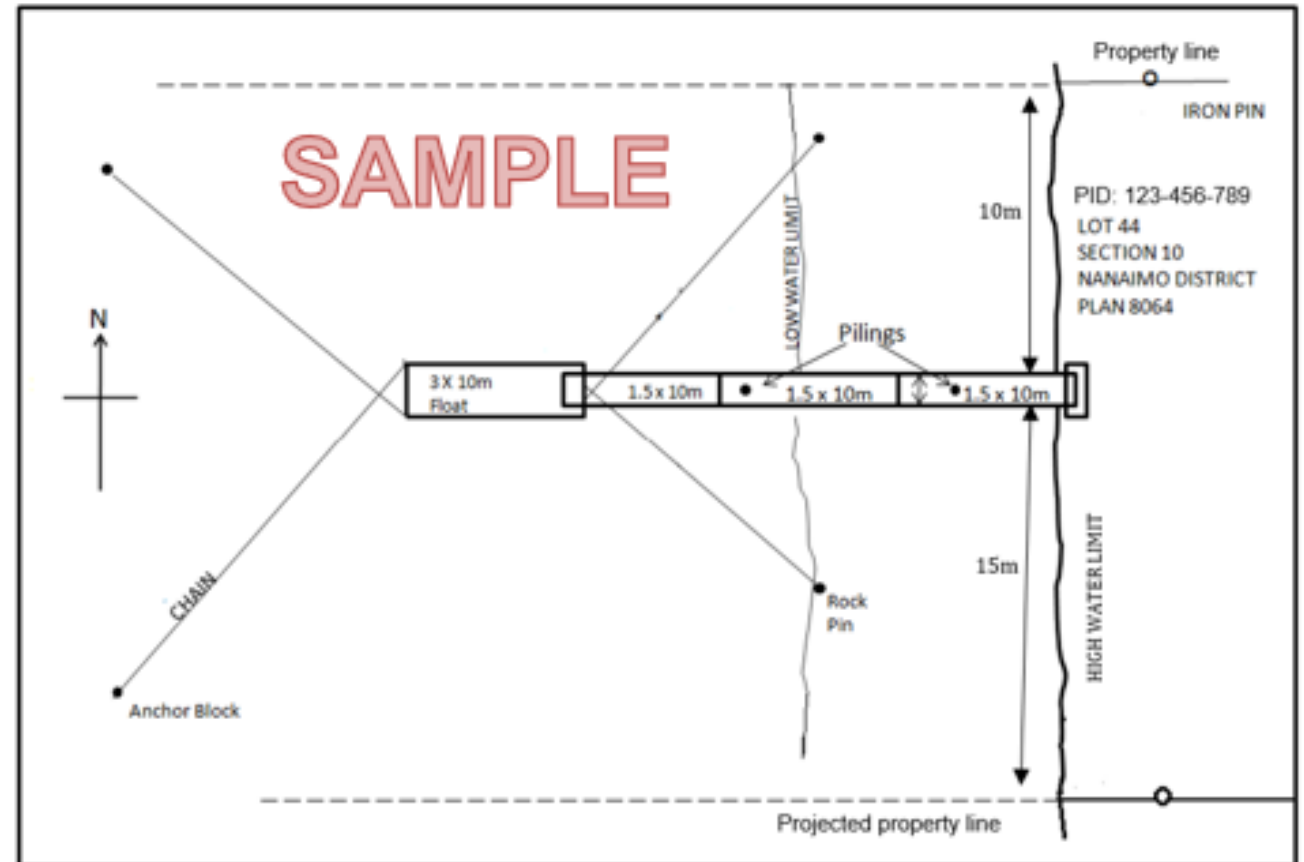


⇒ Indicates photo direction



### 3. Plans or drawings of dock:

- Facility dimensions
- Distance from property lines





#### 4. \$1668.00 (+GST) one-time payment for each 20-year renewable tenure

- Fee is paid once for the entirety of the 20-year tenure term
- No additional rental fees required during the 20-years
- Payment can be made over the phone via credit card or cheque
- Arrangements can be made for a payment plan

#### 5. \$1,000 Security Deposit

- If previously existing security already submitted for the dock (ex. if existing or previous tenure), new security not required to be submitted
- Payments can be made by cheque or bank draft



## 6. Proof of personal liability insurance (homeowners or renters insurance with a minimum coverage of \$2,000,000)

- Must be on BC Certificate of Insurance form and filled out by your insurance agent/broker



### BC CERTIFICATE OF INSURANCE

**Part 1 To be completed by the Province**

THIS CERTIFICATE IS REQUESTED BY and ISSUED TO: (Name of office)  
 HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA  
 as represented by the Minister responsible for the Land Act and Lands, Parks and Housing Act

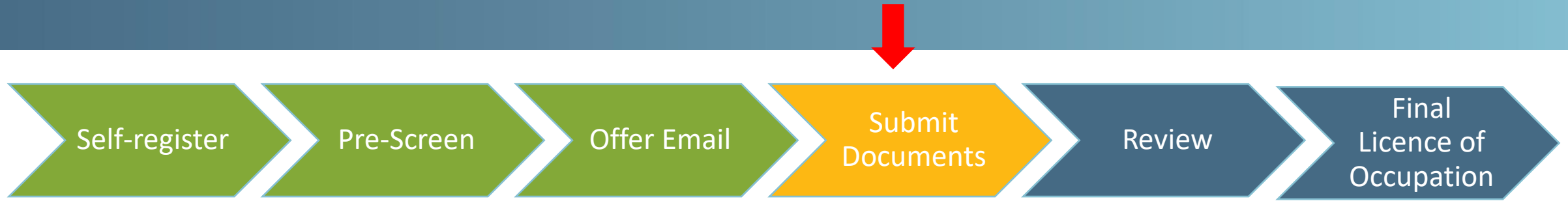
PROVINCE'S CONTACT PERSON NAME & TITLE CROWN LAND AUTHORIZATIONS - TENURE ADMINISTRATION	AGREEMENT IDENTIFICATION NO.
MAILING ADDRESS 200-10428 153 STREET, SURREY, BC	PHONE NO. (778) 572-2262
CONTRACTOR NAME	FAX NO. ( )
CONTRACTOR ADDRESS	POSTAL CODE V3R 1E1

**Part 2 To be completed by the Insurance Agent or Broker**

INSURED	NAME	ADDRESS	POSTAL CODE	
OPERATIONS INSURED	PROVIDE DETAILS			
TYPE OF INSURANCE <i>List each separately</i>	COMPANY NAME, POLICY NO. & BRIEF DESCRIPTION	POLICY START DATE YYYY/MM/DD	POLICY EXPIRY DATE YYYY/MM/DD	LIMIT OF LIABILITY/AMOUNT

This certificate certifies that policies of insurance described herein are in full force as of the date of this certificate and comply with the insurance requirements of the Agreement identified above, except as follows:  
 AGENT OR BROKER COMMENTS:

AGENT OR BROKER	ADDRESS	PHONE NO. ( )
SIGNED BY THE AGENT OR BROKER ON BEHALF OF THE ABOVE INSURER(S)		DATE SIGNED



Submit documents via:

**Email:**

[ssDMP@gov.bc.ca](mailto:ssDMP@gov.bc.ca)

**OR**

**Mail:**

*FrontCounter BC 2<sup>nd</sup> Floor  
10428 153<sup>rd</sup> Street, Surrey*

*V3R-1E1*

*Attention: Portfolio Administration Team*



## Step 5: Review submissions


- Upon receipt of a submission, staff will review to confirm all documents received are complete and accurate.
- If there are any incomplete materials, staff will contact the submitter directly with questions.



## Step 6: Final Licence of Occupation

- Upon confirmation all requirements have been received, eligible dock owners will be sent a finalized Licence of Occupation by mail and email, typically within a few days.
- The Licence will follow the sample licence in the Ministerial Order with individualized details.

**SCHEDULE B**  
**LICENCE OF OCCUPATION**



LICENCE OF OCCUPATION

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Licence No.: \_\_\_\_\_ File No.: «DB\_FILE\_NUMBER»  
Disposition No.: «DB\_DOCUMENT\_NUMBER»

THIS AGREEMENT is dated for reference «DOCUMENT\_REFERENCE\_DATE» and is made under the *Ministry of Lands, Parks and Housing Act* and Ministerial Order #.

**BETWEEN:**

**HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the minister responsible for the *Ministry of Lands, Parks and Housing Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

**AND:**

«DB\_ADDRESS\_STREET\_TENANT»

(the "Licensee")

The parties agree as follows:




## Step 6: Final Licence of Occupation

### Reminders:

- Licence has timelines for repair or upgrade of existing dock components to be more environmentally sensitive:
  - By 2034, update Styrofoam to encapsulated or non-Styrofoam floatation system
  - By 2034, to upgrade to light transparent decking or another supported option
  - 2 years to update any actively breaking apart Styrofoam
  - Not use creosote pilings if pilings need to be replaced

**SCHEDULE B**

**LICENCE OF OCCUPATION**



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# Questions & Answers

Use Teams Q&A feature to send in questions.

## Resources:

- Updates will be posted to the shíshálh swiya Dock Management Plan website: [gov.bc.ca/swiyadockmanagement](https://gov.bc.ca/swiyadockmanagement)
- Questions can be directed to [ssDMP@gov.bc.ca](mailto:ssDMP@gov.bc.ca)